



CHANDERPRABHU JAIN COLLEGE OF HIGHER STUDIES & SCHOOL OF LAW

STUDENT E-HAND BOOK 2022-23



www.cpj.edu.in

**The Management of Chanderprabhu Jain College of
Higher Studies & School of Law reserves the right to
change, amend or modify any of the rules and
regulations contained in this Handbook without any
prior notice.**

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From the Chairman's Desk

Chanderprabhu Jain College of Higher Studies and School of Law is continuously motivated for excellence in the field of education. The students are provided an amiable environment where they can learn the technical knowledge and exposure to be successful in the corporate world. The college has an excellent infrastructure with modern equipment's, rich literature and well-furnished labs.

The college is giving full encouragement and support to the students to utilize their maximum potential so that they can be successful in today's competitive era. Education comes from living life, following passions, accessing information, observing, reflecting and being inspired by wise and courageous. This is something which is believed and constantly chased by us. I feel proud to invite you to the campus for your career advancement and a better future.



Sh. Subhash Chand Jain

From the General Secretary's Desk



Dr. Abhishek Jain

Right from its inception in 2007, CPJ College of Higher Studies & School of Law has exhibited academic excellence in all the disciplines of Management, IT, Commerce & Law. With our vision to excel in imparting high quality higher education, it has been our endeavour to continually improve the infrastructural facilities in the college so that learning becomes a motivation for the students. We, as the management of the college, are fully conscious of the hard core competitive scenario in today's world and, as such, have established special cell for training and placement wherein focused emphasis is laid on Personality Development and Communication Skills of our students. Since Faculties are the backbone of any educational institute, identification of competent faculties and their up-gradation through Faculty Development Programmes, Guest Lectures etc. continues to be our major concern. We have been running CPJ College with a strong belief of being an epitome of teaching and this can only be achieved by the joint efforts of the management, senior functionaries, faculties, supporting staff and the students of our college and wear every much gearing a head in that direction. As such, I invite the students to join CPJ College and excel in their academics and career.

From the Director General's Desk

The basic motto of educating our students at CPJ College of Higher Studies & School of Law is to inculcate a level of confidence in them so that they can boldly face any situation being confronted and emerge as winners. Right from the Classroom teaching, attending Guest Lectures, Workshops, Seminars and Conferences to Personality Development Programmes, Mock Interview Sessions etc., the emphasis is strongly laid on injecting perfection in our students. This whole exercise is focus-driven as It makes our students fit enough to be a part of today's fast-paced corporate world and be able to deliver even against all odds. The college has established a cell by the name "Genesis"-the Placement & Training Cell of our college which works on the methodology of perfectionism and we nurture our students to be epitome of perfection in the irrespective fields. Being assisted by the final year students and the faculty a like, the Cell organises Campus Placement Drives and get a majority of its final year students placed in leading corporate from the Management, IT and the Law Firms. I extend my warm welcome to students aspiring to join our college with an assurance that the college shall contribute its best to develop not only your domain knowledge but also enhance your personality and boost up your belief in yourself!!



Mr. Yugank Chaturvedi

1. College Profile

Chanderprabhu Jain College of Higher Studies & School of Law has been promoted by the Rishi Aurobindo Educational Society to run market focused professional programmes in the emerging areas of higher education in those disciplines which have high job potential.

Sh. Subhash Chand Jain, a well-known name in the educational world, is the Chairman of the college. The college runs full time BBA (General), BBA (CAM), B. Com (Hons.), BCA programmes each of 3 year duration in two shifts and B.A.LL.B & BBA LL.B integrated programmes of 5-years duration. All courses are affiliated to GGS Indraprastha University, Delhi. The credibility of education at the institute is increasingly being realized and recognized by the corporate world.

The college is situated in its own sprawling one-acre campus in Narela, Delhi. Being away from the hustle and bustle of the metropolis, the campus provides a pleasant and intellectually stimulating ambience. It has spacious, airy and well-lit lecture rooms, seminar halls, well equipped and air-conditioned multi-lab computer centres, well-stocked libraries and other essential academic infrastructural facilities as per GGS Indraprastha University norms.

The stark and majestic building in brick has modern architecture with bold openings, creating monumental spaces with minimal décor that provides a perfect setting for learning. The multi-storied building of the college has spacious auditorium, corporate development cell meant for placement activities, faculty cubicles, cafeteria, boys and girls common rooms and the moot court.

We strive to develop a close liaison with the different growth sectors of the economy in order to discern the industry oriented sets of knowledge and skills so as to keep our academic programmes updated in accordance with the emerging global technology as well as needs.

Our Vision

We consistently strive to improve the professional perseverance, persistence and patience for ensuring continually rich, value based and globalized careers and life for all students who enrol themselves in the academic programmes conducted at CPJ- CHS & School of law.

Our Mission

To make the vision come true we have set our mission as under:

- We introduce market focused and utility based professional programmes of higher education in emerging areas of IT, Management, Commerce and law, which have high job potential, economic viability and entrepreneurial qualities.
- We maintain close association with different growing sectors of the economy in order to update the sets of necessary knowledge and skills that are pertinent in the job profiles of different levels of Human Resources and keep a constant watch on the emerging challenges in order to upgrade the existing academic programmes and replace the same by new ones to meet the requirements of the market.
- We constantly emphasize values and ethics that are needed for a smooth and harmonious functioning of the society.
- We identify and undertake activities of local, global and universal concerns in general and those which may improve the well-being of the underprivileged, the physically challenged and the economically weaker sections of the society namely SC / ST / OBC, Women etc. in particular.

Objectives

- To be a role model college in the discipline of Management, Computer Applications, Commerce and education of Law.
- To be sensitive and responsive to the national and societal needs.
- To learn to survive gainfully in all circumstances including the 'periods of recession'.
- To strive hard to be an epitome of perfection.

2. General Rules and Regulations

Chanderprabhu Jain College of Higher Studies and School of Law believes in developing the skills along with the technical competence to prepare its students as the best performers for the corporate world. All the activities in the college are scheduled in such a way that they will impart value-based education and practical training in the field of Management, Information Technology, Commerce and Law.

The education will only be successful when the standard of academics is constantly on the watch and observed. For this purpose, CPJ-CHS and School of Law has incorporated in this Handbook, various Rules & Regulations essentially to be followed by the students in the College Premises. College expects that all our students would follow these rules for improving the academic ambience in the college and achieving their own academic excellence and personality development.

Expectations from Students

It is expected of all students to:

- Display over-all personality.
- Understand and have clear demarcation of tasks and responsibilities of the programme coordinators, HODs and Directors
- Show a consistent behaviour throughout their stay in the college.
- Dedicate themselves to learning and acquisition of knowledge and not only strive for a degree.
- Have a positive approach to the real-life problems.
- Observe and develop friendly and human relations with each other.

General Discipline

All students of CPJ-CHS & School of Law are advised to ensure compliance of the following instructions, failing which a stern disciplinary action will be taken.

Full cooperation of one and all is required to maintain the academic ambience in the college.

- Students are expected to behave decently with faculty members, non-teaching staff and fellow students at the college.
- All students are required to attend classes/labs/tutorials as per the Time-Table.
- No student will move out of the college campus except during prescribed break as given in the Time-Table.
- Use of Mobile phone in the Classroom, Lab or Library is strictly prohibited.
- Students will be in possession of College Identity Card & Transport ID Card while they are in the College and while boarding the College transport.
- Students will not cause any damage to any college property. In case of reported damage / break of any property / building material including class-room furniture, windows / windowpanes, class-room

doors, windows / doors latches, electrical switches, electric boards, fans, regulators, tube lights, firefighting devices, water coolers / RO filters, computers and computer accessories, Wi-Fi equipment, sanitary wares, taps etc., full cost of item(s) will be recovered from the entire class. In addition, a penalty of Rs. 5000 / - will also be charged.

- Students may visit College Library, Admin Office, Academic Branch, Office of EO (Stores), Transport office or College Canteen in their recess/leisure period only. They will not loiter unnecessarily.
- Consumption of alcoholic drinks during the college timing is strictly prohibited. In case Students are caught by the police in the nearby area of the college during college hours or after the college hours while coming to attend the college or going to their respective residence after the college is closed, the college authorities will not take any responsibility for their such action. Such students will not be allowed to attend the college and they will not be permitted to participate in Internal as well as End term examinations.

NOTE: No student will be permitted inside the college premises without an I-Card.

Ragging

In view of the clear directions by Honourable Supreme Court of India, ragging (whether physically or mentally) is totally prohibited in the college premises. The so-called introduction by the students, either individually or in a group, is totally banned. If any student is found engaged in ragging, then he / she will be suspended, and legal action will be initiated against him /her.

At the start of the session, each student will give an undertaking that he / she will not indulge in any sort of ragging activities.

Dress Code

To develop the corporate and professional outlook, to maintain the sense of belongingness, to inculcate the sense of responsibility and discipline amongst the students, it is required by all the students to wear prescribed corporate dress while attending the College as well as during their participation in seminars, workshops, conferences, moot court competitions, visit to various industries / organization etc. However, decent formals are permitted during certain occasions as notified from time to time.

Violation of dress code will initiate expulsion and finally shortage of attendance.

Penalty for the Breach of Discipline

Any student can be expelled from the University, College or institute, as the case may be. In such case he/she shall not be re-admitted to the University, College or Institute from where he / she has been expelled out but it shall not preclude his / her admission to any other affiliated College or Institute with the prior approval of the Vice Chancellor or any official so designated by him.

- Any student can be, for a stated period, rusticated in which case, he / she shall not be admitted to the University or an affiliated College or Institute till the expiry of the period of rustication; or
- Any student cannot for a stated period, be admitted to a course(s) of study of the University; or
- Any student can be imposed with the fine of specified amount of money.
- Any student can be debarred from taking a University examination (s) for one or more years.
- With the approval of the Vice Chancellor, the result of the student concerned of the examination(s) at which he / she has appeared, can be cancelled.

Updating Oneself with Information

Students should look at the Notices displayed on the Notice Boards at various floors of the College building regularly to know the important information regarding Time-table, Exam Schedule and other events / activities to be held in the college from time to time.

College Website

Information on various aspects and notifications of the College can also be browsed on the College website www.cpj.edu.in. This website of the College provides a communication link to the students, parents, other institutions and public at large to know about various activities going on in the College from time to time. The results of various programmes and information related to Time-Table, Internal Examinations, Transport facility, Seminars / Workshops / Conferences / FDPs / Industrial visits and Academic Calendar etc. and general notices / Circulars for the information of students and their parents are also uploaded on the College website. All students and their parents must see the College website daily to know about any latest information.

College E-mail ID

Students and parents may send their queries / suggestions on the following e-mail ID for prompt response by the concerned authorities in the College: cpj.chs@gmail.com

Procurement of College Identity Card

Students are required to fill in their particulars and affix one passport size photograph in the prescribed format for issue of college identity card. They must ensure possession of college identity card within 15 days of the commencement of the Academic Session.

Class Attendance

- Students are required to have minimum 75% of attendance in all the subjects / papers taught / covered in the semester. The shortage of attendance can be condoned up to 5% on the basis of genuine reasons acceptable to the college. Under no circumstances, a student shall be allowed to appear in the semester end term examination if he / she has less than 70% of attendance in all the subjects / papers.
- Students are required to be present in the respective lecture room / computer labs before the scheduled time of the session or the period.
- Students should attend their classes regularly without any interruption. Loitering unnecessarily in the college compound is strictly prohibited.
- Students are required to attend the Seminars / Workshops / Lectures which are mandatory for them.
- Participation in the extra-curricular activities is mandatory.
- Students will give an undertaking on prescribed form to maintain the prescribed percentage of attendance in all the subjects.

Academic Rules

Since this college is affiliated to G.G.S.I.P. University, students are bound to abide by the provisions of G.G.S. Indraprastha University Act, 1998, as well as statutes, ordinances and regulations framed therein, once they are on the role of this College.

Rules for Payment of Fee

- Students who seek admission in the **CPJ-CHS & School of Law** are advised to pay the academic fee and other dues / charges annually as per the undertaking given by the Student / Parents.

- If any of the student fails to deposit the fee within the stipulated period, he / she shall be liable for the following penalties:
- Rs.20 will be charged per day for the first ten days after the last date of fee submission.
- In case the student does not follow the above-mentioned rules, under no circumstances any relaxation will be offered.
- Enrollment card of the University will not be issued to the student who had not paid his / her fee within the stipulated period of time.
- No separate notice for depositing the fee shall be issued either to the parents or the students and it will be their responsibility for the deposit of College fee/dues within the stipulated time.
- No refund or transfer of fee will be made, once the student has joined the College or batch and wants to leave the College for any reason whatsoever.
- The security deposited by the students to the college is refundable only after the completion of his / her course.

Library Rules & Regulations

The rules and regulations to be followed in the Library are given below:

Membership

- Membership is open to all the staff and students of the College. The Library is meant to be used for academic & reference study. Students shall have to apply for the membership on the prescribed application form available in the Library on request.

Working Hours

- The general working hours of the Library are **9.30 AM to 5.00 PM** from Monday to Saturday except holidays.
- Issue and return of books are restricted to **10.00 AM to 1.00 PM** and **2.00 PM to 3.20 PM** on all working days.

Borrower's Cards

The issue of Borrower's Library Cards will be regulated as follows:

Designation	No. Of Cards	Duration	Fine
Students	3	7 Days	5.00 / day / book

- These Library cards are borrowed from the Library on production of identity cards issued by the College.
- Students should produce their identity cards along with the Library cards at the time of borrowing the books.
- All students should return the Library cards at the end of the final year and obtain a **"No Dues Certificate"** from the library. Similarly, the staff members who intend to leave the College should settle all the dues including the Library cards and obtain **"No Dues Certificate"** from the Library.

Loss of Library Cards

- Loss of library card should be reported to the library in-charge immediately.

- Duplicate Card will be issued on payment of Rs. **150** in respect of student members for each card and on giving an undertaking that they will continue to be held responsible for any loss arising from inadvertent use or misuse of the card lost.
- Reference books will be issued for **1 hour** on card for a student member.
- No book will be reissued on the same day of returning and no book will be returned on the same day of issuing.
- Librarian reserves the right to recall any book issued to the borrower even prior to the due date, if necessary.
- All the students should bring/ produce their identity cards inside the Library.
- Personal books, files and other articles (except loose sheets of papers) will not be allowed inside the Library.
- Any marking or writing inside the books by the members is strictly prohibited.
- While borrowing the book, it is his / her responsibility to ensure that the book is in good condition and any damage to the book should be brought to the notice of the librarian before the book being issued. In case any damage / disfiguration is noticed at the time of receipt of book, he / she will have to replace the book or will pay double the price of book.
- A member shall be responsible for any damage done by him / her to the books or other property of the library.
- Misbehaviour with the Library staff, stealing or damaging books, journals, magazines will lead to cancellation of membership and taken as a serious offence which may lead to strong disciplinary action.
- On default of return of books on the due dates indicated on the date slips, an overdue charge of Rs.**5.00** / **day** / **book** will be imposed / collected.
- Loss of books, if any, shall be reported to the Library staff immediately and it shall be replaced by another similar (author, title) copy of the latest edition immediately.
- In case the borrower is unable to replace the lost books, twice the cost of book plus overdue charges, if any, will be charged.
- All members must maintain absolute silence in the Library. Members / users indulging in conversation, consultation or creating any disturbance in the Library will be summarily expelled from the Library.
- Every student must show his / her identity card at the entrance and sign in the User's Gate Entry Register.
- Before entering the library, ensure that mobile is on a silent mode / switched off as otherwise a minimum fine of Rs.100 shall be charged.
- In case any student keeps his / her mobile on ringing tone and if it rings in the Library, it would be taken as a serious offence and stern action will be taken against him/her.
- Students are strictly advised not to keep their valuables like cash, jewellery, mobile etc. In the Library property shelves/ counters.
- In case of loss, the Library/ Institute will not be responsible for the same.
- Nobody can consume eatables and to take water bottles in the Library premises (except Library staff).
- Periodicals are not to be issued to any student. Students can borrow periodicals only for photocopy purpose and the same should be returned on the same day.

NOTE: Misbehaviour in the library will lead to cancellation of library membership and to strict disciplinary action.

Computer Lab Rules

- The computer will strictly be used for Academic purpose only.
- Listed programs should be completed in the Lab only while big programs can be done at home.
- No student is permitted to go out of the Lab during the lab session.
- Students are required to sit on their allotted system. If allotted system is not working properly, then another system will be allotted by the in-charge of the computer lab.
- Use of USB drive (pen drive / external hard disk drive) and CDs and other hardware / accessories is strictly prohibited.
- Use of Mobile phones is strictly prohibited in the Labs as well as in the classrooms. Mobile phones should be kept on the silent mode.
- Proper handling of the PCs should be maintained.
- The system has to be switched off before leaving the Lab.
- Eatables are not allowed in the Lab.
- Students should not remove any of the postings put on the system, CPUs and UPS etc.
- Students should not remove any of the copied or created material from PCs.

Examination Rules—Internal

- Mobile phones are not permitted to be carried in the Examination hall/ Computer labs.
- All the students are required to keep their mobile phone on “switched off” mode in their bags outside the examination hall / computer labs. If a mobile phone rings in the examination hall or during the examination or found in the pocket of any student, then it will be confiscated.
- All students have to carry their I-Card / Admit card to appear in the Examination Hall / Computer lab otherwise they will not be allowed to enter the examination hall/computer lab.
- If any student is found using any unfair means does not maintain in a proper discipline in the premises, his/ her examination sheet will be cancelled, and zero marks will be given in that particular paper.
- Exchanging or sharing of pencil, pen, eraser etc. In the examination hall is not allowed. This will be treated as practicing of unfair means.
- Each student will write his / her Roll Number on top right corner of the question paper and will not write any other word on that.
- Students are not allowed to discuss among themselves or with the invigilators during the examination. This will be considered as practicing unfair means.
- Students should not leave the examination hall / computer lab, before half of the prescribed time is over.
- Students, before leaving the examination hall / computer lab will hand over the answer sheet to the invigilator and in no circumstances will carry the answer sheets outside the examination hall / computer lab.
- No mercy examination will be practiced.
- No student will be allowed to appear in the examination/ classroom/ labs for examination, if he/she is late by more than half an hour on any ground/reason.

Promotion Rules of the University for Next Academic Session

- Students will be promoted to next academic year only by the University if such students secure at least:
 - (i) 50% (accurate up to two decimals) of total credits in the pursuing academic year.
 - (ii) 50 % (accurate up to two decimal digits and rounding of thereafter to full digit) of the total credits of all previous years excluding the credit of the pursuing academic year from which the promotion is to be done to the next academic year.

- (iii) All such students who are not promoted to next academic year due to deficiency in the required number of credits will automatically be declared to have taken an academic break. Only two academic breaks are permissible during the programme. More than two academic breaks will constitute the cancellation of the admission.

Provision for Internal Assessment

All the courses have provision for internal assessment of 25 marks in each paper / subject as per the criteria given below.

(a) Internal Theory Examination	20 Marks/ 10 Marks for Law Courses
(b) Individual Presentation / Assignment	05 Marks (Management/ IT/Commerce)
(c) Professional Skill Development Activities	15 Marks for Law Courses

Internship / Training and Presentation of Minor Project Report

As per the syllabi, students are required to pursue minor project work and prepare individual report for presentation in relation to a business firm / Company / Industry / Law firm / Advocate during summer vacation which shall be finalized, approved and evaluated jointly by the Internal Supervisor and the External Examiner appointed by the University.

NOTE: For the project, internal & external assessment is of 50 marks each. Internal assessment for lab is of 40 marks and 60 marks for external examination. In case of Law Students, it is of 100 marks.

Final Year Major Project Report /Dissertation

During the sixth semester of BBA (Gen), BBA (CAM), B.Com. (H) and BCA, each student has to undertake a project work under the supervision of an Internal Supervisor. During the Tenth semester of B.A. LL.B & BBA LL.B Programmes, each student has to undertake a Dissertation work under the supervision of the Internal Supervisor. The project report/research paper or dissertation for B.A.LL.B programme should be based on primary data. The Project Report / dissertation will neither be repeated nor copied from the previous report submitted by the student. The Project Report, in duplicate, along with one soft copy in CD will be submitted at least four weeks prior to the commencement of the End-Term Examinations of the Sixth / Tenth Semester respectively. Project report carries 100 marks and shall be evaluated for 50 marks by an Internal Board of Examiners and for 50 marks by an External Examiner.

Earning of Credits by Students

A minimum number of credits are required to be earned by the students in the programme they pursue, in order to get the Degree. One has to earn minimum number of credits as given below out of the maximum prescribed credits.

Programmes	Minimum Credits	Maximum Credits
BBA (G)	132	140
BBA (CAM)	150	155
BCA	150	160
B.COM. (Hons.)	140	148

3. Guidelines for Preparing Academic Assignment / Project Report and Presentation

Assignment and presentation are integral part of our empirical development and corporate success. They challenge our attitude and aptitude to fit into the job, need and task which are requirement of modern time and prevailing system. They discipline us to define our cultivated skill so as to meet the challenges presented to us in their best and brief way. They inspire innovation and offer dynamic viability to a project, plan and idea. They enhance our natural ingenuity that permits us to invent our style and approach. They are our road-maps of practical concerns which would offer us a gateway to success.

Schedule to Follow for Internal Examination, Presentation and Assignment

First Presentation (Individual)	One Month before Internal, as per Academic Calendar
First Assignment (Group)	within 10 days after Internal
Second Presentation (Individual)	3 rd week of January
Second Assignment (Group)	3 rd week of March

- I. Duplication of the assigned matter will result in the cancellation of marks of all the concerned coterie of students involved.
- II. Word limit variance specified is permissible by 15%
- III. If a student fails to submit assignment within stipulated time, it shall lead to cancellation of assignment.
- IV. **“Format for Assignment and Documentation”** is as follows:

Orthography & Spacing

- | | |
|---------------------------|--------------------------|
| (a) Times New Roman | (b) 1.5spacing |
| (c) 16, 14, 12(Word font) | (d) Left Margin = 2.5 cm |
| (e) Right Margin = 2.0 cm | |

General Format for Assignment & Documentation

- | | |
|--------------------------|--|
| (a) Title | (b) Certificate |
| (c) Acknowledgement | (d) Declaration |
| (e) Abstract | (f) Table of Content / Table of Cases |
| (g) List of figures | (h) Introduction |
| (i) Research Methodology | (j) Main Content |
| (k) Conclusion | (l) Suggestions & Recommendations |
| (m) Bibliography | (n) References |
| (o) Annexure | (p) Indices (Author wise / Subject wise) |

- V. The softcopy & hardcopy of assignments are to be submitted compulsorily by the students in accordance with the prescribed format.
- VI. The rules specified for the assignment need to be followed ethically and technically.

**Grading Scheme for Conducting Academic Assignment / Project Report for BBA(Gen)/
BBA(CAM)/B.Com.(Hons.)/BCA/B.A.LL.B/ BBA LL.B**

Scale Criteria	Excellent	Good	Fair	Poor	Very Poor
Knowledge & Under-standing	Outstanding. Original in content & approach. Coherent and clear. Comprehensive coverage, analysis, application and evaluation.	Coverage of topic is in great depth & detail is accurate throughout. Independence of thought is clearly evident. There is good identification and understanding of key issues.	Most relevant issues are covered with reasonable understanding. Development of discussion demonstrates adequate Knowledge. The most central issues are identified.	Some relevant issues are covered. Little evidence of independent thought. Discussion shows partial Understanding of subject.	Levels of understanding and knowledge are often superficial. The detail is slight and not always relevant.
Quality of Analysis	Outstanding. Original in content & approach. Coherent and clear. Comprehensive coverage, analysis, application and evaluation.	There is an evidence of critical analysis & systematic analysis of source material. There is an evaluative approach throughout the work. Useful links are drawn between theoretical aspects and practical cases of examples.	Development of analysis is not entirely consistent. Work is primarily descriptive. Material is from a variety of sources. Theory & practice are present but not in depth.	Work is descriptive and sometimes superficial. There is little consideration of alternative views & balance between theory and practice is uneven.	Little attempt is made to interpret material. Consideration of theoretical issues is limited.
Structure	Outstanding. Original in content & approach. Coherent and clear. Comprehensive coverage, analysis, application and evaluation.	The work is very well-structured. The Language & paragraphing enhance the work.	Links between introduction and conclusion are sufficiently developed. There is evidence of logical argument.	Relationship between introduction and conclusion is limited.	Planning appears to be weak. Structure may not be appropriate. It is sometimes difficult to trace the logic.

Scale Criteria	Excellent	Good	Fair	Poor	Very Poor
Communication	Outstanding. Original in content & approach. Coherent and clear. Comprehensive coverage, analysis, application and	The work is clearly expressed in an appropriate style. Points are made with clarity. Care has been taken to ensure accuracy of punctuation, spelling & grammar.	Mode of communication is appropriate and coherent. Expression is clear. Occasional errors may distract from accuracy.	Ideas are expressed reasonably but, at times, points are not made clearly.	Ideas are not expressed with sufficient clarity. Poor flow of sequence in consistency is evident
Referencing & Use of Source Material	Outstanding. Original in content & approach. Coherent and clear. Comprehensive coverage, analysis, application	A wide range of appropriate material / literature / references are well incorporated and presented accurately using the Harvard System.	The work makes use of a relevant source but not wide range of sources; may be unsubstantiated at times; not all cited correctly etc.	Limited reading has been undertaken; may be an over-reliance on a few sources, references not always cited properly etc.	There is an evidence of only superficial use. References are not integrated well and cited accurately.

Citing and Referencing Harvard Style for Business School Students

For an academic assignment, it is **vital** that you acknowledge the information sources you have used for your research, to support your arguments and protect yourself against charges of plagiarism.

You must acknowledge your source of information whenever you paraphrase or summarize another person's ideas or words, quote another person's words or use tables, graphs, diagrams etc. which you may have found from another source.

Citing

"Citing" means referring within your text to sources which you have used in the course of your research. In the Harvard style, this means giving the author surname and year of publication in brackets at the appropriate point in your text. Also include a page number or page range if you are referring to a specific section of the publication. e.g.

It has been (Harris 2001, p. 7) that the main considerations are... or:

It has been argued by Harris (2001, p. 7) that the main considerations are...

- You do not have to give a page number if you are referring generally to the whole document:—e.g., *Smith (2004) has taken a broader approach in his work on the subject...*
- If there are three or more authors, use the abbreviation 'et al.' (and others) after the first author's surname e.g. **(Bowden et al.2003)**.

- If you are discussing a point about which several authors have expressed similar views, include them all in one set of brackets e.g. (*Midgley1994; Gandelsonas2002; UNCHS1996*).

Referencing

“Referencing” means giving a full description of each source you have consulted, in a bibliography at the end of your work, organized alphabetically by the first author’s last name.

- Write the list in alphabetical order** by the first author’s last name and include the initials of each author’s first name(s). Arrange any references with the same author by the year of publication.
- Titles should be italicized** for books, reports and conference proceedings. For journal articles, the title of the journal (not the title of the journal article) should be printed in italics. The journal issue number, if there is one, should be placed in brackets after the volume.
- Capitalize the first letter** of each author’s last name and each initial. Also capitalize the first letter of the publication title, the first letters of all main words in the title of a journal and all first letters of a place name and publisher. **An example of a list of references appears below.**

References	
Ang, L. and Taylor, B. 2005. Managing customer profitability using portfolio matrices. <i>Journal of Database Marketing & Customer Strategy Management</i> 12(5), pp. 298-304.	Journal article. You can cite both print articles and their electronic equivalents in this way.
Benoit, B. 2007. G8 faces impass on global warning. <i>Financial Times</i> 29 May 2007, p. 9	Newspaper article. Include the day and month of publication. Online versions can also be referenced like this.
Bowen, D.E. et al. 190. <i>Service management effectiveness: balancing strategy, organization and human resources, operations and marketing</i> . San Francisco: Jossey-Bass.	Book. For items with more than three authors, list the first one and write ‘etal.’ For the rest.
Brown, S. 2003. Post-modern marketing: everything must go! In: Baker, M.J. ed. <i>The marketing book</i> . 5 th ed. Oxford: Butterworth-Heinemann. Pp.16-31.	Chapter from an edited book.
Carr, N.G. 2000a. Hyper mediation: commerce as clickstream. <i>Harvard Business Review</i> 78(1), pp. 46-47. Carr, N.G. 2000b. <i>Business and the internet</i> . Boston: Harvard.	Use ‘a’ and ‘b’ etc. for multiple items by the same author in the same year. Include the ‘a’ and ‘b’ in your citations too, to identify the different works.
European Commission. 2004. <i>First report on the implementation of the internal market strategy 2003-2006</i> . Luxembourg: Office for Official Publications of the European Communities.	Report. If there is no individual author, use the name of the organization.
Garcia-Sierra, A. 2000. <i>An investigation into electronic commerce potential of small to medium-sized enterprises</i> . PhD Thesis. Cardiff University.	PhD thesis. For a Masters-level work, you’d write ‘M.Sc Dissertation’, for example.

Gower, I. ed. 2003. <i>Internet usage in business: market report</i> . 7 th ed. Hampton, Middlesex: Key Note publications.	Market report.
MyTravel Group. 2005. <i>Annual report and accounts</i> . Rochdale: MyTravel Group.	Company annual report.
Office for National Statistics. 2004. Households with Internet access 1999 / 2000 and 2001 / 2. <i>Regional Trends</i> . Vol. 38, figure 8. 15. Basingstoke: Palgrave Macmillan.	Statistical table. If you reproduce the table in the body of your assignment, give the citation after the table title.
Thompson, B. 2006. <i>Why the net should stay neutral</i> . [Online] Available at: http://news.bbc.co.uk/1/hi/technology/4594498 [Accessed 17 february 2006]	Website. See additional notes for web sources on page 4
Wang, R. and Ying, S.H. 2002. Internet marketing management in the B2B e-business. In: Xia, G.P. ed. <i>Proceedings of the sixth China-Japan international conference on industrial management</i> . Xian, China: China Aviation Industry Press. Pp. 386-390.	Conference paper. Include the date and location of the conference.

Publication Date and Serial Number of Editions

To find out when a book was published, look at the back of the title page inside it. This page will contain details of the publisher and the publication date. If there is more than one date, use the latest publication date, not the latest reprint dates.

The back of the title page will also tell you the edition of the book. If the book is not the first edition, state this in the full reference in your list of references but not in the citation e.g.

Ellsworth, J.H. and Ellsworth, M.V. 1997. *Marketing on the Internet*. 2nd ed. New York: Wiley.

If no publication date is given, put [no date] in the citation and the reference, e.g. **(Smith [no date])**.

Quotes

You should aim to paraphrase information provided by an author in your own words, rather than quote large amounts of their work verbatim, as this helps to demonstrate to the reader your understanding of the information. However, it can be necessary to quote directly from the text when you cannot present the information more succinctly or in any other way – or when you need to present a particular position of an author's text in your work to analyze it.

Short quotes

For a short quote, cite the author, date and page, and enclose the writer's words in quotation marks:

It has been recently observed that:

In specific terms, it might be imagined that the benefits of web consumer retention would only seem to be advantageous for digital companies that are client-centric, which can interact with these consumers. Furthermore, the mere fact of using transactional practices, low differentiation between products and the emphasis on promotion of price on the web would seem to increase sensitivity to price. (Joia and Sanz 2005, p.5)

In the current fiercely competitive internet commerce climate, it would seem that these observations might well be borne out.

MODIFYING A QUOTE

If you omit some words from the quote, you need to indicate this by typing in three dots, e.g. **“In specific terms ... the benefits of web consumer retention would only seem to be advantageous for digital companies that are client-centric”.** (Joia and Sanz 2005, p. 5)

If you add some of your own words within the quote, place your words in square brackets to make it clear as to which are the author’s words and which are yours.

Web Sources

If no author is given, web pages can be referenced by the organization responsible or by the title instead. A good web site should, however, have sufficient ownership information to enable you to cite it. If no ownership is detectable, you should question whether the source is of sufficient quality. The web site example on p. 2 of this guide shows how this type of reference should look. Ideally, you should aim to include the following information:

Author (if available) or Organization. Publication Date. *Document title* [online]. Place: Publisher (if available). Available at: web address of document [Accessed: date you viewed the site].

If an electronic source such as a journal article has no page numbers, you can identify a quotation by giving a paragraph number in your citation instead, e.g. **(Koernig2003, para.17)**

Foreign Language Sources

If the work has not been written in English, you can either write the title in the original language: **Ravet V. 1992. Lespolitiques Upgionales dans l’opinion publique. Luxembourg: Office for Official Publications of the European Communities.**

Ravet, V. 1992. [The regional politics of public opinion.] Luxembourg: Office for Official Publications of the European Communities. (In French)

The option you choose should depend on whether you think the reader will be familiar with the original language. If you have several foreign language works, treat them consistently in the list references.

Personal Communication

Informal sources like lecture notes or personal emails cannot be traced by your reader from a reference. It is usually more appropriate simply to cite the source without referencing it e.g.

The situation has been described as ‘totally unsustainable’. (Smith, J. Lecture, 5 May 2005)

Secondary Referencing

If you want to cite an author whose work you have not personally read, but whose work is presented or summarized by the author of a publication you have consulted, it can be shown as follows:

**Rodinelli (1983), cited in Potts (2002, p.37), describes the stages of a project... or:
A process project might consist of a number of stages including experimentation and production
(Rondinelli 1983, cited in Potts 2002, p.37).**

In your references, you should list the source you have actually read, i.e. Potts.

If you want to cite an author whose work you have not personally read, but whose work is presented or summarized by the author of a publication you have consulted, it can be shown as follows:

Rodinelli (1983), cited in Potts (2002, p.37), describes the stages of a project... or:

**A process project might consist of a number of stages including experimentation and production
(Rondinelli 1983, cited in Potts 2002, p.37).**

In your references, you should list the source you have actually read, i.e. Potts.

Citing Legal Documents

Whether writing an essay, case comment or dissertation, you must always make reference to ('cite') every source of information you use. It is suggested you to use the Oxford Standard for Citation of Legal Authorities (OSCOLA) when formatting your citations. OSCOLA is detailed in full at <http://denning.law.ox.ac.uk/published/oscola.shtml>.

Footnotes

Whenever you paraphrase or quote a source or use the ideas of another person, you need to cite. Insert a foot note maker after the word or phrase to which it relates. At the bottom of the page, insert the footnote number and give the full citation.

Number your footnotes continuously through your document, starting at 1.

In Word 2003, you can create a footnote from the Insert menu, selecting Reference and then Footnote. The

decision in *Mullinv Richards*¹ followed the Australian case of *Mc Halev Watson*² and confirmed in English law the test of the standard of care required of child defendants.³

At the bottom of the page, give a full reference to the documents cited:

1. Mullin v Richards [1998] 1 WLR 1304(CA)
2. McHale v Watson (1966) 115 CLR199
3. D Wenham, 'Negligent Children' [1998] (4) Web JCLI

If you need to cite a particular work more than once, you refer back to a previous footnote. To identify where in the text you found the information, you can add a page number (a paragraph number in square brackets) to the citation:

7. *Mullin* (n 1) 1308

Avoid Latin terms such as *op cit*, *supra* and *et al*.

Books

A Mullis and K Oliphant, *Torts* (3rd edn Palgrave, Basingstoke 2003) 27

The edition should be included only where the book is in its second edition or beyond. If citing information from a specific page, add the page number directly after the reference, as shown above.

Where there are more than three authors, note the first author followed by 'and others'. Use commas only to prevent words running together, for example between multiple authors or between publisher and place of publication.

Chapter in an Edited Book

PA Thomas and A Rees, 'Law Students – Getting In and Getting On' in PA Thomas (ed), *Discriminating Lawyers* (Cavendish, London 2000)

You need not give the pages of the chapter, you only need to note the page number if you are citing information from a specific page or pages.

Journal Articles

J Young, 'The Constitutional Limits of Judicial Activism: Judicial Conduct of International Relations and Child Abduction' (2003) 66 MLR 823

Only note the first page of the article. Where citing or quoting a particular piece of information add a comma after the first page of the article and note the page where the information is to be found; for example, (2009) 66 MLR 823, 826. Give the publication date in square brackets if the date is needed to identify the correct volume, for example [1995] PL 599. Usually you will use round brackets, as most journals number their columns consecutively.

Only include the issue number if every issue of the journal starts at page 1. If this is the case, write the issue number in brackets next to the volume number e.g.23 (2).

Articles from e-journals

If the journal-article is also available in paper format, you can cite it as you would print a journal-article. For journals that are only published electronically, you will need to add the website address and the most recent date of access, in the same format as for web pages, as noted below.

WebPages

To cite information from a web page that is in a form not covered by other guidance in OSCOLA, use the following format:

Home Office, 'Anti-Social Behavior Orders' <http://www.homeoffice.gov.uk/anti-social-behavior/penalties/anti-social-behavior-orders> accessed 2 June 2006

If no personal author is identifiable, insert the organization responsible for the web page instead. If neither is obvious, begin your reference with two em-dashes (-)

Government Publications

You do not need to include publisher information.

Law Commission, 'Evidence of Bad Character in Criminal Proceedings' (Law Com No. 273 Cm 5237, 2001) [2.89]

Case-Laws

Names Eastleigh BC [1990] AC 751 (HL)

In this citation, the names of the parties of the case are bifurcated by letter v which stands for "versus". Thereafter, the year of publication of the report is 1990 followed by the name of the book written, here as A C (Appeals Cases) followed the court by which the case is decided.

Use italics when referring to the name of the case. If you are hand-writing, underline instead.

RvG [2003] YJGK 50, [2004] 1 AC 1 034

Here in the citation, the names of the parties to the case are bifurcated by letter v which stands for "versus" followed by the year of 'Neutral Citation' the Sotri House of Lord's judgement in 2003 at page 50. Thereafter the year of publication followed by Vol. No. the book name & the Page Nowhere the case is reported.

Where a neutral citation is available, add it immediately after the names of the parties and before the law report citation (if there is one). There is no need to note the court as this is indicated by the neutral citation.

LEGISLATION

Children and Adoption Act 2006 s 9

Where an Act is cited in full, as above, in the text of your work, you do not need to create a footnote.

QUOTATIONS

If you are quoting no more than three lines of text, mark your quote with single quotation marks. For longer quotes, create a separate paragraph, indented both to the left and right. Do not use quotation marks. In either case, you must add a citation a footnote.

Rules for Students Relating to Presentation

The formal dress is compulsory for the participants.

Presentation should be **brief yet comprehensive** (you know the need of the fast-paced modern norms for presentation)

The time limit regarding presentation should be taken great care of.

The date allotted and the time prescribed for presentation must be followed as they are suggested and intimated. **Any casual approach may come to naught** (zero) as for the marks are concerned.

4. Grievances and Their Redressal

In case of any difficulty / grievance or a problem, the students should bring it to the notice of the Director, Director Academics, HODs, Faculty members or Administrative Officer or Executive Officers of the college for its redressal so that remedial action can be taken in the interest of the college and students.

5. Court Visits / Industrial Visits / Excursions and Placements

Court Visits

College organizes court visit for students pursuing B.A.LL.B & BALL.B courses wherein they are allowed to interact with Senior Advocates practicing and functioning in different courts like Session Court, High Court and the Supreme Court. It is mandatory to participate in the court visit planned and organized by the college. During such visits, students are required to follow a proper dress code.

Industrial Visits

Different Industrial visits are undertaken by the college for BBA, BBA(CAM), B.COM(H) and BCA students wherein they are exposed to online management and practical application of knowledge being given to them in the college.

Excursions

Institute takes students, faculty and staff members on excursions to renowned places within the country with a view to developing the skill of integrating the knowledge acquired while meeting and interacting with people from different background.

Placements

For the career growth of students pursuing different courses in the Institute, placement cum interview sessions are organized from time to time in the college wherein experts from Human Resources Management Department of various organizations are invited to interact / interview our students for their placement.

6 Transport Facility

Students desirous of availing the college bus facility are required to fill in the prescribed form (Form for fresher and form for renewal for existing students). The bank draft in the name of “Chanderprabhu Jain College of Higher Studies” of required amount along with the form duly filled-in should be submitted to the Transport Officer within the prescribed time. Once the route and pick-up point is opted, request for change of the route is not permissible under any circumstances except in case of any emergency. The students must follow the rules / Terms and conditions prescribed on the transport card.

7 Terms and Conditions for Availing College Transport

The students availing transport facility provided by the CPJ College of Higher Studies & School of Law have to abide by the following terms and conditions:

1. The students must carry with them the valid transport card issued by the college while traveling in the college bus **which is mandatory**. In case any student is found traveling without valid transport card in college bus, he / she will be fined Rs. 50 per day and that will be recovered from the individual on the spot.
2. The students are required to get their transport card prepared / revalidated before commencement of their Academic Session. **Transport fee to be paid annually in one lot latest by 10th of August of every year.**
3. Student seeking transport facility by the college bus fleet is to be taken for complete Academic session. Transport fees once paid will not be refundable. **Further no student will be allowed to discontinue the transport facility between the Academic Session.**
4. The student, irrespective of any course, who is willing to utilize college transport facility has to deposit the required transport charges through Bank Demand Draft in favour of “**Chanderprabhu Jain College of Higher Studies**”. No cash transaction for such facility will be accepted.

5. The transport card and the payment receipt issued by the college to a particular student of the college is not transferable. In case the transport card or the payment receipt **is found in possession of other student during surprise check by the college authorities, both the students will be fined Rs. 500each.**
6. No deviation of route will be allowed under any circumstances. Change of route is also not permissible.
7. In case the card is lost, duplicate card on receipt of requisition, will be issued on payment of Rs. 150
8. The students are expected neither to indulge into unnecessary unlawful activities in the bus nor they will insist the bus driver to stop the bus at any unscheduled pick-up / drop point / stop or ask the driver to change the route.
9. **RAGGING:** Ragging in any form is strictly prohibited within the premises of college / institute as well as in public / college transport or any other place, public or private. Any individual or collective act or practice for ragging shall constitute an act of gross indiscipline & shall be dealt with under the provision of Hon'ble Supreme Court of India orders. Entailing verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior are considered as ragging which is totally banned/ prohibited. Students must refrain from such activities.
10. Students will abide by these terms & conditions related to college transport facility being provided and will give an undertaking for having understood these terms and conditions and the acceptance will be without any controversy. It will also be countersigned by the father / mother of the student availing the college transport facility.

8. Parent-Teacher Meet

In order to keep the parents informed about the performance of their wards a Parent-Teacher meet is held at the end of each semester. In case of any unusual incident or conduct of their wards, such meeting will be called immediately.

9. Personality Development Programme

College organizes lectures/ special talk by eminent speakers/experts from academia, industry, corporate / business houses and judiciary for the overall personality development and professional growth of students.

10. Events in Academic Session 2021-22

Academic Calendar for A.S. 2022-23 : First Semester of BBA, BCA, BBA(CAM) & B.COM(H) w.e.f. 14-September-2022

Month	ODD SEMESTER	FROM 14.09.2022	TO 11.02.2022
	Particulars	Date	Day
September	Orientation Programme for First Semester Students at CPJ College Auditorium	14.09.2022	Wednesday
	Commencement of Classes	19.09.2022	Monday
	Industrial Visit	24.09.2022	Saturday
	Abhivyakti: Fine Arts Club Khula Aasmaan: On the Spot Sketching Competition	30.09.2022	Friday
October	Aagnan- 2022: Fresher's Welcome	01.10.2022	Saturday
	Holiday – Mahatma Gandhi's Birthday	02.10.2022	Sunday
	Holiday- Dussehra	05.10.2022	Wednesday
	PDP Session by Director General	06.10.2022	Thursday
	Industrial Visit	07.10.2022	Friday
	Holiday- Id-e-Milad	09.10.2022	Sunday
	Sports Day- GGSIPU	13.10.2022 to 15.10.2022	Thursday to Saturday
	Diwali Carnival- "ULLAS"	21.10.2022	Friday
	Holiday – Diwali	24.10.2022	Monday
November	Mukhauta: Dramatics Club Nukkad Natak	04.11.2022	Friday
	Intra College Debate Competition	18.11.2022	Friday
	Industrial Visit	25.11.2022	Friday
	Parents Teacher Meeting (PTM)	26.11.2022	Saturday
	Guest Lecture for BBA (G) & B.COM (H)	30.11.2022	Wednesday
December	Guest Lecture for BBA (CAM) & BCA	09.12.2022	Friday
	Jhankar: Dance Club Street Dance Competition	16.12.2022	Friday
	Intra College Quiz Competition	22.12.2022	Thursday
	Holiday – Christmas Day	25.12.2022	Sunday
	Internal Examinations for Academic Session 2022-23	26.12.2022 to 31.12.2022	Monday to Saturday
January	Preparatory Leave	16.01.2023 to 21.01.2023	Monday to Saturday
	GGSIPU Semester End Term Examinations	23.01.2023 Onwards	Monday Onwards

Important Notes:

- The above-mentioned dates are tentative and are subject to change.
- Semester End-Term Examinations Schedule shall be notified by Controller of Examination, GGSIPU.

11. Syllabi for BBA (Gen) / BBA (CAM) / B.COM(H) & BCA PROGRAMMES

BBA(Gen)

FIRST YEAR

(2022-23 onwards)

First Semester

Code	Subject	Lectures	T / P	Credits
101	Mgmt Process & OB	-	-	4
103	Business Mathematics	4	-	4
105	Financial Accounting & Analysis	4	-	4
107	Business Economics	4	-	4
109	IT Application in Business	3	-	3
111	IT Application in Business-Lab	0	2	1
113	Entrepreneurial Mindset (NUES)	2	-	2

Second Semester

Code	Subject	Lectures	T / P	Credits
102	Cost Accounting	4	-	4
104	Decision Technique for Business	4	-	4
106	Business Environment	4	-	4
108	E-Commerce	3	-	3
110	Business Communication	3	-	3
110	Business Environment	4	-	4
112	E-Commerce Lab	-	2	1
114	Minor Project – I	-	-	3
116	MOOC*	-	-	3

SECOND YEAR**Third Semester**

Code	Subject	Lectures	T/P	Credits
201	Business Law	4	-	4
203	Marketing Management	4	-	4
205	Human Resource Management	4	-	4
207	Management Accounting	4	-	4
209	Production & Operation Mgmt	3	-	3
211	Business Research Methodology	3	-	3
213	Business Research Methodology Lab	-	4	2
215	NSS/NCC/NSO (NUES*)	2	-	2
213	Environmental Studies	4	-	4

Fourth Semester

Code	Subject	Lectures	T/P	Credits
202	Business Analytics	4		4
204	Financial Management	4	-	4
206	Corporate Governances, Ethics & Social Responsibility of Business	4	-	4
208	Income Tax Law & Practice	4	-	4
210	MOOC*	-	-	3
218	Minor Project- II	-	-	3

THIRD YEAR**Fifth Semester**

Code	Subject	Lecture	T/P	Credits
301	Goods and Service Tax	3	-	3
303	Business Policy & Strategy	3	-	3
305	Information System Management	3	-	3
307	Information Systems Management Lab		4	2
311	Summer Training Report	-	-	4

Sixth Semester

Code	Subject	Lectures	T/P	Credits
302	Project Management	3		4
304	Digital Marketing	4		4
312	Entrepreneurship Development	3		3
314	Major Report	4		4

BBA(CAM)

FIRST YEAR

FirstSemester

Code	Subject	Credits
BBA(CAM)-101	Management Process & Organizational Behaviour	4
BBA(CAM)-103	Business Mathematics	4
BBA(CAM)-105	Financial Accounting & Analysis	4
BBA(CAM)-107	Business Economics	4
BBA(CAM)-109	IT Application in Business	4
BBA(CAM)-111	IT Application in Business-Lab	1
BBA(CAM)-113	Entrepreneurial Mindset (NUES)	2

Second Semester

Code	Subject	Credits
BBA (CAM)-102	Marketing Management	4
BBA (CAM)- 104	Business Statistics & Research Methodology	4
BBA (CAM)-106	Software Engineering	4
BBA(CAM)-108	Object oriented Programming using C++	4
BBA(CAM)-110	Managerial Personality Development-II	2
BBA(CAM)-112	Minor Project -I	3
BBA(CAM)-114	MOOC*	3
BBA(CAM)-116	C++ Lab	2

SECOND YEAR

ThirdSemester

Code	Subject	Credits
BBA(CAM)-201	Business Law	4
BBA(CAM) -203	Operations Research	4
BBA(CAM) -205	Database Management System	4
BBA(CAM) -207	Computer Network	4
BBA(CAM) -209	Business Communication	4
BBA(CAM) –211	Database Management System-Lab	1
BBA(CAM) –213	Environmental Studies	4
BBA(CAM)- 215	NSS/NCC/NSO	2

FourthSemester

Code	Subject	Credits
BBA (CAM)-202	Human Resource Management	4
BBA (CAM)- 204	Financial Management	4
BBA (CAM)-206	Operating System	4
BBA (CAM)- 208	Python Programming	4
BBA (CAM)-210	Minor Project - II	3
BBA (CAM)-212	Operating System-Lab	2
BBA (CAM)-214	Python Programming –Lab	2
BBA (CAM)-216	MOOC*	3

THIRDYEAR**Fifth Semester**

Code	Subject	Credits
BBA(CAM)-301	Entrepreneurship Development	3
BBA(CAM)-303	Web Designing & Development	4
BBA(CAM)-305	Data Analytics with R Programming	4
BBA(CAM)-307	Web Designing & Development Lab	2
BBA(CAM)-309	Summer Training Report	4
	Discipline Specific Elective -I	3
	Discipline Specific Elective -II	3
BBA(CAM)-351	R Programming Lab	1

SixthSemester

Code	Subject	Credits
BBA(CAM)-302	Business Policy & Strategy Management	4
BBA(CAM)-304	Digital Marketing	3
BBA(CAM)- 306	Introduction to Artificial Intelligence	3
BBA(CAM)-308	Major Project	6
	Discipline Specific Elective -III	3
BBA(CAM)-310	Cloud Computing	3
BBA(CAM)-312	Cyber Security	3
BBA(CAM)-314	Investment Analysis & Portfolio Management	3
BBA(CAM)-316	Organizational Development	3

BCA**FIRST YEAR****First Semester**

Code No.	Paper	L	T / P	Credits
BCA 101	Discrete Mathematics	3	1	4
BCA 103	Programming Using 'C' Language	3	1	4
BCA 105	Fundamental of Computers & IT	3	1	4
BCA 107	Web Technologies	3	1	4
BCA 109	Technical Communication	3	1	4
PRACTICALS				
BCA 171	Practical – I C Prog. Lab	0	4	2
BCA 173	Practical–II IT Lab	0	4	2
BCA 175	Practical –III Web Tech Lab	0	4	2
BCA 181*	Bridge Course in Mathematics	2	0	0

Second Semester

Code No.	Paper	L	T / P	Credits
BCA 102	Applied Mathematics	3	1	4
BCA 104	Web Based Programming	3	1	4
BCA 106	Data Structures Using C	3	1	4
BCA 108	Database Management System	3	1	4
BCA 110	Environment Studies	2	0	2
PRACTICAL				
BCA 172	Practical – IV WBP Lab	0	4	2
BCA 174	Practical-V DSLab	0	4	2
BCA 176	Practical – VI DBMS Lab	0	4	2

SECOND YEAR**Third Semester**

Code No.	Paper	L	T / P	Credits
BCA 201	Computer Network	3	1	4
BCA 203	Computer Organization & Architecture	3	1	4
BCA 205	Object Oriented Programming C++.	3	1	4
BCA 207	Human Values & Ethics	2	0	2
BCA 209	Basic of Python Programming	3	1	4
BCA213	Cyber Security	4	1	5
PRACTICALS				
BCA 271	Practical – VII C++ Lab	0	4	2

Fourth Semester

Code No.	Paper	L	T / P	Credits
BCA 202	Java Programming	3	1	4
BCA 204	Software Engineering	3	1	4

BCA 206	Introduction to Management & Entrepreneurship Development	3	1	4
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PRACTICALS

BCA 272	Practical – XII Java Lab	0	6	3
BCA 274	Practical – IX SE Lab	0	6	3

THIRDYEAR

FifthSemester

Code No.	Paper	L	T / P	Credit
BCA 301	Operating System & Linux Programming	3	1	4
BCA 303	Computer Graphics	3	1	4
BCA 305	Cloud Computing	3	1	4
BCA 307	Minor Project	0	8	4

ELECTIVES (Select any one)

BCA 311	Data Visualization & Analytics	4	1	5
BCA 313	Machine Learning with Python	4	1	5
BCA 315	Web Security	4	1	5
BCA 317	Web Based Programming with Java & JSP	4	1	5

PRACTICALS

BCA 371	Practical –X Linux –OS Lab	0	4	2
BCA 373	Practical –XICG Lab	0	4	2

SixthSemester

Code No.	Paper	L	T / P	Credit
BCA 302	Data Ware Housing & Data Mining	3	1	4
BCA 304	E-Commerce	3	1	4
BCA 306	Internet of Things	3	1	4
BCA 308	Major Project	-	12	6

ELECTIVES (Select any One)

BCA 312	Machine Learning with Python	4	1	5
5BCA 314	Deep Learning with Python	4	1	5
BCA 316	IT Act & Cyber Laws	4	1	5
BCA 318	Mobile Application & Development	4	1	5

PRACTICALS

BCA 372	Practical –XII IOT Lab	0	4	2
BCA 374	NSS/ NCC/ Cultural Clubs/Technical Clubs	-	-	2

B.COM(H)**FIRST YEAR****First Semester**

Code	Subject	Lectures	T/P	Credits
BCOM101	Financial Accounting	4	-	4
BCOM103	Micro Economics	4	-	4
BCOM105	Quantitative Technique for	4	-	4
BCOM107	Management Process & OB	4	-	4
BCOM109	Business Communication	4	-	4
BCOM111	Information Technology for Commerce	2	-	2
BCOM113	Information Technology for Commerce (Lab Based)	-	4	2

Second Semester

Code	Subject	Lectures	T/P	Credits
BCOM102	Corporate Accounting	4	-	4
BCOM104	Business Laws	4	-	4
BCOM106	Macro Economics	4	-	4
BCOM108	Business Statistics	4	-	4
BCOM110	Environment Science & Sustainability	4	-	4
BCOM112	Minor Project- I	-	0	3
BCOM114	MOOC I	-	-	3

Third Semester

Code	Subject	Lectures	T/P	Credits
BCOM 201	Cost Accounting	4	-	4
BCOM 203	Corporate Laws	4	-	4
BCOM 205	Business Research	3	-	3
BCOM 211	Basic Accounting Software	-	4	2
BCOM 213	Research Methods for Commerce (Lab Based)	-	4	2
BCOM 215	Group Discussion & Interview Skills	-	2	2

(NUES)

BCOM 217	Entrepreneurial Mindset	2	-	2
BCOM 219	NSS/NCC/Others notified by University (NUES)	2	-	2

Fourth Semester

C ode	Subject	Lectures	T/P	Credits
BCOM 202	Management Accounting	4	-	4
BCOM 204	Corporate Finance	4	-	4
BCOM 206	Business Ethics & CSR	4	-	4
BCOM 212	Data Analysis with Spreadsheets (Lab Based)	-	4	2
BCOM 214	Income Tax Laws	4	-	4
BCOM 216	Minor Project II	-	-	4
	MOOC	-	-	3

Note: At the end of 4th semester all the students shall have to undergo Summer Training for 6 to 8 weeks

Fifth Semester

Code	Subject	Lectures	T/P	Credits
BCOM 301	Corporate Taxation	4	-	4
BCOM 315	Internship Project Report	-	-	4
BCOM	Elective I (Any one of the following)			

The students will choose one elective paper from given electives.

Elective I

BCOM 303: Investment Management
BCOM 305: Valuation of Fixed Income Securities

Elective II

BCOM 307 : Banking Operations
BCOM 309 : Capital Market Operations

Elective III

BCOM 311 : Basic of Actuarial Science
BCOM 313: Basic of Econometrics

Sixth Semester

Code	Subject	Lectures	T/P	Credits
BCOM 302	GST & E-Filing (NUES)	2	1	2
	Discipline Specific Elective III	4	-	4
	Discipline Specific Elective IV	4	-	4
BCOM 312	Financial Modeling Using Spreadsheet (Lab Based)	-	4	2
BCOM 314	Major Research Project	-	-	6

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

Discipline Specific Elective III

BCOM 304: Financial Technology

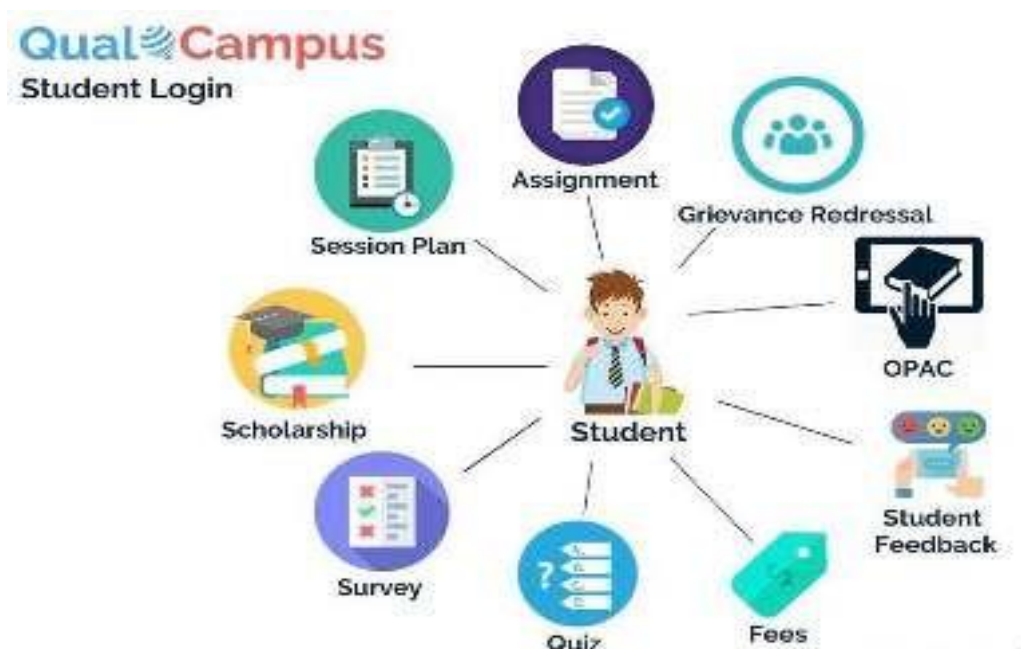
BCOM 306: Introduction to Derivatives

Discipline Specific Elective IV

BCOM 308: New Venture Financing

BCOM 320: Equity Research & Analysis

12. Enterprise Resource Planning (ERP)



CPJ College has introduced QualSoft- ERP in order to manage all the Academic & Administrative function of the College through an Online mode. This would facilitate students and parents to be aware of day-to-day functioning of the College wrt. their attendance, study material etc. and also facilitate the staff members towards regulating diverse compliances. The following Modules would be available to manage all the operations online through QualSoft App:

- a) Time Table Module
- b) Attendance Module
- c) Assignment Module
- d) Online Classroom Module
- e) Quiz Module
- f) Examination Module
- g) Question Bank Module
- h) Student Feedback Module
- i) Fees Module
- j) Scholarship Module
- k) Notice/ Circular Module
- l) Online Public Access Catalogue (OPAC)
- m) Online Grievance Redressal and many more

13. Preventive Measures Taken by CPJCHS & SoL During Covid-19

In order to contain the spread of COVID-19 Pandemic and in pursuance of orders/ guidelines/ advisories issued by the

Govt. of India/ State Govt. / GGSIPU since mid-March, 2020, the College is taking the following preventive measures:

1. **Aarogya Setu App** is mandatory to be installed in mobile phones and it is must to show the same to Guards before entering the College premises.
2. **Temperature Check** through infrared thermometer is installed at the main gate and it is mandatory for all to get their temperature checked before entering the College premises.
3. All Staff Members and visitors are required to wear **Face Masks** mandatorily while entering and during their stay at College.
4. All are required to **Maintain Social Distancing** as per circles marked while entering the premises.
Social Distancing is also to be maintained throughout the day stay at College.
5. Hands are to be sanitized through Hand-Sanitization Machine installed at the entrance gate and regular sanitization using other sanitizers installed at different locations in the College Campus.
6. All are required to mandatorily pass through **Sanitization Tunnel** installed at main gate to disinfect themselves.
7. All are required to **maintain hygiene** at the College.
8. **Frequent sanitization** of entire workplace, common facilities and specific areas, which come in regular human contact, e.g., door handles, railings etc. is carried out on daily basis.

College is taking all possible preventive measures to prevent spread of COVID-19.

Be Preventive!! Be Hygienic!! Be Safe!!

14. Annexure

Annexure-1	Summer Project/ Compulsory Project
Annexure-2	Advance booking for Library Book
Annexure-3	Clearances/ No Dues Form
Annexure-4	Undertaking with respect to Attendance
Annexure-5	Form for issue of Duplicate I-cards/ Library Tickets/ Transport cards
Annexure-6	Library Membership Form (Students)
Annexure-7	Students Feedback Form

ANNEXURE- 1

Chanderprabhu Jain College of Higher Studies & School of Law

SummerProject/CompulsoryProject

Name_____ Roll No._____

Summer Project Title /Area_____

Organization_____

Address_____

Phone_____ Fax_____ E-mail_____

Contact Person_____

Organizational Guide_____

Date of Joining Summer Placement _____

Total number of weeks of Summer Project_____

Date of submission of Summer Project proposal_____

Date of submission of Summer Project report_____

Signature of the Student

Signature of the Organizational Guide

• Last date of submission__ _

ANNEXURE-2

Chanderprabhu Jain College of Higher Studies & School of Law

AdvancebookingforLibraryBook

Name of the student_____ Roll No._____

Course_____ Semester_____

Name of the Book_____

Author_____

Publisher_____

No. of Pages_____ Price of the Book _____ Date_____

Signature of the Student

ANNEXURE-3

Chanderprabhu Jain College of Higher Studies & School of Law

Clearance/NoDuesForm

Name_____ Enrollment No_____

Course_____Specialization (if any)_____

Fees paid Yes_____No_____

I / We certify that there are no dues for the above mentioned student.

Accounts_____

Library (Law)_____

Library (Management) _____

Academic Incharge_____

Computer Lab (1) _____

Computer Lab (2) _____

Transport Officer_____

Executive Officer (Store) _____

Executive Officer (Development) _____

Canteen_____

Class Co-ordinator_____

Programme Co-ordinator_____

Administrative officer_____

Place_____

Date_____

Signature of the Student

ANNEXURE-4

Chanderprabhu Jain College of Higher Studies & School of Law

UNDERTAKING FOR ATTENDANCE

I, _____ Son / Daughter of Mr. _____,

Enrollment No. _____ Class _____ do hereby undertake that

I will maintain my attendance in all classes & labs not less than 75% as per University norms.

I will be regular and punctual in all my academic activities in the college. In case I fail to maintain the above said percentage of attendance, I may be detained to appear in the End- term University Examination for which I shall be responsible for any consequences.

Signature of Student _____

Signature of Parents _____

Date _____

Name of Parents _____

Date _____

ANNEXURE-5

To,

The Director,
CPJ College of Higher Studies & School of Law
Narela, Delhi- 110040

Sir,

I have lost / misplaced my College Identity Card / Library Ticket / Transport card. Kindly issue me a duplicate card & oblige. I am ready to pay Rs. 150 towards fine for the lost card.

Yours faithfully,
(Signature)

Date_____

Name_____

Class_____

Enrollment No._____

FOR OFFICE USE

Rs. 150 deposited by the student vide Receipt No._____

Date_____for issue of a duplicate card.

Date_____

Accountant_____

Duplicate Identity Card / Library / Transport card issued.

Date_____

Signature of Issuing Authority_____

RECEIVED DUPLICATE CARD

Date_____

Signature of the Student_____

ANNEXURE-6**Chanderprabhu Jain College of Higher Studies & School of Law**

Library Membership Form (Students)

PHOTO

Class: _____

Session: _____

GGSIPU Enrollment No.: _____

Name Mr. / Ms.: _____

Father's Name Sh.: _____

Residential Address: _____

Ph. No. Residence: _____

Mobile No. : _____

Date of Birth: _____

UNDERTAKING

Please issue me allotted no. of Library cards. I agree to abide by all the rules and regulations as laid down for use of the library and will maintain necessary decorum and discipline in the library.

Student's Signature _____

Date: _____

Received _____ Library Cards on _____ Signature of Member _____

FOR OFFICE USE ONLY

Library Cards Issued on _____ Returned on _____

Remarks if Any: _____

Librarian's Signature: _____

ANNEXURE-7

**CHANDERPRABHU JAIN COLLEGE OF HIGHERSTUDIES
& SCHOOL OF LAW**

STUDENTFEEDBACKFORM

Name: _____

Enrolment No.: _____ Course: _____

- 1. How SATISFIED have you been with the following aspects of the course?** (Tick your response to each row)

	<i>Excellent</i>	<i>Very good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Not satisfactory</i>
a) Management of rooms (Chairs, Board, cleanliness etc.)					
b) Availability of audio visual aids whenever required					
c) Communication about time table and subject teacher changes					
d) Communication about assignments, tests, internal examination etc.					
e) Library resources and services					
f) Computer Laboratory facilities					
g) Canteen facility					

- 2. Overall, how SATISFIED have been with the quality of teaching this year?** (Tick your response)

<i>Excellent</i>	<i>Very good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Not satisfactory</i>

- 3. How satisfied you have been with the transport arrangement?** (Tick your response)

<i>Excellent</i>	<i>Very good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Not satisfactory</i>

- 4. What is your overall level of SATISFACTION in the College?**(Tick your responses)

<i>Excellent</i>	<i>Very good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Not satisfactory</i>

5. Please write down your comments as short phrases.

Areas where your expectation are met:

Areas where you think things can be improved:

Anything else you would like to add:

Signature

Thanks for completing this survey



CHANDERPRABHU JAIN COLLEGE OF HIGHER STUDIES & SCHOOL OF LAW



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