

Chairman's Message



I have always experienced a yearning to acknowledge my responsibilities and reciprocate by contributing to the growth and development of our society. Years ago when I visited my son's school, I perceived that the best way to advance society is by fostering education and it was at that moment that the dream and vision of JIS Group Educational Initiatives was conceived.

Born with a mission to ignite minds and empower lives, JIS Group today has emerged as one of the leading Educational Conglomerates in Eastern India. It fills me and my team with an overwhelming sense of joy and pride to see thousands of students pursue higher education in JIS Group of colleges and become successful and responsible global citizens. Across our 17 institutions - each a center of excellence in its own right, we offer a wide spectrum of Undergraduate and Post Graduate programs ranging from Engineering and Technology, Computer Applications to Dental Science, Pharmacy, Hospitality along with Business Administration and Management with one objective in mind - collectively and comprehensively address the educational voids across all strata of the society and be an integral part of the India 2020 vision.

At JIS Group, we constantly strive to create an effective academic platform which can drive social, cultural, scientific, economic and technological reforms in our nation. The end state vision is to mature into a global interface through promoting knowledge exchange beyond national boundaries. Our focus has always been to achieve unparalleled excellence that can stimulate positive changes within the society we live in - establishing the observation of the renowned journalist Sydney J Harris, on the role and purpose of education, which is to turn mirrors into windows.

As we usher in 2012, let this dream inspire us to fulfill greater goals beyond social and geographical boundaries.

Sardar Jodh Singh

Chairman of JIS Group

Academic Calendar

Odd Semester 2012 (based on WBUT list)			
Sl No	Particulars	Conduct during the period or in the academic week	Performance Feedback / Distribution of Scripts during the period or in the academic week
1	Classes Starts 1st Sem	1st August, 2012	Nil
2	Classes Starts 3rd, 5th & 7th Sem	23rd July, 2012	Nil
3	First Class Test Slot	6th September - 11th September, 2012	21st September, 2012
4	Assignments...	24th September - 28th September, 2012	10th October, 2012
5	Second class Test Slot	15th October - 18th October, 2012	9th November
6	Mid Semester Break	20th October-31st October, 2012	Nil
7	Teaching Ends	12th November	Nil
8	Theory Examination	November 22nd – December 12th, 2012	Nil
9	Practical Examinations/Viva – Voce Slot*	December 13th - December 18th, 2012	Nil
10	Semester Break for students	19th December 2012 - 24th January, 2013	Nil
11	Remedial Class	To be announced later	Nil
12	Results of all Odd Semesters to be published by*	First week of Febuary, 2013	Nil
* These slots are Provisional and subject to change in avoidble to curcomtances .			
# Practical training where applicable during summer recess.			

Holiday Calendar

HOLIDAY LIST – 2012

Date	No. of Days	Day	Particulars
12th January	1	Thursday	Swami Vivekananda's Birthday
23rd January	1	Monday	Netaji's Birthday
26th January	1	Thursday	Republic Day
28th January	1	Saturday	Shree Panchami
5th February	1	Sunday	Fateh-Duaz-Duham
8th March	1	Thrusday	Doljatra
9th March	1	Friday	Holi
4th April	1	Wednesday	Mahabir Jayanti
6th April	1	Friday	Good Friday
14th April	1	Saturday	Dr. Ambedkar Jayanti & Bengali New Year's Day
1st May	1	Tuesday	May Day
6th May	1	Sunday	Buddha Purnima
8th May	1	Tuesday	Rabindra Jayanti
6th July	1	Friday	Sab-e-Barat
7th August	1	Tuesday	University Foundation Day
9th August	1	Thursday	Janmastami
15th August	1	Wednesday	Independence Day
20th August	1	Monday	Id-UI-Fitre
17th September	1	Monday	Viswakarma Puja
2nd October	1	Tuesday	Mahatma Gandhi's Birthday
15th October	1	Monday	Mahalaya
20th to 31st October	10	Saturday to Monday	Durga Puja, Id-UZ-Zoha & Lakshmi Puja
13th November	1	Tuesday	Kali Puja
14th November	1	Wednesday	Diwali
15th November	1	Thursday	Bhatridwitiya
25th November	1	Sunday	Muharram
28th November	1	Wednesday	Guru Nanak's Birthday
25th December	1	Tuesday	Christmas Day

**Revised Syllabus
to be implemented from the Academic Year 2010**

First Year First Semester

A. THEORY							
Sl.No.	Field	Theory	Contact Hours/Week				Credit Points
			L	T	P	Total	
1	HU101	English language & Technical Communication	2	0	0	2	2
2	PH101/ CH101	Chemistry1(GrB)/ Physics-1(GrA)	3	1	0	4	4
3	M101	Mathematics1	3	1	0	4	4
4	ES101	Basic Electrical & Electronic Engineering-1 (GrA+GrB)	3	1	0	4	4
5	ME101	Engg.Mechanics	3	1	0	4	4
Total of Theory						18	18
B. PRACTICAL							
6	PH191/ CH191	Chemistry1(GrB)/ Physics-1(GrA)	0	0	3	3	2
7	ES191	Basic Electrical & Electronic Engineering 1	0	0	3	3	2
8	ME191/ 192	Engg Drawing & Computer Graphics(GrB) /Workshop Practice(GrA)	1	0	3	4	3
Total of Practical						10	7
C. SESSIONAL							
9	HU181	Language Laboratory	0	0	2	2	1
10	HU182	NSS	0	0	2	2	1
Total of Sessional						4	2
Total of Semester						32	27

Physics based branches divided in to Gr A & Gr B ,Gr A =Phys in sem I Gr B Phys in sem II;
Chemistry based branches Physics in sem - 1 .

Group division :

Group A :Chemistry based subjects : Bio Technology ,Food Technology ,Leather Technology , Textile Technology ,Ceramic Technology ,Chemical Engineering and any other Engineering that chooses to be Chemistry based]+Physics based subjects : Mechanical Engineering ,Production Engineering ,Automobile Engineering , Marine Engineering , Apparel Production Engineering , Computer Science & Engineering ,Information Technology .]

Group B :All Physics based subjects which are also Electrical & Electronics based [Electrical Engineering ,Electronics & Communication Engineering ,Applied Electronics & Instrumentation Engineering ,Power Engineering ,Electrical & Electronics Engineering ,Bio Medical Engineering , Instrumentation & Control Engineering]

**Revised Syllabus
to be implemented from the Academic Year 2010**

First Year Second Semester

A. THEORY							
Sl.No.	Field	Theory	Contact Hours/Week				Credit Points
			L	T	P	Total	
1	CS201	Basic Computation & Principles of Computer Programming	3	3	0	4	4
2	PH201/ CH201	Physics -Gr B () / Chemistry - Gr(A)	3	1	0	4	4
3	M201	Mathematics - 2	3	1	0	4	4
4	ES201	Basic Electrical & Electronic Engineering II	3	1	0	4	4
5	ME201	Engineering Thermodynamics & Fluid Mechanics	3	1	0	4	4
Total of Theory						20	20
B. PRACTICAL							
6	CS291	Basic Computation & Principles of Computer Programming	0	0	3	3	2
7	PH291/ CH291	Physics -Gr B () / Chemistry - Gr(A)	0	0	3	3	2
8	ES291	Basic Electrical & Electronic Engineering II	0	0	3	3	2
9	ME291/ 292	Workshop Practice (Gr B) / Basic Engg Drawing & Computer Graphics (Gr A)	1	0	3	4	3
Total of Practical						13	9
Total of Semester						32	29

Group A

Group B

1st Sem Physics I;
Workshop Practice

Chemistry - 1 ;
Engg Drawing &
Computer Graphics

2nd Sem Chemistry - 1 ;
Engg Drawing &
Computer Graphics

Physics I;
Workshop Practice

**First Semester
Theory
HU**

ENGLISH

PAPER CODE: HU 101

CONTACT: 2L CREDIT: 2

PAPER NAME: ENGLISH LANGUAGE & TECHNICAL COMMUNICATION

BOOKS -- RECOMMENDED:

1. Board of Editors: Contemporary Communicative English for Technical Communication Pearson Longman, 2010
2. Dr. D. Sudharani: Manual for English Language Laboratory Pearson Education (W.B. edition), 2010
3. Technical Communication Principles and Practice by Meenakshi Raman, Sangeeta Sharma (Oxford Higher Education)
4. Effective Technical Communication by Barun K. Mitra (Oxford Higher Education)
5. V. Sashikumar (ed.): Fantasy- A Collection of Short Stories Orient Black swan (Reprint 2006)

References:

D. Thakur: Syntax Bharati Bhawan, 1998

BASIC SCIENCE

CHEMISTRY-1(GR-A/GR-B)

CODE: CH101

CONTACTS: 3L + 1T = 4 CREDITS: 4

Reference Books

1. P. C. Rakshit, Physical Chemistry, Sarat Book House (7th Edition).
2. S. Glasston, Text Book of Physical Chemistry, Macmillan India Limited.
3. S. Pahari, Physical Chemistry, New Central Book Agency.
4. S. Sarkar, Fuels and Combustion, Taylor & Francis (3rd Edition), 2009
5. P. Ghosh, Polymer Science and Technology of Plastics and Rubbers, Tata McGraw Hill Publishing Company Limited.
6. F.W. Billmeyer: Textbook of Polymer Science is published by Wiley India
7. Joel R. Fried, Polymer Science and Technology, Pearson Education (2nd Edition).
8. I. L. Finar, Organic Chemistry, Addison Wesley Longman, Inc.
9. Physical Chemistry, Atkins, 6th Edition, Oxford Publishers.
10. Organic Chemistry, Mark Loudon, 4th Edition, Oxford Publishers.

Or

Physics-1(Gr-B/Gr-A)

Quantum Physics

Code: PH- 1 0 1

Contacts: 3 + Credit: 4

Reference Books

for both Physics I and II

1. B. Dutta Roy (Basic Physics)
2. R. K. Kar (Engineering Physics)
3. Mani and Meheta (Modern Physics)
4. Arthur Baiser (Perspective & Concept of Modern Physics)

Physics I (PH101/201)

Vibration and Waves

- d) Kingsler and Frey
- e) D. P. Roychudhury
- f) N. K. Bajaj (Waves and Oscillations)
- g) K. Bhattacharya
- h) R. P. Singh (Physics of Oscillations and Waves)
- i) A. B. Gupta (College Physics Vol. II)
- j) Chattopadhyaya and Rakshit (Vibration, Waves and Acoustics)

Optics

1. Moler (Physical Optics)
2. A. K. Ghatak
3. E. Hecht (Optics)
4. E. Hecht (Schaum Series)
5. F. A. Jenkins and H. E. White
6. Chita Ranjan Dasgupta (Degree Physics Vol.3)

Quantum Physics

1. Eisberg & Resnick is published by Wiley India
2. A. K. Ghatak and S. Lokenathan
3. S. N. Ghoshal (Introductory Quantum Mechanics)
4. E. E. Anderson (Modern Physics)
5. Haliday, Resnick & Krane: Physics Volume 2 is published by Wiley India
6. Binayak Dutta Roy [Elements of Quantum Mechanics]

Crystallography

1. S. O. Pillai (a. Solid state physics. b. Problem in Solid state physics)
2. A. J. Dekker
3. Ashcroft and Mermin
4. Ali Omar
5. R. L. Singhal
6. Jak Tareen and Tm Kutty (Basic course in Crystallography)

Laser and Holography

1. A. K. Ghatak and Thyagarajan (Laser)
2. Tarasov (Laser)
3. P.K. Chakraborty (Optics)
4. B. Ghosh and K. G. Majumder (Optics)
5. B.B. Laud (Laser and Non Linear Optics)
6. Bhattacharyya [Engineering Physics] Oxford

Mathematics

Code: M101

Contacts: 3L + 1T = 4 Credits: 4

Suggested Reference Books

1. Advanced Engineering Mathematics 8e by Erwin Kreyszig is published by Wiley India
2. Engineering Mathematics: B.S. Grewal (S. Chand & Co.)
3. Higher Engineering Mathematics: John Bird (4th Edition, 1st Indian Reprint 2006, Elsevier)
4. Mathematics Handbook: for Science and Engineering, L. Rade and B. Westergren (5th Edition, 1st Indian Edition 2009, Springer)
5. Calculus: M. J. Strauss, G. L. Bradley and K. L. Smith (3rd Edition, 1st Indian Edition 2007, Pearson Education)
6. Engineering Mathematics: S. S. Sastry (PHI, 4th Edition, 2008)
7. Advanced Engineering Mathematics, 3E: M.C. Potter, J.L. Goldberg and E.F. Abonfadel (OUP), Indian Edition.

Engineering Science

Basic Electrical and Electronics Engineering I

Code : ES101

Contacts 3L +1T =4 Credits :4

Recommended Books :

Text :

- 1 Sedra &Smith Microelectronics Engineering .
- 2 Millman &Halkias Integrated Electronics .

References :

- 1 Malvino Electronic Principle .
- 2 Schilling &Belove Electronics Circuits .
- 3 Millman &Grabal Microelectronics .
- 4 Salivahanan Electronics Devices &Circuits .

Engineering Mechanics

Code ME 1 0 1

Contacts :3L + 1T =4 Credits :4

Books Recommended

- 1 Engineering Mechanics Vol I &II by Meriam &Kraige ,5th ed -Wiley India
- 2 Engineering Mechanics Statics &Dynamics by I H Shames ,4th ed -PHI
- 3 Engineering Mechanics by Timoshenko ,Young and Rao Revised 4th ed -TMH
- 4 Elements of Strength of Materials by Timoshenko &Young ,5th ed -E W P
- 5 Fundamentals of Engineering Mechanics by Debabrata Nag &Abhijit Chanda- Chhaya Prakashani
- 6 Engineering Mechanics by Basudeb Bhattacharyya- Oxford University Press .
- 7 Engineering Mechanics Statics &Dynamics by Hibbeler &Gupta ,1 th ed -Pearson

Sessional HU

HU 181 (Practical)

LANGUAGE LABORATORY

CONTACTS: 2P CREDIT: 1

LANGUAGE LABORATORY PRACTICE

Books Recommended:

Dr. D. Sudharani: Manual for English Language Laboratory
Pearson Education (WB edition),2010
Board of Editors: Contemporary Communicative English
for Technical Communication Pearson Longman, 2010

NSS/NCC/NSO

Code:HU182

Code Credits: 1

Engineering Drawing &Computer Graphics (Gr A GrB)

Code ME 1 9 1

Contacts :1L + B Credits :3

References Books :

- Narayana K L and Kannaiah P . Engineering Graphics", Tata McGraw Hill, New Delhi, 1988
- Bhatt N D . Elementary Engineering Drawing", Charotar Book Stall, Anand, 1998
- Lakshminarayanan V and Vaish Wanar ,R S . Engineering Graphics", Jain Brothers, New Delhi, 1 9 9 8
- Chandra A M and Chandra Satish , Engineering Graphics", Narosa, 1998
- Jolhe , Engineering Graphics", Tata McGraw-Hill- WBUT Series
- Gill ,P S .,A" Text Book of Engineering Drawing", Katson Publishing House (Kataria and Sons)
- Venugopal K . Engineering Drawing &Graphics +AutoCAD", New Age International
- Ventaka Reddy K . Text Book of Engineering Drawing (2nd Edition) BS,Publication.

Or

Workshop Practice (Gr B GrA)

Code ME 1 9 2

Contacts Contact Hours Per week :1L + B = 4 Credits :3

Second Semester

Theory

Basic Science

Basic Computation & Principles of Computer Programming

Code: CS 201

Contacts: 3L + 1T = 4 Credits: 4

Recommended reference Books:

Introduction To Computing (TMH WBUT Series), E. Balagurusamy, TMH
Kernighan, B.W. The Elements of Programming Style
Yourdon, E. Techniques of Program Structures and Design
Schied F.S. Theory and Problems of Computers and Programming
Gottfried Programming with C Schaum
Kernighan B.W. & Ritchie D.M. The C Programming Language
Rajaraman V. Fundamental of Computers
Balaguruswamy Programming in C
Kanetkar Y. Let us C
M.M.Oka Computer Fundamentals,EPH
Leon Introduction to Computers, Vikas
Leon- Fundamental of Information Technology, Vikas
Ram B. Computer Fundamentals, New Age International
Ravichandran D. Programming in C, New Age International
Xavier C. C Language & Numerical Methods, New Age Inter.
Xavier C. Introduction to Computers, New Age International
Rao S.B. Numerical Methods with Programs in Basic Fortran Pascal & C++, Universities Press
Dutta N. Computer Programming & Numerical Analysis, Universities Press
Bhanu Pratap Computer Fundamentals
Rajaram Computer Concepts & C Program, Scitech

Chemistry-1(Gr-B/Gr-A)

Code: CH201

Contacts: 3L + 1T = 4

Credits: 4

Or

Physics-1(Gr-A/Gr-B)
Code: PH201
Contacts: 3L + 1T = 4
Credits: 4

Mathematics
Code: M201
Contacts: 3L + 1T = 4
Credits: 4

Suggested Reference Books:

1. Advanced Engineering Mathematics, Erwin Kreyszig, (Wiley Eastern)
2. Graph Theory: V. K. Balakrishnan, (Schaum's Outline, TMH)
3. A first course at Graph Theory: J. Clark and D. A. Holton (Allied Publishers LTD)
4. Introduction to Graph Theory: D. B. West (Prentice-Hall of India)
5. Graph Theory: N. Deo (Prentice-Hall of India)
6. Engineering Mathematics: B.S. Grewal (S. Chand & Co.)
7. Higher Engineering Mathematics: John Bird (4th Edition, 1st Indian Reprint 2006, Elsevier)
8. Calculus: Strauss, Bradley and Smith (3rd Edition, Pearson Education)
9. Engineering Mathematics (Volume 2): S. S. Sastry (Prentice-Hall of India)
10. Advanced Engineering Mathematics, 3E: M.C. Potter, J.L. Goldberg and E.F. Abonfadel (OUP), Indian Edition
11. An Introduction to Differential Equations, R.K. Ghosh and K.C. Maity (New Central Book Agency)

Engineering Science

Basic Electrical and Electronics Engineering-II
Code: ES201
Contacts: 3L + 1T = 4 Credits: 4
Basic Electrical Engineering-II

Text books:

1. Basic Electrical engineering, D.P Kothari & I.J Nagrath, TMH, Second Edition
2. Fundamental of electrical Engineering, Rajendra Prasad, PHI, Edition 2005.
3. Basic Electrical Engineering, V.N Mittle & Arvind Mittal, TMH, Second Edition
4. Basic Electrical Engineering, J.P. Tewari, New age international publication

Reference books:

1. Basic Electrical Engineering (TMH WBUT Series), Abhijit Chakrabarti & Sudipta Nath, TMH
2. Electrical Engineering Fundamental, Vincent.D. Toro, Pearson Education, 2nd Edition.
2. Hughes Electrical & Electronics Technology, 8/e, Hughes, Pearson Education.
3. Basic Electrical Engineering, T.K. Nagsarkar & M.S. Sukhija, Oxford
4. Introduction to Electrical Engineering, M.S. Naidu & S. Kamakshaiah, TMH
5. Basic Electrical Engineering, J.J. Cathey & S.A Nasar, TMH, Second Edition.

Basic Electronics Engineering-II

Recommended Books:

Text:

3. Sedra & Smith: Microelectronics Engineering.
4. Millman & Halkias: Integrated Electronics.

References:

5. Malvino: Electronic Principle.
6. Schilling & Belove: Electronics Circuits.
7. Millman & Grabal: Microelectronics.
8. Salivahanan: Electronics Devices & Circuits.

Engineering Thermodynamics & Fluid Mechanics

Code: ME201
Contacts: 3L + 1T = 4 Credits: 4
A. ENGINEERING THERMODYNAMICS
Module 1 :
Basic Concepts of Thermodynamics.

Heat and Work.

Ideal Equation of State, processes; Real Gas

Properties of Pure Substances

Module 2:
1st Law of Thermodynamics

Module 3:
2nd Law of Thermodynamics

Module 4:
Air standard Cycles for IC engines
Rankine cycle of steam

Module 5:
Properties & Classification of Fluids
Fluid Statics
Measurement of Fluid Pressure
Fluid Kinematics
Dynamics of ideal fluids
Measurement of Flow rate Basic principles

Engineering Thermodynamics

Text :

1 Engineering Thermodynamics - P K Nag, 4th edn, TMH.

References :

- 1 Fundamentals of Thermodynamics 6e by Sonntag, Van Wylen is published by Wiley India
- 2 Engineering Thermodynamics – Russel & Adeliyi (Indian edition), OUP
- 3 Engineering Thermodynamics – Onkar Singh, NewAge International Publishers Ltd.

Fluid Mechanics

Text :

7 Fluid Mechanics and Hydraulic Machines - R K Bansal

References :

- 1 Introduction to Fluid Mechanics and Fluid Machines - S.K.Som and G.Biswas. 2nd edn, TMH
- 2 Fluid Mechanics by A.K.Jain.

**SYLLABUS for Bachelor of Computer Application (BCA) Course
Semester 1**

Theory									
Sl No	Course Code	Topic	Contact hrs/wk				Credit		
			L	T	P	Total			
1	BCA101	Digital Electronics	3	1	-	4	4		
2	BCA102	Business Systems and Applications	3	1	-	4	4		
3	BCA103	Introduction to Programming	3	1	-	4	4		
4	BM101	Mathematics	3	1	-	4	4		
5	BCA104	PC Software	3	1	-	4	4		
		Total of Theory				20	20		
Practical									
6	BCA194	PC Software Lab	-	-	6	6	4		
7	BCA193	Programming Lab (C/ Pascal)	-	-	6	6	4		
		Total of Practical				12	8		
		Total				32	28		

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**SYLLABUS for Bachelor of Computer Application (BCA) Course
Semester 2**

Theory									
Sl No	Course Code	Topic	Contact hrs/wk				Credit		
			L	T	P	Total			
1	BCA201	Computer Architecture and Systems Software	3	1	-	4	4		
2	BCA202	Information Systems Analysis & Design	3	1	-	4	4		
3	BCA203	Computer Programming	3	1	-	4	4		
4	BM201	Mathematics	3	1	-	4	4		
5	HU201	English Language and Communication	3	1	-	4	4		
		Total of Theory				20	20		
Practical									
6	BCA293	Programming Lab (Visual Basic)	-	-	6	6	4		
7	HU 291	Business Presentation and Language Lab	-	-	6	6	4		
		Total of Practical				12	8		
		Total				32	28		

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Semester duration: 15 weeks
Each lesson will consist of: 3 hours Lectures + 1 hour tutorial per week
Total lab: 12 hours per week

Digital Electronics

Code : BCA101
CONTACTS : 3L + 1 T
CREDITS : 4

Books:

- 1.Fundamentals of Digital Circuits, Anand Kumar,PHI
- 2.Digital Electronics, Tokheim, TMH
- 3.Digital Electronics, S. Rangnekar, ISTE/EXCEL
- 4.Digital Technology:Principles & Practice, Virendra Kumar, New Age International
- 5.Digital Circuit & Design, Salivahan, VIKAS
- 6.Electronic Circuits, Poornachandra, SCITECH

Business Systems and Applications

Code : BCA102
CONTACTS : 3L + 1 T
CREDITS : 4

Books:

- 1.Management Information System, O'Brien, TMH
2. Management Information System: A Concise Study, Kelkar, PHI
3. Decision support Systems, Janaki Raman, PHI
- 4 Business Information Systems, Munish Kumar, VIKAS
- 5.Business Application of Computers, M.M. Oka, EPH

Introduction To Programming

Code : BCA103
CONTACTS : 3L + 1 T
CREDITS : 4

Books:

- 1.Programming With C, Gottfried, TMH
- 2.The C Answer Book, Tondo, PHI
- 3.Programming & Problem Solving Through C Language, EXCEL BOOKS
- 4.Practical C Programming, Oualline, SPD/O'REILLY
- 5.A First Course in Programming with C, Jeyapooan, VIKAS
- 6.C Programming made easy, Raja Ram, SCITECH
- 7.Projects Using C, Varalaxmi, SCITECH

Mathematics

Code : BM 101
CONTACTS : 3L + 1 T
CREDITS : 4

Books:

1. Engineering Mathematics, Vol:1 & Vol:2, Sastry, PHI
2. Uni versity Algebra through 600 solved problems, N S Gopalakrishnan, New Age International
3. Engineering Mathematics, Arumugam, SCITECH

PC Software

Code : BCA 104
CONTACTS : 3L + 1 T
CREDITS : 4

Books:

- 1.Introduction to Computers with MS-Office, Leon, TMH
- 2.Personal Computer Software, EXCEL BOOKS
- 3.A First Course in Computers 2003, Saxena, VIKAS
4. Computer Concepts & Windows, Stoline, SPD/LABYRINTH
- 5.Windows'98 in easy steps, Harshad Kotecha, Wiley Dreamtech
- 6.Office 2000 in easy steps, Stephen Copestake, Wiley Dreamtech
- 7.Windows & MS-Office 2000, Krishnan, SCITECH
- 8.Trouble Shooting Microsoft Windows, PHI/MSP

Computer Architecture and Systems Software

Code : BCA201
CONTACTS : 3L + 1 T
CREDITS : 4

Books:

- 1.Computer Organization, Hamacher, TMH
- 2.0000 to 8085 : Introduction to Microprocessors for Engineers & Scientists, Ghosh & Sridhar, PHI
- 3.Computer Organization & System Software, EXCEL BOOKS
- 4.System Architecture, Burd, VIKAS

Information Systems Analysis & Design

Code : BCA202
CONTACTS : 3L + 1 T
CREDITS : 4

Books:

- 1.System Analysis & Design, Parthasarathi, EPH
2. Analysis & Design of Information Systems, Rajaraman, PHI
- 3.Analysis & Design of Information Systems, Senn, MH
- 4.Information Systems: Analysis and Design, Ram Bansal 'Vigyacharya', New Age International.
- 5.System Analysis, Design & MIS, EXCEL BOOKS
- 6.Analysis, Design & Implementation of Information System, Sharma, VIKAS
- 7.System Analysis & Design, V.K. Jain, Wiley Dreamtech

Computer Programming

Code : BCA203
CONTACTS : 3L + 1 T
CREDITS : 4

Books:

1. Programming with Visual Basic 6.0, Bradley, TMH
2. Programming & Problem Solving Through Visual Basic, EXCEL BOOKS
3. Beginning VB 6, Wright, SPD/WROX
4. Programming with Visual Basic 6.0, Azam, VIKAS
5. Visual Basic 6.0 programming, Eric A. Smith, Wiley Dreamtech
6. Visual Basic 6.0 in 60 days, Krishnan, Scitech

Mathematics**Code : BM201****CONTACTS : 3L + 1 T****CREDITS : 4****Books:**

1. Engineering Mathematics, Vol:1 & 2, Sastry, PHI
2. Engineering Mathematics, Arumugam, Scitech
3. Higher Engineering Mathematics, Vol.2, Rathore, EPH

English Language and Communication**Code : Hu201****CONTACTS : 3L + 1 T****CREDITS : 4****Books:**

1. Business Correspondence & Report Writing, Sharma, TMH
2. English for Technical communication, Laxminarayanan, Scitech
3. Business Communication, Kaul, PHI
4. Effective Technical English, Laxminarayanan, scitech
5. Communication Skill, Ghanekar, EPH
6. Communication Skill, L.M. Shakh, EPH

West Bengal University of Technology
Course Structure for MCA
FIRST SEMESTER

A. THEORY		CODE	THEORY	CONTACTS (PERIODS/WEEK)				CREDITS
SL. NO.				L	T	P	TOTAL	
1	MCA101		Computer Organisation & Architecture	3	1	-	4	4
2	MCA102		Business Systems and Applications	3	1	-	4	4
3	MCA103		Computer Programming with C	3	1	-	4	4
4	MM101		Discrete Mathematical Structure	3	1	-	4	4
5	HU101		Business English and Communication	3	1	-	4	4
Total of Theory				20				20
B. PRACTICAL								
6	MCA191		Micro Programming & Architecture Lab	-	-	4	4	3
7	MCA193		Programming lab (C)	-	-	4	4	3
8	HU191		Business presentation and language Lab	-	-	4	4	3
Total of Practical				12				9
Total of Semester				32				29

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West Bengal University of Technology
Course Structure for MCA
SECOND SEMESTER

A. THEORY		CODE	THEORY	CONTACTS (PERIODS/WEEK)				CREDITS
SL. NO.				L	T	P	TOTAL	
1	MCA201		Data Communication & Computer Networks	3	1	-	4	4
2	MCA202		Information Systems Analysis & Design	3	1	-	4	4
3	MCA203		Data Structures with C	3	1	-	4	4
4	MCA204		Data Base Management System I	3	1	-	4	4
5	MCA205		Object-Oriented Programming With C++	3	1	-	4	4
Total of Theory				20				20
B. PRACTICAL								
6	MCA293		Data structure lab	-	-	4	4	3
7	MCA294		Database lab	-	-	4	4	3
8	MCA295		Object-Oriented Programming lab (C++)	-	-	4	4	3
Total of Practical				12				9
Total of Semester				32				29

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Computer Organisation & Architecture

Code : MCA101
CONTACTS: 3L+1 T

CREDITS : 4

Books:

- 1.Computer System Architecture, Morris Mano, PHI
2. Computer Organization ,Hamacher, MGH
3. Computer Architecture, Carter, Schaum Outline Series , TMH
- 4.System Architecture, Buad, VIKAS
- 5.The Fundamentals of Computer Organization, Raja Rao, Scitech
- 6.Computer Organization & Design, Pal Chowdhury, PHI

Business Systems and Applications

Code : MCA102
CONTACTS: 3L + 1 T

CREDITS : 4

Books:

- 1.Management Information System, O'Brien, TMH,5- Ed.
2. Management Information System, Kelkar,PHI
3. Management Information System, Jawadekar, TMH
- 4.Business Information Systems, Munish Kumar,VIKAS
- 5.ERP:Concepts & Practice, Garg,2- Ed, PHI
- 6.Businss Application in Computer, M.M.Oka,EPH
7. Management Information System,M.M.Oka,EPH

Computer Programming with C

Code : MCA103
CONTACTS: 3L+1 T

CREDITS : 4

Books:

- 1.Programming with C, Gottfried, TMH
- 2.C The Complete Reference, Schildt, TMH
- 3.Practical C Programming,3- Ed,Oualline,SPD/O'REILLY
- 4.A First Course in programming with C, Jeyapoovan, VIKAS
- 5.The C answer Book, Tondo,2- Ed, PHI
- 6.C Programming Made Easy, Raja Ram, SCITECH
- 7.Projects Using C, Varalaxmi,SCITECH
- 8.Mastering Algorithms With C,Loudan, SPD/O'REILLY

Discrete Mathematical Structure

Code : MM101
CONTACTS: 3L+1 T

CREDITS : 4

Books:

- 1.Theory of Computer Science, Mishra & Chandrasekharan, PHI
- 2.Discrete Mathematics for Comp. Scientists & Mathematicians, Mott, Kandel & Baker, PHI
- 3.Discrete Mathematical Structure, C.L.Liu,TMH
- 4.Discrete Mathematical Structure, G.S.RAO,New Age International
- 5.Discrete Mathematics With Applications, Rosen, TMH, 5- Ed
6. Discrete Mathematics, Ash & Ash, MH.
7. Discrete Mathematical Structure, Somasundaram, PHI
8. Discrete Mathematical Structure, Dubey, EXCEL BOOKS
9. Discrete Mathematics, Iyenger, VIKAS
- 10.Discrete Structure and Graph Theory, Bhisma Rao,Scitech
- 11.Invitation to Graph Theory,Arumugam,Scitech
12. Discrete Structure and Graph Theory,S.K.S Rathore,EPH

Business English and Communication

Code : HU101
CONTACTS: 3L + 1 T
CREDITS : 4

Books:

- 1.Business Correspondence & Report Writing, Sharma, TMH
- 2.Business Communication Strategies, Monipally, TMH
- 3.English for Technical communication,Laxminarayanan,Scitech
4. Business Communication, Kaul,PHI
- 5.Communication Skill for Effective Mgmt., Ghanekar,EPH

Data Communication & Computer Networks

Code : MCA201
CONTACTS: 3L+1 T
CREDITS : 4

Books:

- 1.Data Communication & Networking, Forouzan, TMH
- 2.Computer Networks, Tannenbaum, PHI
- 3.Data & Computer Communications,Stallings,PHI
- 4.Comminication Networks, Walrand, TMH
- 5.Computer Communication Networks, Shanmugam & Rajeev, ISTE/EXCEL
- 6.Data Communications,Prakash C. Gupta, PHI
- 7.Computer Networking, Tittel, Schaum Outline Series, TMH
- 8.Data & Network Communications, Miller, VIKAS
- 9.Data Communication & Network, Dr. Prasad, Wiley Dreamtech
- 10.Computer network Theory,Prasad,Scitech
- 11.TCP/IP Network Administration,Hunt, SPD/O'REILLY

Information Systems Analysis & Design

Code : MCA202
CONTACTS: 3L+1 T
CREDITS : 4

Books:

1. Analysis & Design of Information Systems, Senn, MH.
2. Information Systems: Analysis & Design, Ram Bansal 'Vigyacharya', New Age International
3. Analysis, Design of Information System, Rajaraman, PHI
4. System Analysis & Design, Parthasarathi, EPH
5. System Analysis, Design & MIS, EXCEL BOOKS
6. Analysis, Design & implementation of Information Systems, Sharma, VIKAS
7. System Analysis & Design Hand Book, V.K. Jain, Wiley Dreamtech

Data Structures with C**Code : MCA203****CONTACTS: 3L + 1 T****CREDITS : 4****Books:**

1. Data Structure Using C, Ajay Agarwal, Cyber Tech
2. Data Structure Using C, Radhakrishnan & Shrinivasan, ISTE/EXCEL
3. C and Data Structures, Radhaganesan, Scitech
4. Data Structure Using C & C++, Tannenbaum, PHI
5. Data Structures & Program Design in C, 2nd Ed, Kruse, Tondo & Leung, PHI
6. Mastering Algorithms With C, Loudan, SPD/O'REILLY

Data Base Management System I**Code : MCA204****CONTACTS: 3L + 1 T****CREDITS : 4****Books:**

1. Data Base System Concepts, Silverchatz, Korth & Sudarshan, MH.
2. Data Base Management Systems, Majumder & Bhattacharyya, TMH
3. Oracle PL/SQL Programming, Feuerstein, SPD/O'REILLY
4. Data Base Management System, A.K. Pujari, ISTE/EXCEL
5. Fundamentals of Data Base Mgmt. System, Vig & Walia, ISTE/EXCEL
6. Data Base Management Systems, Leon, VIKAS
7. Data Base Processing: Fundamentals, Design & Implementation, Kroenke, PHI
8. SQL PL/SQL for Oracle 8 & 8i, P.S Deshpande, Wiley Dreamtech
9. Data Base Management Systems, V.K Jain, Wiley Dreamtech
10. Beginning SQL Programming, Kauffman, SPD/WROX

Object-Oriented Programming With C++**Code : MCA205****CONTACTS: 3L + 1 T****CREDITS : 4****Books:**

1. Object-Oriented Programming With C++, Balagurusamy, TMH
2. Object Oriented Programming & C++, R. Rajaram, New Age International
3. C++ The Complete Reference, Schildt, 4th Ed, TMH
4. Programming in C++, Shah & Thaker, ISTE/EXCEL
5. Beginning C++, The Complete Language, Horton, SPD/WROX
6. Object-Oriented Programming With C++, Suburaj, VIKAS
7. Object-Oriented Programming With C++ & JAVA, Samanta, PHI
8. Object-Oriented Programming With C++, N.R Parsa, Wiley Dreamtech
9. Programming with C++, Radhaganesan, Scitech
10. Projects using C++, Varalaxmi, Scitech
11. Object Oriented modelling & Design, RumBaugh, PHI
12. Revolutionary Guide to Object Oriented Programming Using C++, Olshevsky, SPD/WROX

**Syllabus of BBA(H) Course
COURSE STRUCTURE**

Year	Semester	Paper Code	Paper	Marks/Credits
1st	1st	BBA - 101	English –I	100 4
		102	Mathematics – I	100 4
		103	Statistics – I	100 4
		104	Economics – I	100 4
		105	Indian Society & Culture	100 4
		106	Computer Applications– I	100 4
			Total	600 24
	2nd	BBA - 201	English –II	100 4
		202	Mathematics – II	100 4
		203	Statistics – II	100 4
		204	Economics – II	100 4
		205	Psychology	100 4
		206	Computer Applications – II	100 4
			Total	600 24

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**BBA-101 :
ENGLISH –I**

Suggested Reading

1. Leo Jones, Richard Alexander : New International Business English (Communication Skills in English for Business Purposes), Cambridge University Press.
2. NCERT, Knowing about English –A Book of Grammar & Phonology
3. NCERT, Working with English –A Workbook,
4. A.E. Augustine & K.V. Joseph : Macmillan Grammar –A Handbook, Macmillan
5. Krishna Mohan & N.P. Singh : Speaking English Effectively, Macmillan

**BBA-104 :
ECONOMICS – I**

Suggested Readings

1. A. Koutsoyianni : Modern Micro-Economics, Macmillan
2. R. Dutta and K.P.M. Sundaran : Indian Economy, S. Chand
3. A.N. Agarwal : Indian Economy, Vikash
4. R.G. Lipsey : An Introduction to Positive Economics, ELBS, Oxford
5. JP Gould Jr. and E.P. Lazer : Micro-Economic Theory
6. S. Mukherjee, M. Mukherjee & A. Ghose : Microeconomics, Prentice-Hall

BBA – 105 : INDIAN SOCIETY & CULTURE.

Suggested Readings

1. Andre Beteille : Society and Politics in India, OUP
2. Dipankar Gupta : Social Stratification, OUP
3. Ram Ahuja : Social Problems in India, Rawat Publications
4. M.N. Srinivas : Social Structure and Caste and Other Essays, OUP
5. A.N. Tripathi : Human Values, New Age International
6. NCERT : Text Book on Indian Society
7. R. Thapar (ed.) : Tribe, Caste and Religion in India, Macmillan.

BBA- 103 : STATISTICS – I

Suggested Readings

1. R.I. Levin & D.S. Rubin: Statistics for Management: Pearson Education.
2. Amir D. Aczel & Jayavel Sounderpandian – Complete Business Statistics: Tata McGraw-Hill.
3. R.S Bhardwaj, Business Statistics, Excel Books
4. S P Gupta & M.P. Gupta: Business Statistics: Sultan Chand & Sons.
5. G. C. Beri – Statistics for Management: Tata McGraw- Hill
6. A.M Goon, M.K Gupta & B, Dasgupta : Basic Statistics : World Press.
7. Hoel & Jessen: Basic Statistics for Business and Economics; John Wiley & Sons, New York.
8. Anderson, Sweeney and Williams – Statistics for Business and Economics, West Publishers.

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BBA- 106: COMPUTERAPPLICATIONS – I

Suggested Readings

1. Mano – Computer System Architecture; Pearson Education
2. Tanenbaum – Structured Computer Organization, Pearson Education
3. Martin & Powell – Information Systems: A Management Perspective; McGraw-Hill.
4. Laudon & Laudon – Management Information Systems: Pearson Education.
5. Comer: Computer Networks and the Internet: Pearson Education.
6. Graham Curtis – Business Information Systems: Addison Wesley.

BBA- 102 : MATHEMATICS – I

Suggested Readings

1. H. S. Hall & S. R. Knight – Higher Algebra ; Radha Publishing House.
2. Sancheti & Kapoor – Business Mathematics; Sultan Chand & Company.
3. Dowling – Introduction to Mathematical Economics ; Schaum's Outline Series.
4. R. S. Soni – Business Mathematics – Pitambar Publishing House.
5. Holden – Mathematics for Business & Economics; Macmillan India, New Delhi.
6. R.G.D Allen – Basic Mathematics; Macmillan, New Delhi.

[BBA – 201] : ENGLISH - II

Suggested Readings :

1. A. Ashley : A Handbook of Commercial Correspondence, OUP
2. M. Monipatty: The Craft of Business Letter Writing, Tata McGraw .Hill.
3. N. Gupta (Ed.) : English for All, Macmillan.
4. K. Mohan & M. Banerjee : Developing Communication Skills, Macmillan.
5. M. Osborn & S. Osborn : Public Speaking, AITBS Publishers.
6. M.A. Rizvi : Effective Technical Communication, Tata McGraw-Hill.

[BBA – 204] : ECONOMICS - II

Suggested Readings :

1. R. Dornbusch & S. Fisher : Macroeconomics, McGraw-Hill.
2. Dipankar Dasgupta : The Macroeconomy, OUP.
3. A.N. Agarwal : Indian Economy, Vishaw Prakashan.
4. R. Dutta and K.P.M. Sundaram : Indian Economy, S. Chand.
5. N.G. Mankiw : Macroeconomics, Macmillan.

[BBA- 206]: COMPUTERAPPLICATIONS - II

Suggested Readings

1. Introduction to Computers with MS-Office, Leon, TMH
2. A First Course in Computers 2003, Saxena, VIKAS
3. Windows '98 in easy steps, Harshad Kotecha, Wiley Dreamtech
4. Office 2000 in easy steps, Stephen Copestake, Wiley Dreamtech
5. Windows and MS Office 2000, Krishnan, SCITECH
6. Microsoft Project 2000 in 24 hours, Tim Pyron, Techmedia
7. An Introduction to Database Systems - C.J. Date, Pearson Education

[BBA- 202]: MATHEMATICS - II

Suggested Readings

1. Dowling – Introduction to Mathematical Economics: Schaum's Outline Series
2. N.I. Piskunov – Differential and Integral Calculus, Vol I and II
3. G.B. Thomas and R.L. Finney – Calculus and Analytic Geometry, Addison Wesley
4. Sancheti & Kapoor – Business Mathematics; Sultan Chand & Company
5. Mark Anthony and Norman Biggs – Mathematics for Economics and Finance; Cambridge University Press
6. M Raghavachari – Mathematics for Management: An Introduction - Tata McGraw Hill

[BBA-205] : PSYCHOLOGY

Suggested Readings

1. Atkinson, R.L., Atkinson, R.C., Smith, E.E. & Hilgard, ER : Introduction to Psychology , Harcourt Brace Java Publishers.
2. Baron, R.A : Psychology : The Essential Science, Allyn and Bacon.
3. Morgan, C.T., King, R.A., Weisz, J.R. and Schopler, J : Introduction to Psychology McGraw Hill.
4. Munn, N.L., Ferland, L.D., and Ferland, P.S : Introduction to Psychology. Oxford, IBH Publishing.
5. Woodworth, R.S., & Scholsberg, H : Experimental Psychology, Oxford & IBH Publishing.

[BBA- 203]: STATISTICS - II

Suggested Readings

9. R.I. Levin & D.S. Rubin: Statistics for Management: Prentice Hall of India
10. Amir D. Aczel & Jayavel Sounderperandian – Complete Business Statistics: Tata McGraw- Hill
11. Freund – Mathematical Statistics
12. G. C. Beri – Business Statistics, Second Edition: Tata McGraw- Hill
13. A.M Goon, M.K Gupta & B, Dasgupta : Basic Statistics : World Press.
14. Hoel & Jessen: Basic Statistics for Business and Economics; John Wiley & Sons, New York.
15. Anderson, Sweeney and Williams – Statistics for Business and Economics, West Publishers

West Bengal University of Technology
Syllabus of First Year MASTER OF BUSINESS ADMINISTRATION(MBA)
First Semester: 8 Compulsory Courses

Code	Course Name	No. of Credits	Contact Hours	Marks
MB 101	Business Economics I	4	40	100
MB 102	Business Communication	4	40	100
MB 103	Management Information Systems I	4	40	100
MB 104	Organizational Behaviour I	4	40	100
MB 105	Quantitative Methods I	4	40	100
MB 106	Fundamentals of Accounting	4	40	100
MB 107	ISS & VA*	4	40	100
MB 108	Business Laws	4	40	100
Total		32	320	800

* ISS – Indian Social Structure; VA – Values & Ethics in business

Second Semester: 8 Compulsory Courses

Code	Course Name	No. of Credits	Contact Hours	Marks
MB 201	Business Economics II	4	40	100
MB 202	Organizational Behaviour II	4	40	100
MB 203	Quantitative Methods II	4	40	100
MB 204	Production & Operations Management	4	40	100
MB 205	Management Information Systems II	4	40	100
MB 206	Human Resource Management	4	40	100
MB 207	Financial Management	4	40	100
MB 208	Marketing Management	4	40	100
Total		32	320	800

WBUT/MBA/ 1st Sem
(4 Credit : 40 hrs)
[MB 101] : Business Economics-I
(MANAGERIAL ECONOMICS)

References for Business Economics I

Damodaran, Suma Managerial Economics, Oxford University Press
Hirschey, Mark Economics for Managers, Thomson South-Western
Lipsey & Chrystal - Economics (Eleventh Edition), Oxford University Press
Maddala & Miller - Micro Economics Theory & Applications, (International Edition) Tata McGraw Hill
Maurice & Thomas Managerial Economics, Tata McGraw Hill
Peterson & Lewis Managerial Economics, Prentice Hall of India Pvt. Ltd.
Pindyck and Rubinfeld (Sixth Edition) - Micro Economics, Prentice Hall of India Pvt. Ltd
Salvatore, Dominick - Managerial Economics in a Global Economy Oxford University Press
Salvatore, Dominick - Micro Economics Theory & Applications (Fourth Indian Edition), Oxford University Press
Samuelson & Nordhaus Economics (Sixteenth Edition), Tata McGraw Hill
Sen, Anindya - Micro Economics Theory & Applications, Oxford University Press

WBUT/MBA/ 1st Sem
(4 Credit : 40 Hrs)
[MB 102]: BUSINESS COMMUNICATION

Readings

Blundell J. A & Middle N. M. G.: Career English for the Business and Commercial World, Oxford University Press.
Kaul, Asha - Effective Business Communication, Prentice Hall.
Raman, M & Singh, P - Business Communication, OUP
Rizvi, M. Ashraf - Effective Technical Communication, Tata McGraw Hill
Taylor, Shirley - Communication for Business, 4th Edn.-Pearson Education.

WBUT/MBA/ 1st Sem
(4 Credit : 40 hrs)
[MB-103]: Management Information Systems-I
[Information Technology applications in Business]

Suggested Readings

Bharat, Bhaskar : Electronic Commerce - Technologies & Applications. TMH
Forouzan : Data Communication & Networking, TMH.
ISRD, Structured System Analysis and Design, Tata McGraw Hill
Joseph, P.T. : E-commerce An Indian Perspective, PHI
Pressman, Roger : Software Engineering - A Practitioner's Approach, TMH
Rajaraman V., Systems Analysis and Design, PHI
Sommerville : Software Engineering-Pearson Education.
Tanenbaum : Computer Networks, Pearson Education
Taxali, R. K. : I.T. Tools & Applications, TMH
Westland & Clark : Global Electronic Commerce, Universities Press.

WBUT/MBA/ 1st Sem
(4 Credit : 40 hrs)
[MB 104]: ORGANIZATIONAL BEHAVIOUR I

Readings

Daft, R.L. : Organisational Theory and Design, Thomson
Fincham, R & Rhodes, P. : Principles of Organizational Behaviour, OUP
Hellriegel, D. Slocum Jr JW. , Woodman RW : Organizational Behaviour, Thomson
Luthans, Fred : Organizational Behaviour, McGraw Hill
Newstrom J. W. & Davis K. : Organizational Behaviour, McGraw Hill.
Robbins, S. P., Judge, T.A. & Sanghi, S. : Organizational Behaviour, Pearson
Shukla, Madhukar: Understanding Organizations, Organizational Theory & Practice in India, Prentice Hall

WBUT/MBA/1st Sem
(4 Credit = 40 hours)
[MB-105]: QUANTITATIVE METHODS 1
(Mathematics & Descriptive Statistics)

Suggested Readings

Aczel Complete Business Statistics (6th edition); TMH
Anderson, Sweeny and Williams Statistics for Business and Economics (9th edition); Thomson Learning
Anthony, M. and Biggs, N. Mathematics for Economics and Finance: Methods and Modeling; CUP
Dowling, E.T. Introduction to Mathematical Economics; Schaum's Outline Series
Hoy Michael et.al. - Mathematics for Economics(2nd edition); PHI
Raghavachari, M Mathematics for Management; TMH
Sharma, J.K - Business Statistics, Pearson Education.

WBUT/MBA/ 1st Sem
(4 Credit : 40 Hrs)
[MB-106]: FUNDAMENTALS OF ACCOUNTING

Readings :

Anthony, Hawkins, Merchant: Accounting: Text & Cases, McGraw-Hill International
Horngren, Sundem, Elliot: Introduction to Financial Accounting, Pearson Education
Weygandt, Kieso, Kimmel: Financial Accounting, Wiley.

WBUT/MBA/ 1st Sem
(4 Credit : 40 hrs)

[MB-107]: INDIAN SOCIAL STRUCTURE AND VALUES & ETHICS IN BUSINESS

Readings

Beteille, Andre - Society and Politics in India, OUP
Chakraborty, S. K. - Values and Ethics for Organisations, OUP
Fernando, A.C. - Business Ethics - An Indian Perspective, Pearson
Gupta, Dipankar - Social Stratification, OUP.
NCERT - Text Book on Indian Society
Srinivas, M. N. - Social Structure and Caste and Other Essays, OUP.

WBUT/MBA/1st Sem**(4Credit : 40 hrs)****MB-108 : BUSINESS LAWS****Readings**

2. H.K. Saha Ray- Law of Contracts Eastern Law Book House
3. P. P. S. Gogna : A Textbook of Business Law, S. Chand & Co.
4. Commercial Law- Bharat Law House, New Delhi
5. M. S. Pandit & S. Pandit : Business Law, Himalaya Publishing.
6. K. R. Bulchandani : Business Law, Himalaya Publishing.

WBUT/MBA/2ND Sem**(4 Credit : 40 hrs)****[MB-201]: Business Economics II****Reference:**

Economic Environment of Business: S.K. Mishra and V.K. Puri
 Concepts of Growth and Development, understanding of required rate of savings through incremental capital-output ratio, required money supply growth with income elasticity of money demand.

Reference:

Macroeconomic theory W.H. Branson, AITBS Publishers
 Managerial Economics Suma Damodaran, Oxford University Press
 Macroeconomics - E. D'Souza, Pearson Education
 Macroeconomics Dornbusch & Fischer, Tata McGraw Hill
 Macroeconomics Theory and Applications G.S. Gupta, Tata McGraw Hill
 Economics (Eleventh Edition) Lipsey & Chrystal, Oxford University Press
 Principles of Macroeconomics - N. Gregory Mankiw, Thomson South-Western
 Economics (Sixteenth Edition) - Samuelson & Nordhaus, Tata McGraw Hill
 Indian Economy Datt & Sundharam, S. Chand
 Economic Environment of Business Mishra & Puri, Himalaya Publishing House
 Indian Economy since Independence, Uma Kapila Edt.

WBUT/MBA/2ND Sem**(4Credit : 40 Hrs)****[MB 202] : ORGANIZATIONAL BEHAVIOUR II****Readings**

Hersey, P., Blanchard, K.H., Johnson, D.E. - Management of Organizational Behaviour, Prentice-Hall of India
 Luthans, Fred - Organizational Behaviour, McGraw-Hill
 Pareek, Udai - Understanding Organizational Behaviour, OUP
 Robbins, S.P., TA Judge & S. Sanghi : Organizational Behaviour, Pearson
 Sekaran, Uma - Organizational Behaviour Text and Cases, McGraw Hill
 Shukla, Madhukar - Understanding Organizations Organizational Theory and Practice in India, Prentice Hall

WBUT/MBA/2nd Sem**(4 Credit : 40 hrs.)****[MB 203] : QUANTITATIVE METHODS II****(Inferential Statistics & Research Methodology)****Suggested Readings**

Anderson, Sweeny and Williams Statistics for Business and Economics (9th edition); Thomson Learning

Hair, Anderson, Tatham and Black Multivariate Data Analysis (6th edition); Pearson Education

Hanke and Wichern Business Forecasting (8th edition); Pearson Education

Johnson and Wichern Applied Multivariate Statistical Analysis (3rd edition); PHI

Keller Statistics for Management and Economics (7th edition); Thomson Learning

Levin & Rubin - Statistics for Management (7th edition); Prentice Hall

Lind, Marchal and Wathen Statistical Techniques in Business and Economics (13th edition); TMH

Newbold Statistics for Business and Economics (6th edition); Pearson Education

Ross, Sheldon Introductory Statistics; Elsevier

Srivastava and Rego Statistics for Management: TMH

WBUT/MBA/2ND Sem**(4 Credit : 40 Hrs)****[MB-204]: PRODUCTIONS & OPERATIONS MANAGEMENT****Suggested Readings**

Bedi Production and Operations Management (2nd edition); Oxford University Press

Buffa, E. S. and Sarin, R. K. Modern Production/Operations Management; John Wiley

Chary, S.N. Production and Operations Management (3rd edition); TMH

Chase, Jacobs, Aquilano and Agarwal Operations Management for Competitive Advantage (11th edition); TMH

Dutta Materials Management; PHI

Evans & Lindsay The Management and Control of Quality (6th edition); Cengage Learning

Gaither and Frazier Operations Management (9th edition); Thomson Learning

Gopalakrishnan and Sundaresan Materials Management: An Integrated Approach; TMH

Hansen and Ghare Quality Control and Applications; PHI

Krajewski, Ritzman & Malhotra Operations Management (8th edition); Pearson Education

Mahadevan Operations Management; Pearson Education

WBUT/MBA/2ND Sem**(4Credit : 40 Hrs)****[MB-205]: MANAGEMENT INFORMATION SYSTEMS II****[Information Technology for Management]****Suggested Readings:**

Dan W. Paterson, Introduction to Artificial Intelligence & Expert System, PHI./Pearson Education

Davis & Olson, Management Information System, Tata McGraw Hill

ISRD, Introduction to Database Management Systems, Tata McGraw Hill

Ivan Bayross : SQL & PL/SQL, BPB

Leon : ERP, Leon Tech Press

Loney & Koch: The Oracle 9i Complete Reference, Oracle Press

Loudon and Loudon, Management Information System, Prentice Hall/Pearson Education

Mahadeo Jaiswal & Monica Mittal : Management Information Systems, OUP

Michale J. Berry and Gordon S. Linoff, Mastering Data mining The Art and Science of Customer Relationship Management

O'Brien, Introduction to Management Information System, Tata McGraw Hill

Sadagopan : ERP : A Managerial Perspective, Tata McGraw Hill.

Turban, Aronson : Decision Support System & Intelligent System, Pearson Education.

WBUT/MBA/2ND Sem
(4 Credit : 40 Hrs)
[MB-206]: HUMAN RESOURCE MANAGEMENT

Readings

Agarwala T. - Strategic Human Resource Management, OUP
Aswathappa, K. - Human Resource Management, Tata McGraw Hill
Jyothi P. & Venkatesh, D.N. - Human Resource Management, OUP
Pattanayek, B. - Human Resource Management, PHI
Ramaswamy, E.A. - Managing Human Resources, OUP
Saiyadain, M.S - Human Resource Management : Tata McGraw Hill

WBUT/MBA/2ND Sem
(4 Credit : 40 Hrs)
[MB 207]: FINANCIAL MANAGEMENT

Readings :

Text:

Brigham - Financial Mgmt, 10th Ed, Thomson Learning
Chandra, Prasanna - Financial Management - Theory & Practice, Tata McGraw Hill.
Srivastava, Misra: Financial Management, OUP
Van Horne and Wachowicz : Fundamentals of Financial Management, Prentice Hall/ Pearson Education.

Reference:

Brealey and Myers : Principles of Corporate Finance, Tata McGraw-Hill.
Burner: Case Studies in Finance, Tata McGraw-Hill.
Copeland, Weston, Shastri: Financial Theory and Corporate Policy, Pearson Education
ADamodaran : Corporate Finance , Wiley.

WBUT/MBA/2ND SEM
(4Credit : 40 Hrs.)
[MB 208]: MARKETING MANAGEMENT

Readings:

Blois - Textbook of Marketing, OUP
Etzel, M.J., Walker, B.W. & W.J. Stanton - Marketing; TMH
Grewal, D. & Levy, M. - Marketing ; TMH
Kotler, P., Keller, K., Koshy, A. & Jha, M. - Marketing Management; Pearson
Kurtz, David L, Boone , Louis E - Principles of Marketing; Thomson
Lamb - Marketing 7th ed; Thomson Learning
Palmer - Principles of Marketing; OUP
Ramaswamy & Namakumari - Marketing Management; McMillan
Saxena, R. - Marketing Management; TMH
Zikmund & Amico - Marketing; John Wiley & Sons

Student's Rulebook 2012-13

The objectives of JIS Group Educational Institutions include the development of maturity in moral and social behaviour as well as the cultivation of intellectual excellence. These attitudes and behaviour have a great influence upon the intellectual quality of the College, especially when each and every individual including the students, faculty and administrative personnels of the college shares equal responsibility towards the contribution of campus environment.

JIS Group Educational Institutions affirms the basic standards of behaviour through strict implementation and compliance of rules, regulations, code of conduct to ensure discipline and decorum in the campus. Any behaviour which seriously affects the academic performance of the student or of fellow students, which offends the sensibilities of others (whether students, faculty members, or visitors), or which causes damage to the property of the College or of individuals will result in disciplinary action. JIS Group Educational Institutions students are required at all times to show due respect and courtesy since acceptance of such a code reflects a mature understanding of social freedom.

The rules and procedures mentioned in the following pages pertain to all our institutes if not any other Rule Book has been issued by the respective Institutions.

ACADEMICS, EXAMINATIONS & EVALUATION POLICIES

- Students have to abide by all rules and regulations framed by the affiliating University, regarding academics, syllabus and curricula, which may change from time to time as per the policy of the affiliating University.
- The College/ Institute also reserves the right to assess the students through their own evaluation system and decide on the facilities to be provided to each student.

PROMOTION POLICY

The students' are eligible for promotion based on the assessment of attendance record, academic progress (credits obtained) both in the

University and internal examinations, code of conduct observed by the student with the fellow students, juniors, administrative officers, faculty members and last but not the least the Head of the Institution.

TUITION FEES PAYMENT POLICY

- Every student shall be liable to pay the whole fees for each semester before the commencement of the same during their tenure in the Institution.
- The fees should be paid on the date indicated in the College Fees Book or in the College/Institute Notice Board from time to time.
- However, any Institute can follow a different semester/academic year pattern with due approval from the affiliating University.
- If a student leaves the college during the semester he / she shall have no right to claim remission of any portion of the semester fees.
- Students who do not pay the fees on or before the given deadline date, will have to pay fine as may be imposed by the College authorities. The names of students who do not pay the prescribed fees on or before the last date may not be allowed for semester/yearly examinations.

LIBRARY RULES

- Library is 'The Temple of Learning'. Hence absolute silence must be maintained in and around the library. Loud consultation, animated conversation etc., are strictly prohibited.
- The Library will remain open between 9.30 a.m. and 6.30 p.m. in case of any deviation from this schedule there will prior notification by the appropriate authorities. While entering the library, students should show their identity card for borrowing books.

- The students are advised to keep their identity cards safely and not to lend their I.D. to any other student and also not allowed to make photocopies of the original I.D. After borrowing a book, the student is advised to check the book before leaving the counter.
- Drinking water bottles may be brought into the library, but food and any other forms of drinks are not allowed inside the library premises.
- Mobile phones may be used for silent functions, but we ask users to make and receive calls outside the library premises.
- The Library is a shared environment; please treat staff members and fellow users with consideration and respect.

ATTENDANCE RULES

- All the students are expected to attend classes' everyday without fail. However, if there are some important and genuine reasons such as family celebrations, ill-health etc., students can avail of leave after obtaining permission from the respective College/Institute Authorities.
- Daily attendance of students is marked in a register by individual teachers for every period.
- All students are expected to check their attendance from the Administration Office regularly. In case of any discrepancy; they should get it rectified by contacting the teacher concerned or the Registrar of the College within two days.
- 85% attendance is a pre-requisite for -
 - I. Permission to write the Semester Exams.

II. Award of Scholarships of any kind.

III. Avail the Campus Placement Services.

- No exemption will be granted in this regard.
- After the final attendance list is put up on the notice board at the end of semester, no request for correction of attendance will be entertained.

ATTENDANCE RULES:

related to co-curricular duties and responsibilities in the College

- Students involved in Co and Extra - Curricular activities and hence missing regular classes, should contact the respective authorities (HODs, Faculty Advisors of various groups, Teacher-in-Charge, Registrar) who will recommend the case to the Principal for attendance within five working days.
- N.B: Submission of application for absence with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.

CAMPUS CONDUCT RULES

Ragging and other legal provisions

Ragging within or outside of any educational institution is strictly prohibited.

Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished, as per the provision of the Act.

Any student convicted of an offence of ragging will be subject to punishment as per the enactment of Central and the State laws, makes ragging a cognizable offence with identifying the perverse forms of ragging under such law(s), and giving punishments appropriate with the cruelty of the offence -

- A student indulged in the act of ragging his / her juniors may be expelled from college / university.

- He / she may be banned / debarred from staying in hostel / mess.
- Scholarship / stipend / financial grant can be withdrawn / cancelled by the college / university.
- He / she may be debarred from appearing at future examinations of university.
- He / she may be debarred from taking admission to any other educational institute in the state or even in the entire country.
- He / she may be charge sheeted and court of law may try the accused student.
- It may, after taking all precautions, give severe punishment to meet the end of justice.
- Specific Sections to Deal with Ragging Cases and Ensuring Justice under the Indian Penal Code (IPC)

The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000 (W.B. Act XIII of 2000) includes the following provisions

“Ragging” means the 'doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student and includes:

- a) Teasing or abusing of, playing practical jokes on, or causing hurt to any student, or
- b) Asking any student to do any act, or perform anything, which he / she would not, in the ordinary course, be willing to do or perform.

NOTIFICATION by ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, New Delhi, Dated 01-07-2009

Sub: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes certain regulations in consonance with Central and State laws against anti-ragging.

MISCONDUCT

- If anybody is found in infringement of security guard instructions, misbehaving with the faculty or staff of the college, misbehaving in the hostel premises or college premises, on road and using unfair means, which will damage the image of the college, is liable for the punishment.
- Malpractice such as cheating, bribing, gambling, copying in tests and exams, giving false declarations, spreading rumours / unfounded accusations / writing / printing / distributing / displaying unauthorised notices of any kind, etc., in the campus or anywhere else.
- Possession / use of camera cellular phones are strictly prohibited within college campuses. Use of cellular phones inside buildings / corridors which may lead to disturbance in any academic activity is strictly prohibited.
- The students are required to move silently through the corridors without disturbing the nearby classes and practicals. Any kind of wild noisy and disturbing behaviour/ celebrations in the campus is strictly prohibited. Nobody should sit on the corridor walls/railings.
- Students studying in institute/college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to the rules of discipline, is liable to be expelled from the college without any notice by the Principal of the college.
- Smoking in the campus (including the college hostel) is strictly prohibited.
- Consumption or possession of alcohol in the campus or in the hostel is strictly prohibited.

ASSAULT

- JIS Group Educational Institutions considers assault a serious offense. Assault generally refers to any wilful attempt or threat to inflict injury or other physical contact upon

another person or the actual unwanted physical contact with another person, all without the consent of the alleged victim. Examples of assault include, but are not limited to, punching; beating; kicking; spitting; and any other unwanted physical contact.

- Assault may include the use of force or coercion. Force may involve the use or display of a weapon or other threatening behaviour which causes immediate fear of bodily harm, or involves the physical battering or immobilization of the alleged victim. This may include an attack on someone who is physically helpless (e.g., asleep, unconscious, or otherwise incapable of giving consent). Coercion involves psychological pressurising or threats that are generally other than physical, including, but not limited to, the abuse of a power relationship (e.g., campus leader to student member of group) and the use of alcohol or other drugs intended to hinder resistance.
- In cases of fighting, all parties may be charged and a thorough investigation will be made. The adjudicating body will determine responsibility in the case.
- When a student is found responsible of violating the Assault policy, the recommended sanction is a minimum of one semester suspension. When a student is found responsible for assault on a staff or faculty member (including student staff members), the recommended sanction is a minimum one year suspension.

DEMONSTRATIONS/PROTESTS

JIS Group Educational Initiatives welcomes and encourages serious discussion on any issue from all points of view, but it cannot condone behaviour intended to prevent, obstruct, or interfere with any of its activities and programmes. Serious disciplinary actions will be taken against students involved in such activities.

DAMAGE

Negligent or intentional damage to personal or Institute/College property (e.g., kicking or shaking pole lights, damaging floor tiles, railings and furniture) is prohibited, and it will subject an individual or organization to disciplinary action and repair or replacement costs. Acts of intentional damage will result in an additional monetary fine.

PROHIBITED AREAS FOR STUDENT ACCESS

You are strictly prohibited from going to the roofs of Institute/College or residences/hostels or any other buildings. Students who allow others to access the roof from their room will also be held accountable. The Authorities assumes no financial or legal responsibility for injury due to this prohibited act.

FIRE SAFETY

Fire is a serious and constant threat to people and property. The College takes very seriously issues related to fire safety.

Residences are to be evacuated immediately whenever a fire alarm sounds, day or night. In addition, all living space is inspected by Institute/College personnel for issues of maintenance, health, and fire safety throughout the year. Students are expected to cooperate fully in these matters and to be conscious of fire-safety precautions.

The following are important College standards and regulations concerning fire safety:

1. The setting of a fire in a Institute/College building, whether deliberately or accidentally, will result in dismissal from the College and a minimum fine of Rs. 5000/-. This includes, but is not limited to, setting fire to papers in a student residence, and improperly extinguishing smoking materials such that a fire results.
2. Setting off a false alarm will result in suspension and/or dismissal from the College and a minimum fine of Rs. 2000.
3. Improper use, vandalism, or destruction of fire-safety equipment (e.g., fire extinguishers, fire hoses, exit signs, emergency lights) will

be grounds for suspension or dismissal from the College, as well as a minimum fine of Rs. 5000/-

4. Any student and/or student group found participating in any of the following will be subject to College discipline, plus a minimum fine of Rs. 2000/-.

- a. Failure to evacuate a building during a fire alarm.
- b. Tampering with wiring, including electrical or cable television wiring.
- c. Possessing or discharging fireworks.
- d. Causing or contributing to a fire-safety hazard. This includes, but is not limited to, obstructing exits, stairwells, hallways; careless use of smoking material; and using non-College-issue waste containers.
- e. All decorations must be fireproof. Decorative holiday lights must be of "mini-light" specifications. Decorations or lights may not be placed on the exterior of buildings or windows, and they may not block entrances, exits, hallways, room doors, or stairwells.

Where required by the state law, Institute/College authorities will report fire-safety violations to law enforcement authorities for investigation and possible criminal charges.

VEHICLE USAGE & PARKING

Students who come to Institute/College by a two or a four-wheeler must contact the contractor at the college cycle stand for registration and other details. The vehicles must be parked only in the parking lot. Students are not allowed to stand in parking places and chat during class hours. Racing the vehicles or use of vehicles with defective silencers or parking the vehicles of any description outside the parking area in the campus will be severely reprimanded.

DECORUM & DISCIPLINE GUIDELINES WHILE AVAILING PUBLIC TRANSPORT

Any kind of misconduct / misbehaviour inside / outside the campus (in public places, buses, trains, etc.) or detection of foot - board travel,

blocking the traffic, unruly behaviour in buses / trains or any kind of annoyance to the public will also result in the immediate withdrawal / permanent cancellation of all student travel concessions and the scholarships.

POLICIES AGAINST USE OF DRUGS

- The sale or possession of drugs can result in substantial fines or prison terms under Government laws. It prohibits the use, possession, sale, manufacture or advertisement of drug paraphernalia and requires its seizure.
- JIS Group Educational Institutions will not tolerate student involvement with illegal drugs or possession of drug paraphernalia (e.g., bongs, water pipes, roach clips, hookahs). (This includes the illegal possession, use, abuse, or distribution of prescription or non-prescription medications.) Violations of the law will result in disciplinary action; penalties may include suspension or dismissal, depending on the seriousness and extent of the offense. The College will also take disciplinary action against any student who endangers his or her own or another student's health or academic performance through drug abuse or distribution. Students found guilty of violating this policy may also be required to participate in counselling, assessment, and/or treatment; this may need to take place off campus at the expense of the student. If drugs or drug paraphernalia are found in a shared living space, all occupants will be held accountable.
- Students found responsible for manufacture and/or distribution of drugs will be dismissed and referred to appropriate legal authorities.

WEAPONS

The following items are strictly prohibited anywhere on campus: fireworks, firecrackers, and other incendiary devices; guns, BB guns,

air rifles, ammunition, knives, swords, axes, martial arts equipment, and other dangerous instrument. Items that have other purposes (e.g., cricket bats, hockey sticks, laser pointers), but which are used as weapons will be documented as weapons.

DRESS CODE

Every student is required to be in College/Institute's Uniform on all working days or simple and modest formal dress with reasonably sensible design of clothing. (if no uniform is applicable for the College/Institute). Every student should be very well groomed according to the check list given to them.

SEXUAL MISCONDUCT

- Sexual misconduct of any form is a serious violation of Institute/College and community standards, and it will not be tolerated at any of our Campuses. Thus JIS Group Educational Institutions will not condone any explicit sexual behaviour within its college campuses or at any other places where the students are representing the Institution.
- A student charged with sexual misconduct by JIS Group Educational Institutions can be prosecuted under State criminal statutes and also disciplined under the Institute/College's policies, rules, and regulations. These actions are separate, and they are not dependent upon one another. On campus, cases of sexual misconduct are resolved through the JIS Group Educational Institutions judicial process, and they are normally heard by the Disciplinary Committee. Campus proceedings will not be unduly delayed even if legal proceedings are also in progress as these are distinct processes.

COMPUTER & EMAIL RULES and PROTOCOL

Academic computing at any Campus of JIS Group Educational Institutions is a vital tool in the educational experience. Computer

access is a privilege extended to all students and members of the administration, faculty, and staff at the College/Institutions. All students are responsible for knowing Library and Information Services (LBIS) policies on computer use. All students are given computing accounts, including Internet access, which may be used at stipulated time without charge. The following policies are in place to maintain control and availability to the community at large.

1. Users of JIS Group Educational Institutions' computing systems are not charged for their use of the systems. The Institutions/College provides reasonable supplies of expendable resources. Charges may be levied for unusual consumption of supplies, such as paper, or for access to commercial services over the network. Students are expected to provide their own diskettes/CD for data storage.
2. Never use any College computer account other than your own.
3. Never lend your account to someone else. You are fully responsible for anything which happens through access to your account.
4. Do not access files other than your own, unless you have specific permission to do so. This includes any effort to obtain root access to the campus computer network.
5. Do not use computing resources for any activity which may intimidate, harass or threaten others.
6. Do not use College-provided computing resources or facilities for profit-making purposes.
7. Do not use College-provided computing resources to invade or alter private records, data, or communication belonging to individuals, to the Institute/College, or to others.
8. Do not waste computing resources, either tangible such as printer paper, or "soft" resources such as time or access to terminals.
9. Unauthorized copying of software is illegal. You may not use or store pirated software on any College computing system. Library and Information Services (LBIS) staff members will not help you solve problems with unlicensed software.
10. If you violate computer and network use policies, LBIS may temporarily or permanently suspend your use of College computing

facilities, accounts, and/or resources. Repetitive or particularly egregious violations will be referred to the dean of students or divisional head for disciplinary action.

TRAINING & PLACEMENT POLICIES

The Training & Placement Cell provides a platform for any visiting organization to Institute/College for the purpose of campus recruitment programmes and “Eligible and Qualified” students to interact with each other. The Cell only acts as a Facilitator while extending this service.

Campus recruitment is a service extended to students of the College/Institute through the Training & Placement Cell. This service will not be extended to a particular student, subsequent to his/her receiving of a job offer for which the student has voluntarily agreed to appear.

Students/Guardians can contact for any information regarding the activities of Training & Placement Cell through the designated phone numbers as would be provided by the College/Institute during the office hours (10 a.m. to 6 p.m.) on all college working days, if not mentioned otherwise.

The following are the guidelines and rules that govern the functioning of the Training & Placement Cell and is bound to be adhered by the students.

DISCIPLINE:

- Discipline is given utmost importance by the Institute/College authorities and therefore students who maintain discipline throughout their study at any of our institute/college, as per the college and University disciplinary norms set from time to time are only eligible to attend the campus recruitment process.
- Students who indulge in indisciplinary activities in the campus or during the campus recruitment programme are not eligible to attend in any campus recruitment process.
- Misbehaviour with any of the college authorities, specifically

engaged in Training and Placement Cell disqualifies the students from campus recruitment programme.

FEES

Defaulters of any institute/college dues including Hostel, Career Support & Special Project Fees, Library or fees/charges notified by the institute/college authorities time to time, are not eligible to attend campus recruitment programme.

ATTENDANCE

Attendance to Theory sessions, Practical sessions, Mid Term examination, Seminars/ Workshops, Extra Curricular and Examination conducted by the placement and other concerned departments of the college from time to time is essential. Therefore a minimum percentage of attendance is mandatory to be eligible for attending the campus recruitment programme as detailed below:

· Theory	85%
· Practical sessions/sessional	85%
· Seminar/Workshop	85%
· Extra Curricular	50%
· Midterm examination	100%
· Exam conduct by T&P cell	100%
· Training Programmes	100%

However, attendance for students who have already got a job offer this target remains the same. The college authorities will not entertain any slack in attendance of any students after the students get the job offer. Appropriate measure will be taken by the College authorities in such cases as deemed fit.

GUIDELINES FOR CAMPUS RECRUITMENT PROGRAMME

- Only eligible students according to the criteria specified by the visiting organization for campus recruitment programme

are allowed to attend the campus recruitment process. The method and process to be adopted for selection of campus recruitment is as per the norms of the visiting organization only.

- Timings of campus recruitment programme is as per visiting organization and therefore the selection process may run to late hours for which the students have to take care of transportation and any other issues on their own.
- Students are to carry their personal resume, photograph and all testimonials on the day of campus recruitment, including the college / institute's ID Card.
- Pre-placement talk (PPT) is delivered by several organizations before the campus recruitment programme starts. This aims to give information about salary/place of posting and work environment etc. related to this campus interview only. Therefore students have to have a clear understanding of all such issues as to be addressed during the PPT by way of clarifications/queries and thereafter any arguments/negotiations on these aspects with personnel of visiting organizations or Training & Placement Cell would not be entertained. This may also entail disqualification of the student from the subsequent campus recruitment programmes.
- Proper formal attire adds to the personality of the students and therefore all eligible students to attend the Campus Recruitment Process should be formally dressed from the time of Pre-placement Talk.
- Students who attend any round of campus recruitment programme other than pre-placement talk; like written test, group discussion or interview, are to attend the further rounds of the selection process and cannot reject the offer made by the visiting organization without completing the process. Such behaviour would be treated as an indiscipline barring the student to attend any further Campus

Recruitment Process.

- Each student who gets an offer from the visiting organization is not eligible to attend the subsequent campus recruitment programmes by other organizations visiting any of our Institutions.
- Students who have been short listed by any organisation or are in the waiting list of any organization are eligible to attend the campus recruitment programme of the subsequent organization visiting any of our Institute/College for campus recruitment and has to accept the offer by the company that offers first. In such cases the Institute/College Training & Placement Cell works as a facilitator and extends the Campus Recruitments Service to students through their contacts with the companies. The Cell will no way be liable for any company retracting from its original commitments on offer or any other issues.
- Institute/College Training & Placement Cell is in no way responsible for the work environment/accommodation of the students joining the visiting organization.
- Institute/College Training & Placement Cell is in no way responsible for cancellation / postponement / deferment of visit of any organization for campus recruitment programme.
- Pressurising / Negotiating / disturbing the personnel of the visiting organization for what so ever the reason without the knowledge of Institute/College Training & Placement Cell prior to joining the organization would disqualify the student from the offer as well from the subsequent campus recruitment programme.

GUIDELINES AFTER CAMPUS RECRUITMENT

The students who are recruited by the companies visiting our Institute/College for campus recruitment are required to adhere to the following guidelines. (Please note that a serious view is taken by the

Management of each Institute in case of breach of any of the guidelines disqualifying such students from the offer of the visiting company).

- Minimum 85% attendance is mandatory on the part of the students.
- Disciplined behaviour by the students recruited after Campus recruitment vindicates the purpose of method and process of recruitment and hence the following activities would disqualify such recruited students from the offer made by the campus recruitment companies.
- Involvement in indisciplinary activities (what so ever) inside the campus, hostels and the institutional area of any JIS Group Educational Institutions.
- Having backlogs in examinations and lower percentage of marks than the previous semesters.
- Misbehaviour or misconduct with any of the person/persons associated JIS Group Educational Institutions
- Involvement in any kind of activities damaging/defacing / defaming the reputation of JIS Group Educational Institutions.
- Lack of attendance as stipulated by College and University norms.

The decision of the College/Institutions' Authorities decisions are final and binding on any of the above issues.

Issuing of Documents

Students requiring certificates of transfer, character and conduct, birth, course, marks, identification, extracurricular activities, should submit an application to the Principal and state the Name, year of study, Class No., Semester and subject.

GENERAL AWARENESS

- Economic use of water and electricity in the institute/hostel to

preserve the College as well as natural resources.

- To switch off the light, fan, computers, equipments while going out of the room/ lab.
- To carry the identity card and produce it on demand.
- Not to use vehicles to move within the campus as it creates sound and air pollution. It is very simple and possible to avoid this pollution by not using the vehicles to move from one building to another.
- Not to write on benches, walls or doors.
- To throw the garbage only in the dustbins.
- To keep our campus neat and clean for all of us to stay.

NON-COMPLIANCE

- Each student is expected to identify himself or herself to an official of the Institute/College, or law enforcement, upon request. Likewise, each student is expected to comply with the requests of such officials.
- Students who are subject to sanctions as part of the Institute/College disciplinary system are expected to comply with and complete those sanctions in a timely manner.

Uphold Values: The quality of College life depends largely upon the personal integrity of students. Dishonesty in any form is an extremely serious offense, which may result in suspension or dismissal from the Institute/College. Instances of dishonesty include, but are not limited to, misrepresentation, furnishing false information, cheating, plagiarism, and falsification or forgery of documents. Questions of academic honesty are addressed by procedures established by the faculty.

Programme Regulations: All students who enroll into any of the programmes will have to strictly abide by the laid down rules, regulations and policies of the Institute/College pertaining to the course and the examinations. Failure to adhere to the Institute/College policies, rules and regulations may lead to

disciplinary action, financial penalty and/or suspension or rustication from the college.

Right to Amend Rules: JIS Group Educational Initiatives reserves the right to amend the rules and regulations wherever considered necessary and appropriate from time to time. Students will be informed of such amendments as and when found necessary by the college authorities. Hence, this publication and the descriptions contained herein are not to be construed as a contract binding the college to any specific policy.

Jurisdiction: All disputes relating to the college programme, activities and policies are subject to Kolkata High Court jurisdiction only.

The student should strictly obey the rules and regulations given above. Violation of any of the above rules by the students shall be dealt with disciplinary action to the extent of even expelling him from the college and /or hostel. The decision of Disciplinary Committee (DC) shall be final and binding for the student and his parents.

In case of severe and serious matters, if required, a separate Disciplinary Committee may be formed by the authorities, depending on the nature of the matter.

Declaration by the Student

"JIS College of Engineering / Narula Institute of Technology /
Guru Nanak Institute of Technology
/ Dr. Sudhir Chandra Sur Degree Engineering College /
Abacus Institute of Engineering & Management / Greater Kolkata
College of Engineering and Management (JV)"

This is to confirm that I have received and read the COLLEGE NAME:
Student Rulebook; Version 2; Dated 15th July 2012 and also fully
understood it.

I shall strictly abide by the rules and regulations as contained in this
rulebook along with amendments if any, as may be made from time to
time.

I hereby declare that I will make my copy of this rule book available to
my parents/ guardians also.

Date:

Place:

Signature _____

Name of the Student _____

College _____

Course _____

Address _____

Correspondence Address _____

Mobile _____

Alternative Contact Number _____

Email _____

Date:

Place:

Signature _____

Undertaking from the student as per the provisions of anti-ragging verdict by the verdict by the Hon'ble Supreme Court of India

I, Mr./Ms _____ enrolling
for (Course Name), a student of (College Name) do hereby undertake on
this _____ day of _____ (month) _____ (year) to follow and
respect the rules of the institute as contained in the (College Name)Rule
Book; Version 2; Dated 26th July 2012 which are stated in the lines below:

- ▶ That I have understood the institute regulations on curbing the menace
of ragging as per the directives of the Honorable Supreme Court of India
(writ Petition No.(C) 656/1998), the legal provisions stated in The West
Bengal Prohibition of Ragging in Educational Institutions Act, 2000 (W.B.
Act XIII of 2000) and also as per the notification by All India Council for
Technical Education on the prevention and prohibition of Ragging in
technical Institutions, Universities including Deemed to be Universities
imparting technical education F.No.37-/Legal/AICTE/2009.
- ▶ That I will not engage or involve myself in any act, activity directly or
indirectly to cause which causes, or is likely to cause any physical,
psychological or physiological harm of apprehension or shame or
embarrassment to any student and contribute in keeping up the spirit
ragging free campus.
- ▶ That I understand the meaning of ragging and know that the ragging in
any form is punishable offence and the same is banned by the Court of
Law.
- ▶ That I have not been found or charged for my involvement in any kind of
ragging in the past. However, I undertake to face disciplinary action/
legal proceedings including expulsion from the Institute if the above
statement.
- ▶ That I shall not resort to ragging in any form at any place and shall abide
by the rules/laws prescribed by the Courts, Government of India and the
Institution authorities for the purpose from time to time.

Date:

Place:

Student's Signature _____

I hereby fully endorse the undertaking made by my child/ward

Signature of Mother/Father and/or Guardian