



Government College of Commerce and Business Administration is an initiative of the Chandigarh Administration established with a view to cater to growing demand for commerce and management education in Chandigarh. The only college in the city providing quality, contemporary education exclusively in the field of commerce and management, the college is presently temporarily located in Sector-42 (adjacent to the Hockey Stadium). Currently, the college offers B. Com (Bachelor of Commerce) and BBA (Bachelor of Business Administration). The college also offers honours in E-Commerce & Business Finance and Accounting in B. Com II and III. More courses will be added when the college shifts to its own building in Sector-50.

Govt. College of Commerce and Business Administration : An Introduction

Govt. College of Commerce and Business Administration is a student - centric college. The campus offers students an ideal place to learn and grow, both intellectually and personally. The college is always alive with enthusiasm and excitement. The Principal, the faculty, the academic and non-academic campus custodians-all endeavour to enable each student to develop his or her true potential, to nurture and educate a diverse student body to equip them to deal with the challenge of a globalized, multicultural society. We believe that each student is special and has the potential to be successful. As an institute striving for excellence in the field of commerce and management studies, the college seeks to combine the co-curricular, as well as the extra curricular along with the curriculum in consonance with the ever growing needs of the youth of today. A beautifully landscaped, green campus, air conditioned classrooms with modern teaching aids like overhead projectors and multimedia, this 'gurukul' believes in making the teaching - learning process a truly enriching and memorable experience . It is our privilege and vocation to stimulate and help grow human resources to become productive managers of tomorrow.

VISION

To be an institute of academic excellence with total commitment to quality education in commerce, management and related fields, with a holistic concern for better life, environment and society.

MISSION

- ? Empowering students with all the knowledge and guidance that they need to become worthy management professionals.
- ? Learning through Doing.
- ? Imparting a value framework that is global yet national.
- ? Providing for holistic and value based development of students which ultimately enhances their employability.
- ? Developing a social conscience among students.



PEDAGOGY

The teaching- learning process is oriented towards all round development of the students. GCCBA attempts to provide an amalgam of the curricular, the co-curricular and the extra curricular in a healthy environment conducive to developing the full potential of the students.

THE CURRICULAR

Classroom teaching- Learning

Formal classroom teaching is conducted in well equipped, comfortable, air conditioned classrooms using the latest methods and techniques of teaching. The faculty is well qualified and highly motivated leading to an effective learning experience. The syllabi is decided by the Panjab university.

THE CO-CURRICULAR

In order to support the curriculum and make the students more receptive, the college uses various innovative techniques.

Mentoring:

The college aims at creating a homely atmosphere for its students, even if they are staying away from their families. Hence, the concept of 'mentoring'. Under this, each student is allotted a Mentor (a faculty member of the college) who helps him not only academically but also emotionally regarding any problem that he or she may face in any walk of life. The teachers are accessible to the students at all times. The students have also formed a GCCBA Community/group on a social networking site wherein they interact with the faculty & amongst themselves.

Group study:

At GCCBA, students are encouraged to work in well balanced groups where each member brings his unique ideas and propositions at the

discussion table, ensuring the highest quality of work from the team.

Self study:

To keep in constant touch with the changing business environment, the students are required to gather information from newspapers, magazines, journals, reference books and internet.

Case study method:

The case study method serves the dual purpose of understanding a real life situation and developing analytical skills.

Project Reports:

As an integral part of the curriculum, students are required to work on research project on a topic of their interest or specialization. On completion of their projects, the students are required to make presentation of their reports before the whole class and the faculty members.

Summer training:

The BBA students are required to undergo summer training with reputed companies. This enables them to understand theoretical concepts learned in the college in a real life corporate context. The process helps them develop professional attitude, sense of responsibility, analytical ability and leadership qualities.

Learning through Role Play and Simulated Situations

Teachers attempt to simulate real life situations to the subject, in the classrooms. Attempt is made to solve the problems through role play.

Assignments:

The students are given assignments in all the subjects on regular basis. To keep in touch with the changing business environment, the future managers are required to gather information from newspapers, magazines, journals, reference

books and internet. This is in accordance with their curriculum and very important to the total learning experience.

Presentations :

Students are required to make individual presentations and work together in teams which help develop team spirit and achieve the desired results while taking the team along the desired objectives.

Quiz/ Inter Class Competitions :

Various inter class competitions/ quizzes are organized on different topics to promote healthy competition.

Guest Seminars/ Workshops :

Eminent personalities and subject experts are

invited to conduct seminars/workshops to expose the students to the best in the field and widen their horizons.

English Language and Personality Development :

The college attempts to develop all round personalities of the students, to equip them with social skills and etiquettes, to enable them to get well placed professionally, socially and personally. To achieve this, the college conducts workshops on Soft Skills, Spoken English, Writing Skills, Manners and etiquettes etc. In addition, the students of the literary society also take out the news letter 'GRAPEVINE', an initiative that hones their creative and writing skills.





BEYOND ACADEMICS: THE EXTRA CURRICULAR

The youth of today are very dynamic, extremely talented and brimming with confidence to take on the world. To hone their skills, the students are encouraged to participate in various activities. To ensure an all round and holistic development, students participate in several activities through different clubs and societies formed in the college for this purpose. They help organize and manage all major functions in the college. Students are also facilitated to participate in various inter college activities and competitions related to the youth festivals. It is mandatory for every student to participate in at least one of the activities. Such activities develop in the youth team spirit, collective conscience, encourages feelings of caring and sharing, leading to a well balanced personality.

Clubs/Societies/Cells

AVNI-The Environment Club



AVNI the Environment club of the college has been active since August 2009. The club aims to develop in the students an awareness for a greener and

cleaner planet. The club makes special efforts to sensitize the students for using the non renewable resources judiciously.

GESTIONE- The Management Club

The Management Club of the college organizes

and manages the various functions and events of the college. Each student of the college is trained informally to manage their day to day activities, in and outside the college. Management experts from the industry are invited occasionally to share their views and experiences with the students to guide and motivate them.

WORDVISHARAD- The Literary Society

The Literary Society of the college aims to enhance the skills and capabilities of the students. It provides a platform for the students to hone and showcase their abilities as well as polish their communication skills and thus, equip them to face their professional lives with confidence. The members of the society conceptualize, design and print the news letter 'grapevine' under their own initiative.

FACTCME

FACTCME (Faculty for Academic and Critical Thinking in Commerce, Management and Economics) is an exclusive faculty club. It is a platform where faculty members gather every month to discuss and share various ideas and new developments in their respective fields, so that the same can be disseminated among students.





Community services

Man is a social animal. No person can live and grow healthy outside society. To instill in the youth a sense of responsibility towards the society they live in, the institute aims to involve the students in various outreach programmes.

NSS

The college has 2 units of NSS, one for Girls & 1 for Boys, led by NSS trained officers, whereby an effort is made to provide exposure to social problems and challenges to the students thus developing a social conscience to make them better individuals, to develop social responsibility, social awareness, humaneness and environment consciousness. The aim is to make students conscious and caring about their environment and help them to live as respectable members of society. A Special NSS Camp is organized annually.

Rotaract Club

The college is an institutional member of the Rotary Club of Chandigarh and the students

are encouraged to participate in various social activities initiated by the Rotary.

Red Ribbon Club

The Red Ribbon Club was formed in the college in October 2009. The club aims to create awareness about AIDS in the society. It organizes various functions and events such as AIDS Awareness rally, poster making, slogan writing, debates etc.

Sports Wing

“Healthy mind in a healthy body”. Even though the college doesn't have a fully equipped physical education department, it provides ample opportunity for the students to indulge in indoor and outdoor sports activity, the students can avail of indoor games like chess, carom board and outdoor games like football, badminton, cricket and athletics. Inter class matches are also organized. Annual sports day is a regular feature.





PERFORMANCE EVALUATION

Performance of the students is evaluated regularly, both formally and informally.

Interaction with the Principal and Faculty

Being a professional institute, the college has fewer number of students. As such, it becomes easier for the principal and teachers to interact closely with the students, understand their problems and provide solutions. It also helps the staff to monitor the progress of the students carefully. A suggestion box has been put up wherein the students are free to give their suggestion to improve the working of the college.

Classroom participation

Classrooms are the formal centers of learning. They provide the most conducive atmosphere for dynamic and focused discussions, being comfortably air conditioned and modern. Students are constantly assessed by the teachers on their participation in discussions, post topic interactions, presentations etc.

Assignments

Students have to submit assignments in all subjects which are carefully marked and assessed by the teachers. The well

equipped library facilitates the students in preparing their assignments.

Project reports

Project reports & Case studies are conducted by the students to gain hands on experience in their field. They are also expected to submit one project report per subject to the respective teachers for evaluation.

Presentations

Students are assessed on the presentations that they make in the classroom after preparing project reports in different subjects.

House Examinations

The college conducts house examinations in the month of December. House examinations are conducted as per the rules framed by the Panjab University.

Liasioning with Parents

In order to ensure a healthy progress of the students, the college attempts to remain in constant touch with the parents/ guardians. Misconduct, indiscipline, absenteeism, unsatisfactory performance, all are reported to the parents and tried to be corrected and rectified.

Visit our website at www.gccbachd.com
Email: gccbachd@hotmail.com



BEST INFRASTRUCTURE AND STATE-OF- THE- ART FACILITIES:

CLASSROOMS (Air Conditioned)

The college has ultra modern state of the art air conditioned classrooms with OHPs, computer consoles and wall mounted screens. Wooden dual desks of the latest design and ergonomics are provided to the students for their comfort. Computers with internet facility are provided in the classrooms to encourage online and research based teaching and learning.

COLLEGE LIBRARY (Air Conditioned)

The college library is well equipped with the latest as well as international books predominantly related to commerce, management and its allied subjects to meet the present and future information needs of the users. As a matter of policy the college pays special attention to not only strengthening the library with additional books, but also to ensure that they are utilized well by the students both for their courses as well as to extend the frontiers of their general knowledge. The computerized library of the college provides students with connectivity to the latest material through networked work stations. The library uses LIBSYS software for maintaining the data base and circulation relating to daily operations The college is working on the proposal of a digital library where online journals and books will be made available.

COMPUTER CUM CONFERENCE ROOM

The college computer lab consists of 20 computers, with TFT monitors and one IBM X3400 server with Ms Server 2003 along with a high speed network cable in the whole campus. Internet connectivity is available all throughout the year in the campus both wired and wireless. All the computers have Microsoft XP and Vista and Microsoft Office 2007. Since the emphasis of the college has been to provide the best technology to all the stakeholders, therefore all the administrative, teaching work is being carried out using computers. Students can access them in the lab and also in the library. Also the computer lab doubles as a conference room in which multimedia projector is available.

OTHER FACILITIES

- ? Extra Guidance for weaker students
- ? Hostel facility
- ? Availability of Photostat Machine
- ? CTU bus pass facility
- ? Purified Drinking water
- ? Meditation cum Stress Relieving Sessions
- ? Canteen

VALUE ORIENTED EDUCATION

Education that does not impart values and ethics will produce individuals like the bamboo, strong on the outside but hollow inside. GCCBA attempts to churn out citizens who are not spiritually shallow. We attempt to make our students like the sandalwood plant that spreads fragrance layer after layer. We aim to provide quality education while endeavoring to ensure their holistic development through sessions on yoga, meditation, creating awareness about social responsibilities, outreach programmes where students interact with lesser privileged members of the society, senior citizens, differently abled citizens, raising their voice against female foeticide, respecting the girl child etc so as to make them value life and relationships and their own good fortune and to develop a social conscience. **We aim to provide the society with committed well balanced individuals, striving and working for a better, healthy, harmonious society, thereby upholding the honour and integrity of GCCBA.**

OUR EXPECTATIONS

- ? GCCBA believes that a disciplined mind can work wonders. Understanding the responsibility of self discipline and team work creates a mindset that makes the difference. Discipline is ensured through a code of conduct and any infringement results in strict disciplinary action.
- ? RAGGING is banned as per the Supreme Court of India Orders
- ? Students should maintain discipline. They should be polite, respectful and courteous towards their fellow students, lecturers, guests and administrative staff.
- ? Students should maintain proper decorum in and outside the class rooms
- ? In order to create the right academic atmosphere in the college, the students should maintain silence while moving on the campus
- ? Movement from one room to another should be orderly
- ? Smoking and the use of intoxicants on the campus is strictly prohibited
- ? Fighting and quarrels with fellow students should be avoided
- ? The students should not take the law into their own hands
- ? The students should park their vehicles at the place assigned to them. They should not park their vehicles at or near the main gate
- ? No honking be practiced on the campus
- ? Students should not bring / invite outsiders to the college
- ? The students should wear helmets while driving two wheelers. They can also avail the facility of helmet bank in the college
- ? Students must exercise self discipline so that external checks are minimized.

ACADEMIC CURRICULUM

B.Com-I	Subject	Marks	B.B.A-I	Subject	Marks
Paper-I	English (Communication Skills)	100	Paper-I	English and Business Communication Skills	100
Paper-II	History and Culture of Panjab/Panjabi	50	Paper-II	History and Culture of Panjab/Panjabi	50
Paper-III	Commercial and Labour Laws	100	Paper-III	Organization and Management	100
Paper-IV	Financial Accounting	100	Paper-IV	Quantitative Techniques	100
Paper-V	Business Organization and Management	100	Paper-V	Business Laws-I	100
Paper-VI	Business Math's and Statistics	100	Paper-VI	Business Economics	100
Paper-VII	Environment Education		Paper-VII	Basic Accounting	100
	Total	550	Paper-VIII	Fundamentals of Information Technology	100
			Paper-IX	Environment Education	
			Total	750	
B.Com-II	Subject	Marks	B.B.A-II	Subject	Marks
Paper-I	Company Law and Auditing	100	Paper-I	Business Laws-II	100
Paper-II	Corporate Accounting	100	Paper-II	Business Environment	100
Paper-III	Cost Accounting	100	Paper-III	Marketing Management	100
Paper-IV	Business Economics	100	Paper-IV	Human resource management	100
Paper-V	Banking and Insurance	100	Paper-V	Financial Management	100
Paper-VI	Indirect Tax Laws	100	Paper-VI	Production and Operation management	100
			Paper-VII	Computers	100
	Total	600	Paper-VIII	On the Job training during Summer Vacation 4-6 weeks	
			Total	700	
B.Com-III	Subject	Marks	B.B.A-III	Subject	Marks
Paper-I	Functional Management	100	Paper-I	Entrepreneurship Development	100
Paper-II	Management accounting & Business Finance	100	Paper-II	Computer Based Info. System	100
Paper-III	Direct Tax Laws	100	Paper-III	Any two groups of the following	200
Paper-IV	Indian Economy	100	Group A	i. Insurance Management ii. Banking law & Management	
Paper-V	Entrepreneurship and Small Business	100	Group B	i. Organization Behavior ii. Industrial Relations & Labour Legislation	
Paper-VI	Optional paper a. Operational Research b. Organizational Behavior	100	Group C	i. International Marketing ii. Sales & Distribution	
Paper-VII	Viva- Voce	50		Project Report & Viva Voce	100
	Total	650	Total	500	

Pass Percentage of B.com is 35%

Pass Percentage of B.B.A is 40%

ACADEMIC COURSES FOR THE SESSION 2010-2011:		
S No.	Courses	Seats available
1	B.Com-I	140
2	B.Com-II	140
3	B.Com-III	140
4	B.B.A-I	40
5	B.B.A-II	40
6	B.B.A-III	40
	Total	540

Admission Schedule

Class	Date	Time
B.Com-I	Centralised Admission As per P.U.Notification (Details to be announced in the news papers)	
B.B.A-I	Centralised Admission at P.G.G.C-11, Chd. (Details to be announced in the news papers)	
B.Com-II, B.B.A II, (Existing Students)	12-7-2010	9.00 A.M onwards
B.Com-III, B.B.A. III (Existing Students)	13-7-2010	9.00 A.M onwards
B.Com-II,III & B.B.A II, III (New Students)	14-7-2010	9.00 A.M onwards

Note: All the pending cases will be considered by the admission committee on July, 15th 2010.

Whom to Contact

Chief Coordinator: Principal Mrs. Manjit Kaur
(Phone 0172-2676670 Email: gccbachd@hotmail.com)

Category	Name
Centralized Admission Committee	Dr. Rosy Walia, Ms. Kirandeep Dhillon Mr. Amarpreet Singh Sijher, Dr. Rajiv Salwan, Dr. Amarnath Sharma
Convener Admissions B.Com-II	Mr. Amarpreet Singh Sijher
Convener Admissions B.Com - III	Dr. Rajiv Salwan
Convener Admissions B.B.A.-II	Dr. Bikramjit Kaur
Convener Admissions B.B.A. - III	Ms. Kirandeep Dhillon
Registrar (Internal Examinations)	Dr. Rajiv Salwan
NSS Incharge	Dr. Rosy Walia (Girls Unit) Mr. Amarpreet Singh Sijher (Boys Unit)
Scholarship & Fee Concessions	Dr. Rajiv Salwan
SC/ST cases	Dr. Bikramjit Kaur
Career & Guidance/ Placement in Charge	Dr. Rosy Walia
Anti Ragging Cell	Mr. Amarpreet Singh Sijher
Hostel Incharge	Dr. Rosy Walia
College Magazine	Ms. Kirandeep Dhillon
Committee for Prevention of Sexual Harassment	Dr. Rosy Walia
Anti-Stress /Counseling Cell	Ms. Kirandeep Dhillon (Girls) Dr. Amar Nath Sharma (Boys)
Sports Incharge	Dr. Rajiv Salwan
Computer Lab & I.T Incharge	Mr. Amarpreet Singh Sijher