

UDHNA CITIZEN COMMERCE COLLEGE & SPB COLLEGE OF BUSINESS ADMINISTRATION & SDHG COLLEGE OF BCA & IT



**UDHNA CITIZEN COMMERCE COLLEGE
&
S.P.B. COLLEGE OF BUSINESS ADMINISTRATION
&**



SMT. DIWALIBEN HARJIBHAI GONDALIA COLLEGE OF BCA & IT

[SELF FINANCED COLLEGE]

(MANAGED BY UDHNA ACADEMY EDUCATION TRUST, SURAT)

AFFILIATED TO VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT (GUJARAT)

B.Com. / B.B.A. / B.C.A.

UCCC & SPBCBA & SDHGCBCA & IT



**PROSPECTUS
2022-2023**

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College App: [udhnacollege](#)

UDHNA ACADEMY EDUCATION TRUST (ESTABLISHED IN 1964)**MEMBERS OF THE TRUST**

1.	SHRI BHANJIBHAI K. PATEL	PRESIDENT
2.	SHRI RAMESHCANDRA G. DESAI	IMMEDIATE PAST PRESIDENT
3.	SHRI NIRANJANBHAI M. PATEL	VICE PRESIDENT
4.	SHRI KANTILAL S. PATEL	SECRETARY
5.	SHRI AMRUTBHAI L. PATEL	TREASURER
6.	SHRI KETANBHAI N. SHAH	JOINT SECRETARY-I
7.	SHRI NARESHBHAI R. SHAH	JOINT SECRETARY-II
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2.	SMT TANVI ANANGBHAI DESAI	MEMBER
3.	SHRI VIJAYBHAI J. MEHTA	MEMBER

INVITED MEMBERS

1.	SHRI PRAVINCHANDRA T. VORA	MEMBER
2.	SHRI HIMANSHUBHAI S. JARIWALA	MEMBER
3.	SHRI ARVINDKUMAR G. MEHTA	MEMBER

Udhna Academy Education Trust (Established in 1964)

The Udhna Academy Education **Trust**, established in 1964, is wedded to the values of faith, knowledge and duty. The Trust is committed to excellence in education and runs various educational institutes from KG to UG. The Trust established the College in 2002 with the noble aim of providing education to the knowledge aspirants of the Udhna and surrounding vicinity.

The Trust also promotes research and development activities besides for the all-round development of the students and the staff members. The trust has thus become a torchbearer in the field of education and has constantly promoted academic excellence. As a result, the college has earned a prestige of one of the best educational institutes in the South Gujarat region. We heartily welcome you all to this esteemed institute of education.

Our College

The Udhna Citizen Commerce College& SPB College of Business Administration & Shrimati Diwaliben Harjibhai Gondalia College of BCA & IT is an educational institute of higher education managed by Udhna Academy Education Trust and is affiliated to Veer Narmad South Gujarat University, Surat. The college, situated in front of Swaminarayan Temple on the Surat-Navsari main road in the industrial area of Udhna, has a huge campus and building to run the academic and extra-curricular activities. The college runs graduate programmes in commerce, management and computer application. More than 3500 students throng the campus between 7:30 a.m. to 6 p.m.

Vision

"To be an eminent and vibrant institute for education, our credo will always be excellence through innovations, empathy, ethics and teamwork and to cater to the ever-changing needs of community at large."

Mission

"To impart quality education, nurture aspirations and facilitate continuous learning and to contribute to the society by developing outstanding individuals who would take up leadership challenges in various sectors of economy."

"We educate the future."

From the Principal' Desk

Education is a process of bringing the head, heart and mind together, thus enabling a person to develop an all round personality by identifying the best in him or her. It is with a strong commitment to this quest for excellence in the field of education that our college was established in June 2002, and it is making rapid progress in enhancing its potential and changing its outlook towards providing better resources required to impart the best all round quality education laced with morality. The vision support and guidance of the Udhna Academy Education Trust continue to be a great source of inspiration for all our endeavours.

Our college lays special emphasis on both co-curricular and extra-curricular activities providing students an edge over other to be a leader in their respective field of activity. Our college takes pride in being a place where students and faculty can pursue knowledge without boundaries in the field of commerce, management and computer science. I would appeal the students to be always modest, humble and disciplined, while being ready to expand the horizons of their knowledge and skills by dreaming big and working hard.

Principal Dr. Mehul P. Desai
(M.Com., M.Phil., Ph.D., NET)



College Building

OUR COLLEGE

Salient Features

- Well-qualified and experienced manpower to carry out academic and administrative work.
- Administrative Staff office to carry out entire documentation on computers.
- Easy access to BRTS and other transportation facilities.
- Strong Industry-Institute Interaction through Seminars, Webinars, Lectures, Projects, Visits
- Faculty Feedback System to strengthen Teaching-Learning Process
- Indoor and Outdoor Co-curricular & Extra-curricular Activities
- NSS, Sports as Character Building Activities
- MoU with leading financial institution NJ India for students training and placement.
- Online Student Management System (ERP) for effective interactions and student tracking
- Tie-up with Health Centre for Free Medical Service to all Students and Staff
- Well-equipped computer laboratories with Broadband Internet Connection
- Scholarship to toppers in academics, extra-curricular activities and sports
- Anti-ragging Cell, Women's Cell, Placement Cell, Smart Class, Seminars conducted by experts

Infrastructure

- Huge building consisting of spacious classrooms, office and other rooms.
- Huge Staff Common Room on the ground floor to accommodate the teaching staff with all the basic amenities.
- More than 25 spacious well-ventilated classrooms in the college with required furniture, green-boards and speaker system. A couple of classrooms also have projectors for better teaching.
- Notice boards on all floors to provide necessary information to the students.
- Common room for male and female students separately on the ground floor.
- Separate wash rooms for the male and female students as well as staff members on each floor of the College building.
- Pure and cold drinking water facility for the male and female students separately on each floor.
- Vast parking place and canteen in the college campus.

SPORTS

- Huge **playground** for the outdoor activities, sports and the games.
- Huge portico in the centre of the college building which offers open space for indoor sports.
- Participation and representation of our students in different sports activities at the university, state, national and international level.
- Recreation centre in the ground for recreational activities and indoor games like carom, chess, table tennis and dart game.



Centre Porch/Badminton Court



Recreation Centre

LIBRARY

- Capacious **library** with a Reading Room facility where the students are provided reading facilities and computer with internet.
- The library includes books, journals, magazines, miscellaneous learning materials, technology aided learning mechanisms.
- Book Bank Facility



Library

N.S.S.

- Students are informed about the aims and objectives of NSS and made aware of their social responsibilities and accountability.
- Students are given an opportunity to take part in various camps at the State and the National levels.
- Activities carried out in association with NGOs like the Jaycees Club, Surat Raktadan Kendra, Nisarga Bharati, the Art of Living, the Brahmakumaris, the School for the Blind, Pathshala, etc. for community services.
- Organized Covid-19 vaccination camps for our college students and staff.
- The noteworthy regular activities undertaken by the our NSS units are:
 - Tree Plantation and Literacy Campaign
 - AIDS Awareness and Pulse Polio Campaign
 - Health Check up and Blood Donation Camp
 - Cleanliness and Environment Protection drive
 - Covid-19 Awareness/Vaccination programme

CULTURAL ACTIVITIES

- Every year, the students of the College celebrate various days under the banner of the Student Union.
- The students also take active part in the Annual Day Function, University Youth Festival, etc. and perform different cultural items such as Folk Dance, Western Dance, Vocal Music, Solo Dance, Group Dance, Garba, Raas, Drama, Mono-acting, etc.



Annual Function

PERSONALITY DEVELOPMENT

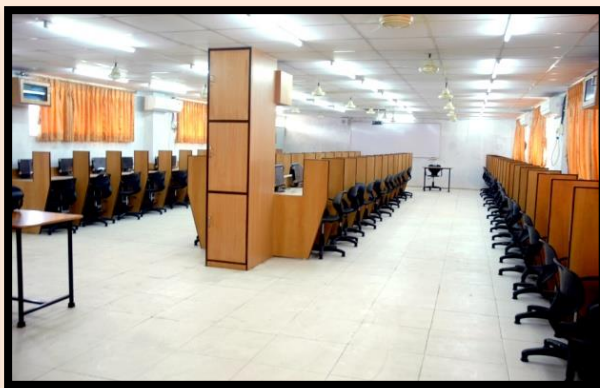
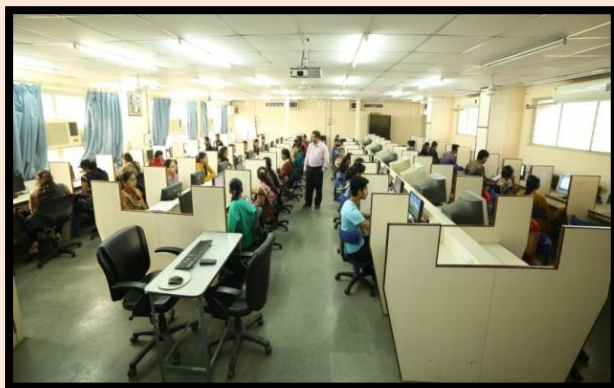
- The institute nurtures the students in a very homely atmosphere and they are given parental care, both inside and outside the classroom.
- The college has started the Persona Club to improve the personality of students.
- Eminent persons from diversified walks of society are invited as keynote speakers at seminars and other functions for the purpose of empowering the students and developing their all round personality.

CREATIVITY

- With the purpose of giving a platform to such students, we have set a Wall Magazine solely for the students. Students of different classes write Poems, Thought for the Day, Quotable Quotes, Proverbs, etc. and display them on the Wall Magazine.
- Besides, another creative activity is the introduction of “Setu”, the Wall Magazine, and the students are invited to give their contributions and creations in literature and art.
- The college has also started the E-Newsletter to showcase the writing talent and creativity of students.

ICT

- Adequate measures taken to impart basic computer training to the faculties and the students alike.
- Students given liberty to use the Internet for the purpose of accessing the information pertaining to their subjects in the computer lab and library.
- College website to access all details about the College.
- Entire administrative work of the College computerized (ERP).
- Multimedia room and three sophisticated, well-equipped and air-conditioned Computer Labs with more than 200 computers, video projectors and wired and wireless Internet facility.



Fully Equipped Computer Labs

Various Clubs for holistic development of the students

Subject	Club Name	Objective
Commerce	Pathdarshak	<i>To give a practical bend to classroom teaching, thereby bringing pleasurable moments in the teaching-learning process</i>
Economics	Econwit Club	<i>To foster the advancement of the social sciences and serve the students by informing them of events on economic issues</i>
Accounts	Accounting Troops	<i>To provide platform to learn accounting theory with games and puzzles, to expose students to meet the practical challenges in the current business scenario</i>
English	The Persona Club	<i>To increase command over languages like English, Gujarati and Hindi and to improve overall personality</i>
Management	Clique Express MSDP Intel Kon	<i>To provide meaningful and timely opportunities to expand students' knowledge and add valuable skills to both their professional and personal life</i>
Computer Science and Applications	Tech Army	<i>To provide opportunities to enhance the professional and technical skills for personal growth and development of competence</i>

Specialized Courses (Add on):

- STEP
- FLAP
- TALLY
- CCC (Proposed)

STEP (Skill and Technology Enhancement Programme) in collaboration with NJ India Invest Pvt. Ltd.

- We are keen to adopt the latest and best practices from the industry and also help students and graduates in leveraging these skills to find solutions for varied business challenges.
- With extensive experience in cutting edge technologies and catering to the finance world for more than 2 decades, we decided to create a Tech programme that bridges the gap between educational knowledge and industry required skills.
- Through this programme, we intend to provide technical expertise required by IT professionals to excel in the industry environment.

OBJECTIVES OF THE 'STEP'

- Integrate practical and industry oriented concepts in the education curriculum
- Develop skills of BCA Students along with their regular studies
- Develop a Talent Pool of students
- Make the students more employable

COURSE DETAILS

- **Fee Structure: Free of Cost**
- Total Intake: 70
- Time: 2.5 Years commencing from FYBCA (2nd Semester)
- Benefits of STEP programme:
 - Hands-on industry experience before you graduate
 - Learn in-demand skills
 - Learn from industry experts
 - Develop analytical and problem solving skills
 - Be a better team player and boost confidence
 - Be interview-ready after completion of this programme
 - Certificate of Completion after each year of study
 - Accelerate your career



Women Cell:

- Promotes culture of respect and equality for female gender.
- Makes them aware about guidelines of Supreme Court and ensures that sexual harassment is treated as an unacceptable social behaviour.
- Runs helpline and programme to improve physical, mental and emotional health counselling. Conducts seminar and workshop. viz.
- In house lecture on female health and issues by gynaecologist, certified physician, general surgeon.
- Talks by legal specialists and poster making competition to spread awareness about the celebration of the International Day for the Elimination of Violence against women among students
- Assistance in overall personality development through conferences like FEMICON.
- Provides Self-defense training by trained professionals.
- Set up of complaint and suggestion box at BBA Vice-Principal office
- Conducts interesting activities such as treasure hunt, blog writing competition, movie review competition, cooking class for the overall development of female students
- Arrangement of workshops and seminars to impart knowledge of opportunity and tools for economic development.
- Well-equipped Girl's Room with cosy sitting area for relaxation along with pad vending and disposal machine.



Placement & Career Counselling Cell:

- Reputed Corporate Houses conduct campus interviews at the college every year.
- Firms like NJ, FBB Group, ICICI Bank, Kotak Mahindra, Reliance Telecom, Transform India etc. recruit students.
- Experts and experienced professionals from the industry & corporate world guide the students about their future prospects.
- Enhances the employability skills of students and makes them future ready.



COLLEGE TIMINGS:

Sr. No.	Discipline	Academic Hours	Administrative Hours	Medium of Instruction
1.	B.Com. (English Medium)	8:00a.m. to 1:00p.m.	9:30a.m. to 4:30p.m.	English
2.	B.Com. (Gujarati Medium)	8:00a.m. to 1:00p.m.	9:30a.m. to 4:30p.m.	Gujarati
3.	B.B.A.	8:00a.m. to 1:00p.m.	9:30a.m. to 4:30p.m.	English
4.	B.C.A. (Morning Shift)	8:00a.m. to 2:15p.m.	9:30a.m. to 4:30p.m.	English
5.	B.C.A. (Evening Shift)	3:00p.m. to 9:00p.m.	9:30a.m. to 4:30p.m.	English

ADMISSION PROCEDURE:

Admission will be granted strictly through admission process as per VNSGU guidelines on the basis of merit only.

Seats will be reserved as per University and Government Rules for SC/ST/OBC/EWS and other categories.

ADMISSION FORMS:

The guidelines for admission will be available on the university website vnsgu.ac.in. The time, date and amount for submitting the forms and fees will be displayed on the university website.

ELIGIBILITY:

Sr. No.	Discipline	Class	Stream	Compulsory Subjects	Board
1.	B.Com.	XII	Commerce	1. Elements of Accountancy 2. Business Administration 3. Business Mathematics/ Statistics/Banking/Economics	GHSEB/ ICSE/
2.	B.B.A.	XII	Commerce/Science/ Arts	English	
3.	B.C.A.	XII	Commerce / Science/ Arts	1. Statistics/Math/Business Math (Com. Student)	CBSE

****Candidates seeking admission for the First Year will have to follow the following procedure:***

- (1) *Students seeking admission in this college will have to apply for admission in the prescribed form within the time notified.*
- (2) *It is obligatory for the student to get his/her form checked and to meet in person.*
- (3) *Documents needed at the time of admission in the college:*
 - (a) *For H.S.C. students of Gujarat State Board:*
 - (1) *Original marksheet and 5 self attested copies*
 - (2) *School Leaving Certificate and 2 self attested copies*
 - (3) *Passport size photos - 4*
 - (4) *Passport size photos of parents - 2 each*
 - (5) *SC / ST / OBC / EWS Certificate (xerox) wherever applicable*
 - (6) *Original H.S.C. passing Certificate (Certificate to be produced latest by November)*
 - (7) *Aadhaar Card*
 - (8) *Bank A/C Details*
 - (b) *H.S.C. Students of other Boards:*
 - (1) *Original marksheet and 5 self attested copies*
 - (2) *Passport size photos - 4*
 - (3) *Passport size photos of parents - 2 each*
 - (4) *Migration Certificate*
 - (5) *No-Objection Certificate from VNSGU (Provisional certificate)*
 - (6) *Transfer Certificate*
 - (7) *Aadhaar Card*
 - (8) *Bank A/C Details*
- (4) *Students who have passed the Higher Secondary Examination held by other than Gujarat Secondary Education Board or those migrating from other universities shall have to produce a provisional eligibility certificate from Veer Narmad South Gujarat University along with an application form for admission. Such students will have to produce the final eligibility certificate in due course.*
- (5) *If the fee is not paid within the prescribed time limit, the admission granted will be treated as cancelled. Fees once paid will not be refunded.*

Documents needed for procuring Final Eligibility Certificates

1. Passing Certificate
2. Attempt/Trial Certificate
3. Character Certificate
4. Migration Certificate
5. Transfer Certificate

A candidate from other Board (other than GSEB) or/and other State (other than Gujarat) seeking admission to First Semester (Year) will have to get a Final Eligibility Certificate from Veer Narmad South Gujarat University, Surat, for which he / she has to apply in a prescribed form along with the above-mentioned documents through the college within the time limit.

Documents needed for procuring Enrolment

1. Application Form (to be forwarded by the College)
2. Enrolment Form
3. Original Certificate of the H.S.C. Mark Sheet
4. Attested five copies of the H.S.C. Mark Sheet

**The subjects in the exam form should be filled as per the tables given.*

RULES AND REGULATIONS FOR ADMISSION PROCEDURE

1. Students seeking admission to this college will have to apply for admission in the prescribed form within the time notified.
2. It is obligatory for the student to get his/her form checked and to visit in person.
3. Candidates of Scheduled Castes, Scheduled Tribes and Backward and EWS classes will have to submit a copy of the certificate from the Social Welfare Department and the Physically Handicapped applicants have to attach a copy of the medical certificate from a civil surgeon along with the application. (Original to be produced at the time of admission for verification)
4. Candidates seeking admission for the first time will be charged entrance fee, enrollment fee, Identity Card fee and Deposit fee in the first term.
5. The principal's decision will remain final for all admissions and it would be binding to the students. Admission already granted to a student will be cancelled if the information provided by him/her is either false or if he/she withholds any required information. In such cases the fees and deposit will be forfeited.
6. The First year, second year and third year students shall register themselves for online admission on the college website (www.udhnacollege.org) and deposit the fees as instructed by demand draft/ cheque/cash/online.

RULES AND REGULATIONS RELATED TO INTERNAL & EXTERNAL EVALUATION

1. Internal Assessment in a paper will be based on periodical / tests, written assignments, which may be decided by the approval of the head of the institution. The weightage for Internal Evaluation of B.Com., B.B.A. & B.C.A. will be as per the prevailing rules of VNSGU, Surat.
2. In order to pass each semester examination of the Graduation Programme, a candidate will have to secure at least **36 %** marks in each paper in written examination and internal assessment separately prescribed for the semester.

3. A candidate can join second year programme on passing 3/5th (60%) of the papers in the First Year Programme. A candidate can join Third Year programme after passing 3/5th (60%) of the Second Year Programme but he / she will have to completely pass Semester I and II of First Year Programme.
4. A Candidate who secures less **36%** marks in written examination and internal assessment taken together will be declared failed in the concerned semester.
5. A candidate failing one or more subjects of a semester may complete the requirements of passing a semester (as per RULE - 2 above) by appearing next year and can continue his / her studies in higher semesters in accordance with the provisions contained in RULE-3 above.
6. In order to obtain a class in University Examination, a candidate will have to appear in all the papers at a time in each semester examination.
7. A candidate's marks of internal assessment in the subject(s) or project of the concerned semester in which he / she fails as regular examinee shall be carried forward to the concerned semester examination in which he / she appears next year.
8. Student securing 50 % or more marks but less than 60% marks in the university semester examination will be awarded **SECOND CLASS**. Those securing 60% or more marks but less than 70 % marks in the aggregate will be awarded **FIRST CLASS** and those securing 70 % OR MORE THAN 70 % MARKS will be declared to have passed in **FIRST CLASS WITH DISTINCTION**.
9. As per CBCS framework students would be graded as follows on the basis on credit points scored by them in each semester:

Grade Point	Description	% of Marks	Grade
10	Outstanding	90 % to 99 %	O
9	Excellent	80 % to 89 %	A
8	Very Good	70 % to 79 %	B
7	Good	60 % to 69 %	C
6	Fair	50 % to 59 %	D
5	Average	36 % to 49 %	E
4	Dropped	Below 36 %	F

B.COM. PROGRAMME (Specialization in Accountancy & Auditing)**Subjects for F.Y.B.Com.: (SEMESTER I)**

Code	Subjects
2	Written and Spoken Communication Skills-I (For English Medium)
OR	
1	Language Through Literature-I (For Gujarati Medium)
1	Environmental Studies-I
1	Business Economics-I
1	Financial Accounting-I
1	Business Administration-I
1	Statistics for Business-I
4	Elements of Banking & Insurance-I
1	National Service Scheme (NSS) OR
3	Physical Training (PT) OR
4	SaptaDhara

Subjects for F.Y.B.Com.: (SEMESTER II)

Code	Subjects
2	Written and Spoken Communication Skills-II (For English Medium)
OR	
1	Language Through Literature-II (For Gujarati Medium)
1	Environmental Studies-II
1	Business Economics-II
1	Financial Accounting-II
1	Business Administration-II
1	Statistics for Business-II
4	Elements of Banking & Insurance-II
1	National Service Scheme (NSS) OR
3	Physical Training (PT) OR
4	SaptaDhara

***For detailed syllabus the link is: udhnacollege.org/bcomsyllabus.php**

B.COM. PROGRAMME (Specialization in Accountancy & Auditing)**Subjects for S.Y.B.Com.: (SEMESTER-III)**

Code	Subjects
2	Written and Spoken Communication Skills-III (For English Medium)
OR	
1	Language Through Literature-III (For Gujarati Medium)
1	Macro Economics-III
1	Accountancy & Taxation-III
1	Business Administration-III
1	Advance Accounting & Auditing-I & II
2	Banking - I OR Statistics-III
1	National Service Scheme (NSS) OR
3	Physical Training (PT) OR
4	SaptaDhara

Subjects for S.Y.B.Com.: (SEMESTER IV)

Code	Subjects
2	Written and Spoken Communication Skills-IV (For English Medium)
OR	
1	Language Through Literature-IV (For Gujarati Medium)
1	Macro Economics-IV
1	Accountancy & Taxation-IV
1	Business Administration-IV
1	Advance Accounting & Auditing-III & IV
2	Banking - III OR Statistics-V
1	National Service Scheme (NSS) OR
3	Physical Training (PT) OR
4	SaptaDhara

***For detailed syllabus the link is:** udhnacollege.org/bcomsyllabus.php

B.COM. PROGRAMME (Specialization in Accountancy & Auditing)**Subjects for T.Y.B.Com.: (SEMESTER V)**

Code	Subjects
2	Written and Spoken Communication Skills-V (For English Medium)
OR	
1	Language Through Literature-V (For Gujarati Medium)
1	Business Regulatory Framework-I
1	Business Administration-V
1	Indian Economy: Recent Trends-V
1	Advance Accounting & Auditing-V & VI
2	Banking - V
OR	
3	Statistics-VII
1	National Service Scheme (NSS) OR
3	Physical Training (PT) OR
4	SaptaDhara

Subjects for T.Y.B.Com.: (SEMESTER VI)

Code	Subjects
1	Written and Spoken Communication Skills-VI (For English Medium)
OR	
1	Language Through Literature-VI (For Gujarati Medium)
1	Business Regulatory Framework-II
1	Business Administration-VI
1	Indian Economy: Recent Trends –VI
1	Advance Accounting & Auditing-VII & VIII
2	Banking - VII
OR	
3	Statistics-IX
1	National Service Scheme (NSS) OR
3	Physical Training (PT) OR
4	SaptaDhara

***For detailed syllabus the link is:** udhnacollege.org/bcomsyllabus.php

B.B.A. PROGRAMME

The B.B.A. Programme is of three-year duration consisting of Six Semesters (Two Semesters per year). The detailed information is as under:

Code	Semester – 1	Code	Semester – 2
101	Business Communication	201	Personality Development
102	Environmental Science	202	E-Business
103	IT Tools for Business	203	Accounting for Managers
104	Fundamentals of Economics	204	Economics for Managers(Including Macro)
105	Principles of Management	205	Organisational Behaviour
106	Financial Accounting	206	Business Environment
107	PT/NSS/Saptadhara	207	PT/NSS/Saptadhara
	Semester – 3		Semester – 4
301	Entrepreneurship Development	401	Ethics & Corporate Social Responsibility
302	Business Start-ups & Innovation	402	Management of MSMEs
303	Banking, Insurance & Financial Services	403	Introduction to Taxation
304	Marketing Management	404	International Business Environment
305	Financial Management	405	Production & Operations Management
306	Human Resource Management	406	Quantitative Techniques for Management
307	PT/NSS/Saptadhara	407	PT/NSS/Saptadhara
	Semester – 5		Semester – 6
501	Summer Training Report*	601	Business Policy & Strategic Management
502	Business Research	602	Financial Institutions & Markets
503	Service Management	603	Specialization 3
504	Legal Aspects of Business	604	Specialization 4
505	Specialization 1	605	Project*
506	Specialization 2	606	PT/NSS/Saptadhara
507	PT/NSS/Saptadhara		

*For detailed syllabus the link is: udhnacollege.org/bbasyllabus.php

Subject Elective Courses for BBA (Sem-5)***(A student shall have to choose any one of the following three groups)***

<i>Group 1: Marketing Elective Group</i>		
MSE1	Specialization 1	Advertising and Brand Management
MSE2	Specialization 2	International Marketing Management
FSE1	Specialization 1	Advance Financial Management
FSE2	Specialization 2	Strategic Financial Management
HSE1	Specialization 1	Human Resource Development
HSE2	Specialization 2	Advance Human Resource Management

Subject Elective Courses for BBA (Sem-6)***(A student shall have to choose any one of the following three groups)***

<i>Group 1: Marketing Elective Group</i>		
MSE3	Specialization 3	Consumer Behaviour
MSE4	Specialization 4	Personal Selling and Sales Force Management
FSE3	Specialization 3	Investment and Portfolio Management
FSE4	Specialization 4	International Financial Management
HSE3	Specialization 3	Performance and Compensation Management
HSE4	Specialization 4	Management of Industrial Relations

****For detailed syllabus the link is: udhnacollege.org/bbasyllabus.php***

BBA PROGRAMME Sem-VI

Summer Training

With a view to provide exposure to real world business situations, each student shall have to undergo a two month Summer Training in an industry of their choice at the end of the Second Year B.B.A. Programme. Satisfactory completion of such a programme shall be a necessary requirement for one to be promoted to the Third Year B.B.A. Programme. The Student is required to submit a project report of the two month summer training, which will be evaluated by a team of faculty members.

Paper VII Final Project

The final project in T.Y.B.B.A. - Semester VI is prepared in the area of the specialization opted by the student. The project would be based on the data collected by the students during their winter training and on secondary data collected from the reports of the organization under study. The project would be evaluated and assessed both by internal evaluators as well as external evaluators appointed by the university.



College ground

B.C.A. PROGRAMME

F.Y.B.C.A. Semester – 1		Semester – 2	
Course Code	Subjects	Course Code	Subjects
101	Communication Skills	201-1 201-2	Organisational Structure & Behaviour Intro. To Internet & HTML
102	Mathematics	202-1 202-2	Computerized Financial Accounting Emerging Trends and Information Technology
103	Introduction to Computers	203	Operating System – I
104	Computer Programming & Programming Methodology (CPPM)	204	Programming Skills
105	Data Manipulation and Analysis	205	Concepts of Relational Database Management System
106	Practical	206	Practical
	Foundation Elective (to be selected from PT/NSS/Saptadhara)		Foundation Elective (to be selected from PT/NSS/Saptadhara)
Semester – 3		Semester – 4	
Course Code	Subjects	Course Code	Subjects
301	Statistical Methods	401	Information System
302	Software Engineering	402	Internet of Things (IoT)
303	Database Handling Using Python	403	Java Programming
304	OOPs and Data Structures	404	.Net Programming
305-01	Web Designing – 1	405-01	Web Designing-2
305-02	Mobile Application Development - 1	405-02	Mobile Application Development – II
306	Practical	406	Practical
	Foundation Elective (to be selected from PT/NSS/Saptadhara)		Foundation Elective (to be selected from PT/NSS/Saptadhara)
T.Y.B.C.A. (To be revised) Semester - 5		Semester – 6	
Paper No.	Subjects	Paper No.	Subjects
501	PHP & MySQL	601	Computer Graphics
502	Unix & Shell Programming	602	e-Commerce & Cyber Security
503	Network Technologies	603	Project
504	Operating System-II	604	Seminar on Information Technology
505	ASP .NET		Innovations & Trends
506	Practical		
	Foundation Elective (to be selected from PT/NSS/Saptadhara)		Foundation Elective (to be selected from PT/NSS/Saptadhara)

*For detailed syllabus the link is: udhnacollege.org/bcasyllabus.php

RULES FOR ATTENDANCE AND DISCIPLINE:

The college discipline should be maintained by following the below mentioned rules. Violation of any of the rules would be a punishable offence and the decision of the Principal would be final.

DISCIPLINE & GENERAL BEHAVIOUR:

- 1. Each student has to put on his / her identity card while in the college campus and it must be visible to one and all. Presence in the college campus without identity card would be considered as a breach of conduct. The I-Card can be checked anytime.*
- 2. A candidate desirous of seeking admission will have to apply in a prescribed application form available from college office. He / She will have to furnish correct information. An application form with incomplete or false information would be cancelled and the fees paid will be forfeited.*
- 3. If any student after getting admission leaves the college during the academic year for any reason, the fees & deposit will be forfeited.*
- 4. Students are forbidden to bring with him / her any person who is not related to college. Entry in college campus is restricted to any individual who is not related to college.*
- 5. Punishable measures will be taken against the student who:*
 - a) Behaves improperly and hinders the prestige of the College, or*
 - b) Damages the college assets or any property, or*
 - c) Wanders outside the classroom during the teaching hours.*
- 6. The norms regarding the election / selection of college students council, college test examination or other Educational & Curricular activities which are in force at present or implemented in future, will be binding to the students as per the rules of V N S G University.*
- 7. All the norms for the educational progress, disciplinary actions, and admission process of the college for students will be binding to the guardians also and will be taken as their consent.*
- 8. Smoking or chewing any kind of tobacco product or carrying any kind of edible addictives is strictly prohibited in the college.*
- 9. Cleanliness of the college campus shall be maintained. A student who litters will be punished.*
- 10. Bringing Electronic gadgets, cell phones, digital diary will not be allowed in the college campus (the gadgets will be confiscated and the student will be fined).*
- 11. The students shall park their vehicles in the parking premises at their own risk/responsibility.*
- 12. Term fees should be paid in single instalment. Fees once paid will not be refunded under any circumstances.*
- 13. All the Students will have to respect the teaching and administrative staff. Any kind of misbehaviour will not be tolerated and punishable action may be taken against them.*
- 14. Any student without authorization of the Principal shall not claim to represent the college at any organization.*
- 15. If any incident of ragging or sexual abuse / violence comes to the notice of the authority, the student concerned shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel him / her from the institution.*
- 16. Students should maintain decency and discipline in their attire as well as general behaviour.*

ATTENDANCE:

1. According to the rules of Veer Narmad South Gujarat University, the student has to attend the classes regularly and in case of short attendance, his/her term will not be granted. In case of illness, the student has to submit Medical Certificate and the Principal will be the final authority to grant the term.
2. Regular attendance and taking position in the classroom as soon as the bell rings & before the faculty enters in class is a must in the college.
3. Students shall take prior leave for genuine reasons by submitting a leave application to the Principal.

USE OF MOBILE PHONE:

1. Use of mobile phone in the college premises is strictly prohibited.
2. Any student found using mobile in college premises even in switched off mode will be considered violation of the disciplinary norms & will be penalized as per rules.
3. College will not be responsible for any loss or damage to mobiles confiscated as punishment.
4. College will not be responsible for loss of mobiles in the college campus.

NOTICE BOARD:

1. Students are advised to read the Notice Board regularly and follow the notices in their own interest, failing which the college will not be responsible for any loss caused to the students.
2. All the instructions for the financial transactions such as notices of term fees, exam fees etc. will be put up on the notice board with due date and the students will have to complete them within the time limit which is mentioned. Latecomers will have to bear the retrospective actions taken thereby.

PREVENTION OF RAGGING:

Ragging in any form inside or outside the campus is strictly prohibited by law. The Supreme Court of India orders that if any incident of ragging comes to the notice of the authority, the students concerned shall be given liberty to explain and if their explanation is not found satisfactory, the authority would expel them from the institution.

OUR HUMAN RESOURCE

Sr. No.	Name	Qualification	Subject	Date of Joining	Faculty
Teaching Staff					
1	Dr. Mehulkumar P. Desai Principal	B.Com., M.Com., M.Phil., Ph.D., NET	Accountancy	15-07-2002	B.Com/ BBA/BCA
2	Dr. Daisy ShebyThekkanal Vice Principal (B.B.A.)	M.Sc., B.Ed., M.B.A. (Fin.) Ph.D., NET, PGDRM	Management	06-07-2005	BBA
3	Dr. Manish M. Kayasth Vice Principal (B.C.A.)	B.Sc., M.C.A., LL.B., Ph.D.	Computer Application	16-09-2008	BCA
4	Dr. Tejaskumar R. Ghadiyali Coordinator (Afternoon B.C.A.)	B.Sc., M.C.A., Ph.D.	Computer Application	29-07-2002	BCA
5	Dr. Sanjay D. Patel	B.Sc., M.Sc., M.Phil, NET, Ph.D.	Statistics	15-07-2002	BCom
6	Dr. Tvisha J. Parmar	B.A., M.A., M.Phil, Ph.D.	Economics	15-07-2002	BCom
7	Dr. Pearl A. Kharas	B.Com., M.B.A., M.Phil, Ph.D.	B.A. & Banking	15-07-2004	BCom
8	Dr. Parikshit K. Ichchhaporia	B.A., B.P.Ed., M.P.Ed., M.Phil., NIS, Ph.D.	Physical Education	15-07-2004	BCom/ BBA/BCA
9	Dr. Hetal S. Shah	B.Com., M.Com., LL.B., Ph.D.	B.A., Banking, BRF	26-08-2005	BCom
10	Dr. Krina D. Shah	B.Com., M.Com., M.Phil, D.T.P. Ph.D.	Accountancy	26-06-2006	BCom
11	Mr. Kalpesh D. Kansara	B.A., M.A., M.Phil, B.Ed., NET	English	26-06-2006	BCom
12	Mr. Mahesh V. Patel	M.Sc., M.Phil,	Statistics	25-06-2007	BCom
13	Dr. Amina I. Nakhuda	M.Com., M.Phil, Ph.D.	Accountancy	25-06-2007	BCom
14	Ms. Samiksha H. Zaveri	B.C.A., M.C.A., M. Phil.	Computer Application	25-06-2007	BCA
15	Dr. Hurmaz D. Patel	B.E.(Mech.), M.B.A.(Mkt.), Ph.D., NET	Management	16-08-2007	BBA
16	Dr. Dhaval J. Pandya	B.A., M.A. Ph. D., GSLET, D.B.M.,	Economics	01-10-2007	BCom
17	Dr. Pratiksha V. Desai	B.A., M.A., B.Ed., Ph.D.	English	26-06-2008	BCom
18	Dr. Rudri C. Purohit	B.B.A., MHRD, M.Phil., NET (Mgt.), NET (HRM), Ph.D.	Management (HR)	26-06-2008	BBA
19	Ms. Benaifer D. Dumasias	B.Com., M. B.A.(Fin.) M.Phil., NET	Finance, Management	16-07-2008	BBA
20	Dr. Mayur K. Joshi	B.Com., M.Com., M.Phil., Ph.D., GSET	A/c & Commerce	01-09-2008	BCom
21	Ms. Jinal V. Purohit	B.Sc., M.C.A., PGDRM, GSET, NET	Computer Application	17-11-2008	BCA
22	Ms. Urvashi N. Mahisury	M.A, GSET	Economics	01-07-2009	BBA

E-PROSPECTUS 2022-23

UDHNA CITIZEN COMMERCE COLLEGE & SPB COLLEGE OF BUSINESS ADMINISTRATION & SDHG COLLEGE OF BCA & IT

Sr. No.	Name	Qualification	Subject	Date of Joining	Faculty
23	Mr. Chirag C. Patel	B.C.A., M.C.A., M.Phil.	Computer Application	28-06-2010	B.C.A
24	Dr. Anil K. Bharodiya	B.C.A., M.C.A., M.Phil., Ph.D., GSET	Computer Application	10-08-2010	B.C.A
25	Ms. Nisha G. Medhat	B.C.A., M.C.A., M.Phil.	Computer Application	16-08-2010	B.C.A
26	Dr. Vishal A. Naik	M.Sc.(IT), Ph.D.	Computer Application	06-09-2011	B.C.A
27	Dr. Divya R. Jariwala	M.Sc. (IT), Ph.D.	Computer Application	07-09-2011	B.C.A
28	Dr. Darshan M. Mehta	M.C.A., Ph.D.	Computer Application	15-11-2011	B.C.A
29	Dr. Shivam N. Shah	B.Com., M.Com., M.B.A., NET, Ph.D.	Accountancy / Commerce	18-09-2014	B.Com
30	Mr. Tathagat P. Patel	B.Com., M.Com., GSET, NET	Accountancy / Commerce	07-08-2018	B.Com
31	Mr. Faisal P. Patel	B.Com., M.Com., M.Phil. GSET, NET	Accountancy / Commerce	07-08-2018	B.Com
32	Ms. Priti V. Patel	B.Com., M.Com., NET	Accountancy/Management	01-12-2020	BBA
33	Mr. Ronakkumar M. Shah	B.C.A., M.C.A., NET	Computer Application	01-01-2021	BCA
34	Ms. Madhuri D. Bhayawala	B.Com., M.Com., NET	Accountancy / Commerce	01-12-2021	B.Com
35	Dr. Brijesh D. Mehta	B.Sc.(IT), M.Sc. (IT), Ph.D.	Computer Application	01-12-2021	BCA
36	Mr. Hitesh S. Patel	B.B.A., M.B.A., GSET	Management	01-12-2021	BBA
37	Ms. Vishva B. Mehta	B.Com., M.Com., NET	Accountancy / Commerce	01-12-2021	B.Com
38	Dr. Gautam G. Donga	B.B.A., M.B.A., NET	Management	01-12-2021	BBA
39	Ms. Lataben R. Parmar	M.Com., LLB, M.Lib., M.Phil., GSLET	Librarian	01-08-2002	B.Com/ BBA/BCA
Adhoc/Visiting Staff					
Sr. No.	Name	Qualification	Subject	Date of Joining	Faculty
40	Ms. Palak V. Kansara	B.A., M.A.	English/Com. Skills	Adhoc	B.Com /BBA/BCA
41	Ms. Shruti S. Revdiwala	B.C.A., M.Sc. (ICT),	Computer Application	Adhoc	BCA
42	Ms. Arti J. Patel	B.Sc. Maths, M.C.A.	Computer Application	Adhoc	BCA
43	Mr. Ronak M. Wadiwala	B.Sc. (IT), M.Sc. (IT)	Computer Application	Adhoc	BCA
44	Ms. Khyati R. Solanki	B.Sc. (IT), M.Sc. (IT)	Computer Application	Adhoc	BCA
45	Ms. Kalyani R. Patil	B.C.A., M.C.A.	Computer Application	Adhoc	BCA
46	Ms. Rashmi K. Patel	B.C.A., M.C.A.	Computer Application	Adhoc	BCA
47	Ms. Jigisha S. Acharya	B.Com., M.C.A.	Computer Application	Adhoc	BBA/BCA
48	Ms. Ruchi F. Shah	M.Com.	Commerce	Adhoc	B.Com
49	Ms. Shirin S. Ansari	B.A., M.A., M.Phil.	Economics	Visiting	B.Com
50	Ms. Disha B. Patel	B.Com., C.S.	Management, Commerce	Visiting	BBA
51	Ms. Tinaz Puthawala	B.Com., M.B.A. (Finance)	OB, PD	Visiting	BBA

UDHNA CITIZEN COMMERCE COLLEGE & SPB COLLEGE OF BUSINESS ADMINISTRATION & SDHG COLLEGE OF BCA & IT

Administrative Staff

<i>Sr. No.</i>	<i>Name</i>	<i>Qualification</i>	<i>Designation</i>	<i>Date of Joining</i>	<i>Faculty</i>
52	Mr. Divyesh H. Dave	B.Com., C.C.C.	I/c Office Superintendent	08.07.2002	B.Com/BBA/BCA
53	Mr. Shamkumar A. Patil	B.A., D.C.S., C.C.C.	Head Clerk	01.07.2006	B.Com/BBA/BCA
54	Mr. Daxay H. Desai	B.Com., C.C.C.	Accountant	01.07.2019	B.Com/BBA/BCA
55	Mr. Chetankumar L. Chauhan	B.Com., D.S.E., C.C.C.	Sr. Clerk	15.07.2008	B.Com/BBA/BCA
56	Mr. Paresh C. Patel	B.Com., D.I.S.M., C.C.C.	Sr. Clerk	01.08.2008	B.Com/BBA/BCA
57	Mr. Mayur B. Dave	B.Com. C.C.C.	Jr. Clerk	07.06.2009	B.Com/BBA/BCA
58	Mr. Niravkumar D. Thakor	B.Com., C.C.C.	Jr. Clerk	19.07.2010	B.Com/BBA/BCA
59	Mr. Hasit C. Mehta	S. Y. B.Com.	Supervisor (Trust)	01.01.2011	B.Com/BBA/BCA
60	Mr. Ganesh V. More	B.Com	Jr. Clerk	01.10.2018	B.Com/BBA/BCA
61	Ms. Purvi K. Desai	B.Com., B.Lib., M.Lib.	Jr. Clerk	01.08.2019	B.Com/BBA/BCA

Laboratory Technician

<i>Sr. No.</i>	<i>Name</i>	<i>Qualification</i>	<i>Designation</i>	<i>Date of Joining</i>	<i>Faculty</i>
62	Mr. Pratik A. Panchal	B.C.A., R.H.C.E.	Lab Assistant	17.08.2011	B.Com/BBA/BCA
63	Ms. Roshni Ghode	B.C.A.	Lab Assistant	04.08.2018	B.Com/BBA/BCA
64	Ms. Kinjal S. Jadav	B.C.A.	Lab Assistant	10.03.2022	B.Com/BBA/BCA
65	Mr. Dhiraj I. Singh	B.C.A., A.D.C.A.	Lab Assistant	21.03.2022	B.Com/BBA/BCA

Auxiliary Staff

<i>Sr. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Date of Joining</i>	<i>Faculty</i>
66	Mr. Dipak M. Rathod	Head Peon Cum Safai Kamdar	11.08.2004	B.Com/BBA/BCA
67	Mr. Hirabhai B. Patel	Peon Cum Safai Kamdar	01.09.2005	B.Com/BBA/BCA
68	Mr. Rupesh F. Gamit	Peon Cum Safai Kamdar	26.08.2004	B.Com/BBA/BCA
69	Mr. Deepak R. Pawar	Peon Cum Safai Kamdar	01.06.2009	B.Com/BBA/BCA
70	Mr. Jayesh G. Jadav	Peon Cum Safai Kamdar	01.08.2007	B.Com/BBA/BCA
71	Mr. Avinash R. Rathod	Peon Cum Safai Kamdar	10.07.2008	B.Com/BBA/BCA
72	Mr. Yogesh K. Ahire	Peon Cum Safai Kamdar	20.08.2008	B.Com/BBA/BCA
73	Mr. Bharat R. Chauhan	Peon Cum Safai Kamdar	10.08.2019	B.Com/BBA/BCA

PRIZE DISTRIBUTION CEREMONY AT OUR COLLEGE



Shri Bhanjibhai Patel
(President)



Shri Niranjanbhai Patel
(Vice-President)



Shri Kantibhai S Patel
(Secretary)
(26CL6[9L1)



Shri Amrutbhai L. Patel
(Treasurer)
(11682[1L1)



Shri Ketanbhai Shah
(Joint Secretary)

(10101 2616191)



Shri Nareshbhai Shah
(Joint Secretary)

(10101 2616191)



Shri Het D. Desai
(Donor Trustee)

(Donor Trustee)



Dr. Mehulkumar P. Desai
(Principal)



Dr. Daisy Sheby Thekkanal
Vice Principal
(B.B.A.)



Dr. Manish M. Kayasth
Vice Principal
(B.C.A.)



Dr. Tejaskumar R. Ghadiyali
Co-ordinator
(B.C.A. Evening College)