



NEW HORIZON COLLEGE

Affiliated to Bangalore University, Recognized by Govt. of Karnataka
Recognized under section 2 (f) of the UGC Act, 1956

The Trust is a Recipient of Prestigious Rajyotsava State Award 2012 Conferred by the Govt. of Karnataka

AWARDED

"The Most Promising Educational Institution in Karnataka - 2016"

By Higher Education Review



Induction Manual 2020-21



**Vakra-Tunndda Maha-Kaaya
Suurya-Kotti Samaprabha
Nirvighnam Kuru Me Deva
Sarva-Kaaryessu Sarvadaa**

NEW HORIZON COLLEGE

Affiliated to Bangalore University, Recognized by the Govt. of Karnataka

**The Trust is a Recipient of Prestigious Rajyotsava State Award 2012
Conferred by the Government of Karnataka**

Ring Road, Near Marathalli, Bangalore - 560 103, India
www.newhorizonindia.edu

INDUCTION MANUAL 2018

CONTENT

1. ABOUT THE COLLEGE	03
2. BANGALORE UNIVERSITY COURSE MATRIX	05
3. VALUE ADDED PROGRAMMES	13
4. BANGALORE UNIVERSITY GUIDELINES	17
5. NHC CODES OF CONDUCT	20
6. CAMPUS, INFRASTRUCTURE AND FACILITIES	27
7. ADMINISTRATION	35

1. ABOUT THE COLLEGE

VISION

To impart student centric education to all, through proven and time tested methodologies by way of continuous improvement in teaching and learning process.

MISSION

To nurture emotional, intellectual, moral and social capabilities while imbibing a spirit for critical and lateral thinking so that students emerge as wholesome individuals.

GOAL

To unearth and ignite the hidden talents and capabilities in every student and play a pro-active role in making every individual's dream into a reality.

QUALITY POLICY

To bench mark education services of highest quality so that our students can confidently serve industry and society equally well here and abroad.

BRIEF HISTORY

New Horizon College established in 1998 comes under the New Horizon Educational and Cultural Trust (NHECT) established in the year 1970. The trust had been awarded the prestigious Rajyotsava State Award by the Government of Karnataka in the year 2012. NEW HORIZON EDUCATION INSTITUTION has over 42 years of history and 9 educational institutions running under the banner of New Horizon. Currently, it is catering to the educational needs of 10,000 students from pre-primary to PhD level.

Other institutions under the banner of New Horizon are:

New Horizon College of Engineering -2001

New Horizon College (Marathalli Campus) -1998

New Horizon College (Kasturinagar Campus) -1998

New Horizon Pre-University College -1982

New Horizon Research Foundation-2010

New Horizon College of Education-1980

New Horizon Public School (ICSE) -1970

New Horizon Gurukul (CBSE) -2010

New Horizon Pre-Primary Teachers Training Academy 2012.

New Horizon College affiliated to Bangalore University and recognised by the Government of Karnataka has earned the reputation of being one of the best colleges in Bangalore. Within a short span of time, NHC has become one of the most sought after college in the city of Bangalore. NHC is located on Bangalore's IT corridor and is surrounded by MNCs and IT giants like Intel, Accenture, Capgemini, ARM, Symphony, Wipro, Nokia, JP Morgan and Cisco to name a few.

The Institution is managed by a team of visionaries, industrialists, dedicated educationists duly supported by Governing Council and Members. The faculty members at NHC are highly qualified and totally committed in developing students to their fullest potential. Since the student-teacher ratio is ideal, the promise of NHC is to give absolute attention to each of its student.

Departments:

The College currently houses three departments in the undergraduate level affiliated to Bangalore University namely:

Bachelor of Commerce (B.Com)

Bachelor of Business Administration (BBA)

Bachelor of Computer Application (BCA)

Curricular Aspect:

The College conducts regular classes for all subjects of the respective semesters in line with the university calendar of events. Qualified and dedicated faculty members ensure timely completion of syllabus. Extra classes are also conducted for students requiring special attention.

Co curricular Aspect:

The College arranges for frequent guest lectures and industrial visits for the students every semesters relating to the curriculum designed by the University. Value added programs are also provided to the students spread across all the semesters which are designed according to the course of study.

Extracurricular Aspect:**Cultural**

The College has an active cultural team comprising of various club activities and the students get the opportunity to participate in various cultural activities at college/University level. *Sargam* is the annual state-level inter collegiate cultural fest conducted by the college which opens a stage for recognising the talents of the students manifested through various cultural forms which the students themselves design and perform. Over 159 educational institutions from all over Bangalore and other parts of Karnataka participated in *Sargam-2017*. The theme of the fest was “Extraterrestrial”.

Sports

Students interested in sports can participate in various national, District and University level competitions. The College provides excellent sports facilities to nurture their talent.

NSS

The College has a dedicated NSS officer representing to the affiliating University for encouraging students to participate in various outreach activities and creating awareness about social service amongst youth.

2. BANGALORE UNIVERSITY COURSE MATRIX BACHELOR OF BUSINESS ADMINISTRATION

Sem	Paper No	Title of Paper
I	1.1	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/Additional/English/Hindi/Malayalam/Marathi
	1.2	English
	1.3	Fundamentals of Accounting
	1.4	Business Organisation and Environment
	1.5	Quantitative Methods for Business-I
	1.6	Management Process
		Foundation Course
		CC & EC
II	2.1	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/Additional English/Marathi/Hindi/Malayalam
	2.2	English
	2.3	Financial Accounting
	2.4	Quantitative Methods for Business-II
	2.5	Organizational Behaviour
	2.6	Production and Operation Management
		Foundation Course
		CC & EC
III	3.1	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/Additional English/Marathi/Hindi/Malayalam
	3.2	Soft Skills for Business
	3.3	Corporate Accounting
	3.4	Human Resource Management
	3.5	Business Regulations
	3.6	Corporate Environment
	3.7	Business Ethics
		SDC
		CC & EC

BACHELOR OF BUSINESS ADMINISTRATION

Sem	Paper No	Title of Paper
IV	4.1	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/ Additional English/Marathi/Hindi/Malayalam
	4.2	Business Research Methods
	4.3	Marketing Management
	4.4	Financial Management
	4.5	Services Management
	4.6	Banking Regulations & Operations
	4.7	Cost Accounting
		SDC
		CC & EC
V	5.1	Entrepreneurial Management
	5.2	Computer Applications in Business
	5.3	Investment Management
	5.4	Management Accounting
	5.5	Elective-I
	5.6	Elective-II
		SDC
VI	6.1	International Business
	6.2	E-Business
	6.3	Income Tax
	6.4	Strategic Management Or Project Report & Viva (Voce)
	6.5	Elective-III
	6.6	Elective-IV
		SDC

ELECTIVE GROUPS

1. FINANCE GROUP

Sem	Paper No	Title of Paper
V	FN. 5.5	Advanced Financial Management
	FN. 5.6	Financial Markets & Services
VI	FN. 6.5	International Finance
	FN. 6.6	Stock and Commodity Markets

2. MARKETING GROUP

Sem	Paper No	Title of Paper
V	MK. 5.5	Consumer Behaviour
	MK. 5.6	Advertising & Media Management
VI	MK. 6.5	Brand Management
	MK. 6.6	Retail Management

3. HUMAN RESOURCE GROUP

Sem	Paper No	Title of Paper
V	HR. 5.5	Employee Welfare & Social Security
	HR. 5.6	Strategic HRM
VI	HR. 6.5	Organizational Change & Development
	HR. 6.6	Compensation Management

BACHELOR OF COMMERCE

Sem	Paper No	Title of Paper
I	1.1	Language:Kannada/Sanskrit/Urdu/Tamil/Telugu/ Additional English/Marathi/Hindi/Malayalam
	1.2	English
	1.3	Financial Accounting
	1.4	Indian Financial System
	1.5	Marketing and Services Management
	1.6	Corporate Administration (OR) Methods & Techniques for Business Decisions. (Students can choose any one)
		Foundation Course
		CC & EC
II	2.1	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/ Additional English/Marathi/Hindi/Malayalam
	2.2	English
	2.3	Advanced Financial Accounting
	2.4	Retail Management
	2.5	Banking Law and Operations
	2.6	Quantitative Analysis for Business decisions-I
		Foundation Course
		CC & EC
III	3.1	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/ Additional English/Marathi/Hindi/Malayalam
	3.2	English
	3.3	Corporate Accounting
	3.4	Financial Management
	3.5	Business Ethics
	3.6	Quantitative Analysis for Business decisions-II
	3.7	Public Relations and Corporate Communication
		Foundation Course
		CC & EC

BACHELOR OF COMMERCE

Sem	Paper No	Title of Paper
IV	4.1	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/ Additional English/Marathi/Hindi/Malayalam
	4.2	English
	4.3	Advanced Corporate Accounting
	4.4	Cost Accounting
	4.5	E Business and Accounting
	4.6	Stock and Commodity Markets
	4.7	Principles of Event Management
		Foundation Course
		CC & EC
V	5.1	Entrepreneurship Development
	5.2	International Financial Reporting standards
	5.3	Income Tax-I
	5.4	Cost Methods
	5.5	Elective-I
	5.6	Elective-II
		SDC
VI	6.1	Business Regulations
	6.2	Principles and Practice of Auditing
	6.3	Income Tax-II
	6.4	Management Accounting
	6.5	Elective-I
	6.6	Elective-II
		SDC

ELECTIVE GROUPS
1. ACCOUNTING & TAXATION GROUP

Sem	Paper No	Title of Paper
V	AC. 5.5	Advanced Accounting
	AC. 5.6	Business Taxation - I Goods & Service Tax
VI	AC. 6.5	Business Taxation
	AC. 6.6	Cost Management

2. FINANCE GROUP

Sem	Paper No	Title of Paper
V	FN. 5.5	International Financial Management
	FN. 5.6	Goods & Service Tax
VI	FN. 6.5	Performance Management
	FN. 6.6	International Audit & Assurance

3. BANKING & INSURANCE

Sem	Paper No	Title of Paper
V	5.5	International Banking & Forex Management
	5.6	Life & General Insurance
VI	6.5	Risk Management
	6.6	Marketing of Insurance Products

BACHELOR OF COMPUTER APPLICATIONS

Sem	Paper No	Title of Paper
I	BCA101T	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/ Additional English/Marathi/Hindi/Malayalam
	BCA102T	English
	BCA103T	Problem Solving Techniques using C
	BCA104T	Digital Electronics
	BCA105T	Discrete Mathematics
	BCA103P	C Programming Lab
	BCA104P	Digital Electronics Lab
		Foundation Course
		CC & EC
II	BCA201T	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/ Additional English/Marathi/Hindi/Malayalam
	BCA202T	English
	BCA203T	Data Structures
	BCA204T	Database Management System
	BCA205T	Numerical and Statistical Methods
	BCA203P	Data Structures Lab
	BCA204T	DBMS Lab
		Foundation Course
		CC & EC
III	BCA301T	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/ Additional English/Marathi/Hindi/Malayalam
	BCA302T	English
	BCA303T	Object Orientated Programming using C++
	BCA304T	Financial Accounting & Management
	BCA305T	Operating Systems
	BCA303P	C++ Lab

Sem	Paper No	Title of Paper
IV	BCA401T	Language: Kannada/Sanskrit/Urdu/Tamil/Telugu/ Additional English/Marathi/Hindi/Malayalam
	BCA402T	English
	BCA403T	Visual Programming
	BCA404T	UNIX Shell Programming
	BCA405T	Operation Research
	BCA403P	Visual Programming Lab
	BCA404P	UNIX Lab
		Skill Development Course
		CC & EC
V	BCA501T	Data Communication and Networks
	BCA502T	Software Engineering
	BCA503T	Computer Architecture
	BCA504T	JAVA Programming
	BCA505T	Microprocessor and Assembly Language
	BCA504P	JAVA Programming Lab
	BCA505P	Assembly Language Programming Lab
	BCA506P	Project
		Skill Development Course
VI	BCA601T	Theory of Computation
	BCA602T	Systems Programming
	BCA603T	Cryptography and Network Security
	BCA604T	Web Programming
	BCA604P	Web Programming Lab
	BCA605P	Project Work
		Skill Development Course

3. VALUE ADDED PROGRAMMES

VALUE ADDED PROGRAMMES

Along with the regular subjects prescribed in the curriculum of Bangalore University, NHC has certain other specific preparation components under its *Value Added Programmes*. The Value Added Programmes at NHC are uniquely designed including latest practices academically as well as Catering to Industry standards ensuring an enriched learning experience. The Value Added Programmes vary from course to course.

BACHELOR OF BUSINESS ADMINISTRATION

SL. NO	ACADEMIC FEATURES	G	P	E	SEM
1	BBA Degree (Bangalore University)	√	√	√	I-VI
2	Guest Lectures/Seminars/Workshop by Experts	√	√	√	I-VI
3	Industrial Visit	√	√	√	I-VI
4	Placement Assistance	√	√	√	VI
5	Assistance /Guidance for Educational Loans	√	√	√	I-V
6	Professional Student Counseling	√	√	√	I-VI
7	Coaching and Remedial Classes	√	√	√	I-VI
8	Management Development through platform-TARANG	√	√	√	I-VI
9	Opportunities in in-house competitions	√	√	√	I-VI
10	Opportunities in inter-collegiate competitions	√	√	√	I-VI
11	Mentoring	√	√	√	I-VI
12	Sports Activities through platform-YUVA	√	√	√	I-VI
13	Mock Viva-Voce	√	√	√	VI
14	Attitude and Behavioural Development	√	√	√	I-V
15	Digital Marketing Course- Internship and Certification by Amazon	√	√	X	V
16	Foreign Language- French/ German/ Japanese	√	√	X	III
17	SAP Training	√	√	X	IV
18	Data Management- Microsoft Excel Certification	√	√	X	III
19	National Industrial Visit	√	√	X	IV
20	International Industrial Visit	√	X	X	V

BACHELOR OF COMMERCE

SL. NO	ACADEMIC FEATURES	G	P	E	SEM
1	B. Com Degree (Bangalore University)	√	√	√	I-VI
2	Guest Lectures/Seminars/Workshop by Experts	√	√	√	I-VI
3	Industrial Tour	√	√	√	I-VI
4	Placement Assistance	√	√	√	VI
5	Assistance/Guidance for Educational Loans	√	√	√	I-V
6	Professional Student Counseling	√	√	√	I-VI
7	Coaching and Remedial Classes	√	√	√	I-VI
8	Management Development through platform TARANG	√	√	√	I-VI
9	Opportunities in in-house competitions	√	√	√	I-VI
10	Opportunities in inter-collegiate competitions	√	√	√	I-VI
11	Mentoring	√	√	√	I-VI
12	Sports Activities through platform YUVA	√	√	√	I-VI
13	Attitude and Behavioral Development	√	√	√	I-V
14	ACCA (Association of Chartered Certified Accountants, UK) Course	√	√	√	I-VI
15	CA-CPT Coaching Classes by K2 Academy	√	√	X	I
16	Foreign Language - French/German/Japanese	√	√	X	III
17	Certified Course in Tally	√	√	X	IV
18	Data Management - Microsoft Excel Certification	√	√	X	III
19	National Industrial Visit	√	√	X	IV
20	International Industrial Visit	√	X	X	V

G-GLOBAL, P-PROFESSIONAL, E-EXECUTIVE

BACHELOR OF COMPUTER APPLICATIONS

SL. NO	ACADEMIC FEATURES	G	P	E	SEM
1	BCA Degree (Bangalore University)	√	√	√	I-VI
2	Guest lectures/Seminars/Workshop by Experts	√	√	√	I-VI
3	Industrial Tour	√	√	√	I-VI
4	Placement Assistance	√	√	√	VI
5	Assistance/Guidance for Educational Loans	√	√	√	I-V
6	Professional Student Counseling	√	√	√	I-VI
7	Coaching and Remedial Classes	√	√	√	I-VI
8	Management Development through platform TARANG	√	√	√	I-VI
9	Opportunities in in-house competitions	√	√	√	I-VI
10	Opportunities in inter-collegiate competitions	√	√	√	I-VI
11	Mentoring	√	√	√	I-VI
12	Sports Activities through platform YUVA	√	√	√	I-VI
13	Mock Viva-Voce	√	√	√	VI
14	Attitude and Behavioural Development	√	√	√	I-V
15	Foreign Language - French/German/Japanese	√	√	X	III
16	Hardware & networking course with certification by CISCO	√	√	X	I-V
17	Certificate Course in Software Testing	√	√	X	IV-V
18	National Industrial Visit	√	X	X	IV
19	International Industrial Visit	√	X	X	V

G-GLOBAL, P-PROFESSIONAL, E-EXECUTIVE

4. BANGALORE UNIVERSITY GUIDELINES

BBA

Project Report

1. The Project Report in the VI semester carries 100 marks which shall form part of VI semester examination.
2. There shall be double evaluation of project report. First evaluation shall be done by the concerned guide and the second evaluation by one of the examiners from the panel of examiners. The Chairman of the Board of Examiners in Business Management (UG) shall arrange for the second evaluation of the Project Reports at the Valuation Centre.
3. The Principal of the college shall submit the Project Reports of the students after first evaluation to the University within three days after the completion of VI Semester examination along with the mark lists of First Examination.
4. Candidate shall obtain a minimum of 35% marks in the subject (Project Report) failing which he/she shall revise and resubmit before the commencement of the next examination. However, no student shall be allowed to resubmit the Project Report after three consecutive chances.

Viva-Voce

The Board of Examiners shall conduct Viva Voce Examination for Project Report.

Industrial Visits/Trips

NHC organises industrial visits across the country which is as per the Bangalore University norms. International Industrial trips are arranged by NHC for the students under the global sections and National Industrial trips for global and professional students and Local Industrial visits will be arranged from time to time as per the discretion of the Management.

Industry Institute Interface

The college takes full care to give the students the interface between the industry and academics. This is done through various guest lectures by industrialists, successful entrepreneurs and also strengthened by the local and international industrial visits. Workshops and seminars are conducted on a regular basis to present the skills of the students. In the final year Bangalore University requires the students to prepare a Project Report on which the University conducts Viva –Voce.

Attendance

75% attendance is must for all theory as well as practical classes to write Bangalore University Examinations. A student falling short of 75% attendance will not be eligible to write the Bangalore University Examinations.

B. Com**Industrial Visits/Trips**

NHC organises industrial visits across the country which is as per the Bangalore University norms. International and National Industrial visit are arranged by NHC for the students under the global sections. Local industrial visits will be arranged from time to time as per the discretion of the Management.

Industry Institute Interface

The college takes full care to give the students the interface between the industry and academics. This is done through various guest lectures by industrialists, successful entrepreneurs and also strengthened by the local and international industrial visits. Workshops and seminars are conducted on a regular basis to present the skills of the students.

Attendance

75% attendance is must for all theory as well as practical classes to write Bangalore University Examinations. A student falling short of 75% attendance will not be eligible to write the Bangalore University Examinations.

BCA

Project Report

1. The Project Report shall be prepared both in the V and the VI Semesters respectively. Project Report for V Semester will be of 100 marks and for VI Semester will be 200 marks.
2. There shall be double evaluation of project report. First evaluation shall be done by the concerned guide and the second evaluation by one of the examiners from the panel of examiners. The Chairman of the Board of Examination shall arrange for the second evaluation of the Project Reports at the Valuation Centre.
3. The Principal of the college shall submit the Project Reports of the students after first evaluation to the University within three days after the completion of V and VI Semester examination along with the mark lists of First Examination.
4. Candidate shall obtain a minimum of 35% marks in the subject (Project Report) failing which he/she shall revise and resubmit before the commencement of the next examination. However, no student shall be allowed to resubmit the Project Report after three consecutive chances.

Practical

There shall be two practical papers from first semester to fourth semester. The practical paper corresponds to one or two theory papers.

Viva-Voce

The Board of Examiners shall conduct Viva Voce Examination for Project Report for 100 marks in fifth and sixth semester.

Industrial Visits/Trips

NHC organises industrial visits across the country which is as per the Bangalore University norms. International and National Industrial visit are arranged by NHC for the students under the global sections. Local industrial visits will be arranged from time to time as per the discretion of the Management.

Industry Institute Interface

The college takes full care to give the students the interface between the industry and academics. This is done through various guest lectures by industrialists, successful entrepreneurs and also strengthened by the local and international industrial visits. Workshops and seminars are conducted on a regular basis to present the skills of the students. In the final year Bangalore University requires the students to prepare a Project Report on which the University conducts Viva –Voce.

Attendance

75% attendance is must for all theory as well as practical classes to write Bangalore University Examinations. A student falling short of 75% attendance will not be eligible to write the Bangalore University Examinations.

5. NHC CODE OF CONDUCT

All the students are expected to display an exemplary conduct and behaviour both inside the campus and outside. They are expected to abide by the guidelines prescribed; to adhere to the norms of a responsible citizen in such a manner that it contributes to their own personal development. Students are expected to maintain the needed decorum and shall not indulge in any act, which would be unbecoming of a student. It is also to be noted that if any student's behaviour outside the campus is averse, the Management will deal with him/her seriously for indulgence in 'Moral Turpitude'.

5.1 Identity Card

All the students of NHC will be issued Identity Cards, which should be worn on their person in the campus. Fine will be levied on any student found without the ID Card. In case of loss of ID Card, the students have to pay a fee to receive a duplicate ID card from the college office. Disciplinary action would be invoked on students who impersonate i.e., wear a co-student's badge ID card for entry of the campus.

Wearing ID cards is also obligatory for students attending campus interviews, or while on industrial visits or tours outside the campus. Students are expected to give due importance to their ID cards and keep them in safe possession.

5.2 Admission Approval

The admission details along with the original certificates and marks cards are referred to Bangalore University for verification and approval. The original certificates of the students shall be in the possession of the Administrative Department till the completion of the course. Under no circumstances, will requests of the return of certificates be entertained.

5.3 Examinations

Bangalore University will set the question paper and will conduct examinations for all the 6 semesters. The principal will be the Chief Superintendent. NHC is one of the centres for Bangalore University exams. Examination will be held under the strict supervision of Chief Superintendent, Deputy Chief Superintendent and the Invigilators, complying with all the instructions from the University. Special visiting squads during the examinations would check the conduct of the exams.

If a student is caught during the examination for any malpractice, he/ she will be disqualified from further examinations and would have to pay the penalty as imposed by the University, which will include dismissal from the College.

The following activities by any student during examinations / tests would amount to malpractice:

- a) Carrying any chits / papers to the Examination hall.
- b) Carrying mobile phones to the Examination hall.
- c) Writing on any parts of the body, rulers, other instruments like calculators etc.,
- d) Attempting to discuss or talk with some other candidate sitting in the examination hall.
- e) Referring to any notes or any material, under the plea of answering nature's call.
- f) Using any coded language and scribbling on the question paper
- g) Lending or borrowing instruments like pencil / eraser / ball pen / calculator where such material may convey any coded message.
- h) Bringing into the Hall any textbook / notebook / study material / bags etc.
- i) Wrist watches / Calculators with any stickers with data / formula
- j) Instrument boxes, spectacle covers having any foreign material with the intention to use during the examination.

Scheme of Examination

There shall be a University examination at the end of each semester. The maximum marks for the University examination per paper for the BBA and BCom courses shall be 70 (external)+30 (internal).

For BCA it will be 70 (external) + 30 (internal) + 35 (practical). There will be one subject in each semester containing 150 marks in BCA. Marks for skill Development Record maintenance, Attendance and Internal Tests shall be awarded by the teacher who taught the paper. The Final Internal Assessment marks shall be submitted by the teachers to the HOD who in turn shall consolidate and submit the same to the principal.

The Principal shall display marks on the notice board paper-wise and student-wise one week prior to the commencement of the semester examination. And the original copy of the same, duly signed by the Head of the Department and the Principal, shall be sent by the Principal to the Registrar (Evaluation) before the commencement of the semester examination.

Appearance for the Examination

1. A candidate shall apply for all the parts in each examination when he/she appears for the first time. A candidate shall be considered to have appeared for the examination along with the required fees.
2. A candidate who has passed any language under Part-I shall be eligible to claim exemption from the study of the language if he/she studies and passed that language at the corresponding level.
3. Further, candidates shall also be eligible to claim exemption from studying and pass in those subjects which he/she has studied and passed at the corresponding level, subject to the condition stipulated by the university.
4. A candidate who is permitted to seek admission to particular degree course based on transfer from any other university shall have to study and pass the subject which is prescribed by the University. Such candidates shall however not be eligible for the award of rank.

Eligibility for Passing

A candidate should get a minimum of 35% in each of the subjects to pass the University examination with separate pass percentage in both the external and internal examinations. However, this eligibility criterion is subject to change from time to time as per the directions of the University.

5.4 Attendance

At New Horizon College, the Desirable attendance for a student is 100% and the essential is 75% for theory and 75% exclusively for all Practical classes. Consistent or continuous absence from the classes would result in declaring the student ineligible to appear for the University examinations. Attendance details will be put up on the notice boards periodically and in the case of students with shortage of attendance due to any reason, Parents / Guardians will be asked to meet the Principal / HOD. Hence, it is imperative that students secure 75% of attendance to write the University Examinations.

5.5 Internal Assessment (IA)

College conducts two internal assessment exams per semester on the lines of university exams. Students have to attend the internals without fail and secure good marks. Assignments will be given by the respective subject teachers which have to be submitted in time. Not attending / performing well in the internals and non submission of assignments will make the student not eligible to write the University examinations.

Since the intellectual progress of the students will be continuously under the guidance and monitoring of the faculty members, there will not only be a record of attendance to the classes but also a record of the internal marks obtained in tests and assignments. The IA marks will be awarded to students on the basis of aggregate of marks scored in the internal exams, attendance and assignments.

5.6 Payment of Fees

Payment of tuition fees, hostel fees and examination fees etc should be done by the students / parents / guardians on or before the time stipulated. Late payments will invite a penalty and parents are requested to make a note of all due dates and clear all dues punctually. **It is the sole responsibility of parents / guardians to ensure timely payment of fees on due dates as non- payments will result in refusing admission to their wards to classes until the payment is made.**

Students should apprise their parents / guardians accordingly so that there shall not be any delay in paying the fees. Since the mode of payment is already decided during the counselling session, it ought to be planned before, **hence no request for delay / postponement / reduction** of fees will be entertained.

Since the management provides all the essential resources for the students to complete the course successfully, parents / guardians are expected to co-operate and meet with the stipulated payment schedule.

5.7 Mobile Phones

Usage of mobile phones is to be restricted to the minimum in the college campus. However, usage of mobile phones is strictly prohibited inside any of the college buildings, classrooms, seminar hall, libraries, laboratories and auditorium. If a student is found using the cell phone, it would be confiscated.

5.8 Visitors

Visitors to the Campus should register their details with the Security and will be allowed inside the campus with Visitors pass which shall be work on their person during their tour of the campus.

5.9 Dress Code: *BBA , B.COM & BCA

For Boys: Formal Wear (Long Hair, ornaments, cargo pants, torn Jeans, T-shirts without collar are not allowed.)

For Girls: Salwar-Kameez, Chudidhar/Jeans with long tops. (Torn jeans and short tops not allowed)

5.10 Damages to College Property

No student will cause any wilful damage to the furniture / books / college property. Defaulters will be dealt with as per rules of the college.

5.11 Interaction with parents and Mentoring

As a part of the learning process, NHC has a mentoring system whereby each faculty member is entrusted with students under him/her for career counselling, nurturing leadership development and overall performance. Each student is informed about his/her Mentor and meetings are conducted with the parents and Students regarding attendance, academic performance and related matters in order to ensure holistic development of every student. Parents are requested to monitor the performance of their ward by keeping in touch with the respective class mentors/HOD/Principal at least once in a month. For specific cases of attendance shortage, the record of attendance shall be reported by the college to the parents. If any student is absent for two continuous days, he / she will be permitted to attend the class only with the permission from the HOD. For more than 2 days of absence, the Permission of the Principal is required.

5.12 House Keeping

Students should contribute to good house-keeping by not littering inside the class room and within the campus. The students are expected to not write anything on the desks and on the walls. Defaulters will be dealt with as per the college rules. Students are expected to maintain silence at centres like library and laboratory.

5.13 Students Feedback

The college sincerely appreciates the feedback given by the students since it helps the management to meet their expectations in achieving excellence. For this purpose, a suitable format has been devised and the feedback of students is taken in key areas like faculty interaction, library and laboratory facilities.

While filling in these forms, students should confine themselves to answering the questionnaire by marking on the boxes / columns provided. They are expected to not make any remarks that have no relevance to the academic input that is sought. Students should be able to contribute positively and participate effectively in order to enable the management to implement improvements in key areas of academic discipline.

5.14 Students Request Letters / Suggestion

Students request letters drop-in boxes and suggestion boxes are placed in the college premises to enable students to drop in their requisition for seeking clarifications / queries from admin / Accounts / Admission office etc., Suitable replies would be provided through respective HODs. Hence no person a approach would be required by the students.

5.15 Redressal of Grievances

If any student is genuinely aggrieved at any point of time during the course of study, on any subject, the same may get redressed, through the grievance redressal committee or through the Principal in valid cases.

It should be remembered that the redressal of grievances should be for genuine causes and is a vent for pent – up grievances, and not be treated as a forum for complaints. Redressal provides an appropriate forum to seek clarification on certain grievances so that it helps improve the morale of the aggrieved student to continue the course without any mental blocks.

5.16 Cultural, Sports and other Recreational Activities

The college provides excellent facilities for sports and other recreational activities like playing outdoor games and indoor games. Besides these, there is a swimming pool in the adjoining GURUKUL campus, for students to use in the evening and week-end, with the prior permission from the person in charge.

As part of co-curricular activities, fests are organized by the students of NHC and this provides an opportunity to bring out their dormant talents.

Students are also allowed to participate in inter – collegiate cultural and management fests and necessary guidance is given to the participants. These activities help in the holistic development of the students personality.

5.17 Alumni Association

Students who pass out of NHC become members of NHC ALUMINI ASSOCIATION and periodically interact with their alma mater, contributing their best to the institution. They also bring with them the fund of knowledge on corporate governance and share their thoughts with their juniors. This helps our placement department to adopt new styles of training and modify the existing modes, while preparing students for campus interviews. The members of the ALUMINI ASSOCIATION are also allowed to take up project work for the corporate world, utilizing the campus infrastructure and other facilities.

6. CAMPUS, INFRASTRUCTURE AND FACILITIES

NHC is equipped with state of the art campus and infrastructure. Congenial academic environment promotes Quality education in Business Management. The college is equipped with:

- Well furnished class rooms
- State-of-the art computing rooms
- Modern Laboratory facilities
- Library and Digital Library
- Information Centre
- Cafeteria
- Recreational facilities

6.1 Central facilities

- | | |
|----------------------------|------------------------------------|
| • Administrative Office | • Cafeteria |
| • Browsing Centre | • Indian Bank with ATM Counter |
| • Central Library | • Round the clock Security Service |
| • Transport Facilities | • Medical Facilities |
| • Gymnasium | • Hostel Facilities |
| • 700 seater Auditorium | • Post Bag System |
| • Indoor Basket Ball court | • Students' Recreation Centre |

6.2 Library Facilities

More than 25,000 sq. ft. of spacious and airy library with separate study cabins. Students can enjoy the latest books, computers, CD ROMs and multimedia. The library at NHC has a comprehensive collection of documents that are useful for faculty and students in their education. The major objective of our library is to provide right information / knowledge to the right users at the right time. Our library website is Nhcelib.blr.googlepages.com/Library

a. Library Hours

Monday – Friday	- 8 a.m – 10 p.m
Saturday	- 8 a.m – 5 p.m
Sunday – Holidays	- 9 a.m – 2 p.m

During the internal exams and university exams, library will be open 24 hours. The library is kept open on the days including sundays and holidays except for very important holidays.

b.Facilities

Books, Journals / Periodicals , Bound Volumes, Technical general magazines, Non- Book Materials, Newspapers, Question Papers, Syllabus & Project Reports are available. Our services include:

- Lending Service
- Reference Service
- Newspaper Clipping Service
- Internet / Intranet Service
- Photocopy / Printout/Scanning Services
- CD Rom Services
- Half Yearly Book Exhibition
- Online Service
- Online Public Access Catalogue
- Copies of University Question Papers
- Digital Library
- NHC library makes use of state of art technology to provide maximum benefit to users. The digital library section is a step towards achieving excellence in dissemination in the best possible manner. The library users can easily access the latest developments in different fields taking place in the world. The digital services provided at our library caters to collection and development of library materials in digital form online search for library books using online public access catalogue (OPAC)
- Online Engineering electronic journals access through J – Gate.
<http://www.j-gate.informindia.co.in>
- Online management electronic journal access through ICFAI
<http://www.icfaipress.org>
- Online journals under INDEST – AICTE consortium
<http://eeexplore.iee.org>

c. Institutional Membership

NHC Library has membership with a few leading library networks which promote resource sharing among member libraries. Information such as Bibliographic databases, catalogues on books databases of periodicals and articles, databases of thesis and dissertations etc., are available at the member institutions and can be accessed by all members.

1. DELNET : <http://www.delnet.nic.in> (Developing Library network, New Delhi)

DELNET is a registered society, promoted by National Information Center, Ministry of Information Technology. It promotes resources sharing, computerized services to users and reduction of unnecessary duplication of information. It provides access to DELNET databases such as online union catalogue of books, list of current periodicals etc.,

Bibliographic databases of CD-ROMs available, database of thesis and dissertation submitted to various Indian Universities, a who's who on Indian specialists and many more important databases.

2. INFLIBNET (In place of British Library) : Available resources are E-books, E-Journals, Bibliographic database (Nlist-Inflibnet), UGC infonet E-resources.

d. Library Instructions

1. Identity card should be shown at the checkpoint.
2. Students are required to leave their bags, handbags and personal belongings at the depository / property counter.
3. Students are prohibited to carry any notebook inside the reference section except loose sheets.
4. No person shall write or damage or mark on any book, journal or other material belonging to the library.
5. Books should be handled with great care and mutilation of books in any manner will be heavily fined.
6. Students can retain the books for two weeks only, after which a fine of Rs.1.00 per book per day will be levied till another two weeks after which a fine of Rs.2.00 will be levied.
7. Renewals are allowed only when there is no claim by other; Renewals through phones shall not be entertained. The book to be renewed has to be brought to the library and the due date to be stamped.

8. If a borrowed book is recalled by the librarian, it has to be returned immediately.
9. Online reservation can be done for a book, which is already lent out. Reserved books are kept separately in circulation counter for two days for each member. The reservation lapses automatically after two days and the next person gets the chance.
10. Maintain queues at circulation counter.
11. Books lost by the borrowers have to be reported immediately to the library in writing failing which the fines will keep on accumulating. Students are advised not to ask for waiver of fines and are requested to replace the copy within the permitted time.
12. Members are not allowed to sub lend the books of the library.
13. Dictionaries, old volumes of periodicals, project report and other reference books which might be difficult to replace come under reference category. Students cannot borrow any of these sources from the library.
14. Students will be eligible for two extra books on payment of Rs.1000/- as caution deposits. Books borrowed on these cards can be retained for the entire course of study. The caution deposits amount of Rs.1000/- will be refundable when the student completes the course.
15. Eatables are strictly prohibited in the library.

6.3 Transport Facility

The College provides bus facilities to commute students from the College campus as well as from other select points in Bangalore, on a yearly payment basis. The charges levied depend on the pick-up and drop points and the distances involved. This facility is optional.

Students who are desirous of using College Transport facility may meet the Transport manager in the Campus and register themselves. After looking into the routes and seats available, the Transport Manager will communicate the charges to be paid on yearly basis; after paying the Bus fees, the student can get a Bus pass is used from the Transport Department.

If, in the course of the year, there is a change in the residential address of the student, it can be brought to the notice of the Transport Manager with a request for a fresh bus pass for the new route; after examining the feasibility and availability, he may issue a fresh pass. If the seat is not available, the student may have to be on wait-list. Any tampering with Bus pass or wilful damage to bus will attract a severe penalty.

Pick –up point number and Pick up point name to be clearly indicated in the Bus Pass Application Form

Pick Point No.	Distance A	Pick Point No.	Distance B	Pick Point No.	Distance C
01	Marathahalli Bridge	04	Kodihalli Bus Stop	14	CMH Hospital Gate
02	Marathahalli Bus Stop	05	Murugeshpalya Bus Stop	15	Coles Park Bus Stop
03	Marathahalli Bore Well Stop	06	HAL Bus Stop	16	Ulsoor Lake - Philips
		07	Jeevan Bheemanagar PS	17	ITC Bus Stop
		08	BEML Gate	18	Clarance School Signal
		09	GM Palaya Bus Stop	19	Jalavayu Vihar (Opp to Sukh Sagar Hotel)
		10	Malleshpalya Bus Stop		
		11	Vignananagar Bus Stop		
		12	Basavanagar Bus Stop		
		13	New Horizon Public School		

6.4 Boarding and Hostel facilities

The college has International Boys Hostel and also Girls Hostel to provide safe and congenial atmosphere to students. Airy rooms are luxuriously furnished with attached bathroom, access to Computer labs, Cyber Centres, Library, TV Room, Indoor games room and the Gymnasium.

Rules and Regulations of Hostel

There are separate hostels for boys and girls within the campus. Students who stay in the hostel are expected to strictly adhere to the rules and regulations stipulated given below:

1. Students are required to follow the rules of the Hostel as prescribed by the management.
2. The hostel fee will be charged for one complete academic year and students desirous of joining the hostel in between the academic year may do so, after paying the hostel fees for the entire academic year.
3. Students who desire not to avail the Hostel facilities for the next academic year are required to vacate the room while proceeding on vacation at the end of the academic year and complete the formalities for obtaining a clearance certificate from the hostel warden.

Note: providing Bank Account details is mandatory for processing any kind of refund.

4. Final year students will be permitted to vacate the hostel at the end of the 5th semester.
5. Final semester students will have to compulsorily vacate the hostel within 7 days after the completion of final examination.
6. Students found staying in the Hostel without paying the requisite fees or without obtaining proper permission from the competent authority will be evicted from the hostel without any prior notice and the management will not be responsible any loss/damage of the items or incontinence caused during the eviction process.
7. Students should carry the "Hostel Identity card" at all times. The security personal are authorized to check the "Hostel Identity card" at any time within the hostel premises.
8. Security personnel are authorised to check the Bags of the students at the time of entering the hostel.
9. Visitors are not allowed inside the student's room. Strict disciplinary action will be taken against the student, who takes the visitor to the room.
10. Students should give attendance by 9.00pm . Prior permission must be obtained from the hostel warden incase the student returning to the hostel after 9.00pm. Failure to obtain prior permission will initiate disciplinary action against the student.

11. If any student wants to take leave of absence from the hostel, prior permission should be taken from the warden and a formal leave letter should be submitted to the warden.
12. Message will be sent to parents in case the Students fail to take permission or submit request letter for being late to the hostel.
13. Consumption of alcohol, drugs, smoking are strictly prohibited.
14. Students found guilty of such offence shall not be permitted to stay in the hostel.
15. Clothing's should not be hung on the window grills.
16. The rooms should be kept clean and tidy.
17. Students should make sure to switch off the lights and fans while leaving the room and close water taps after use.
18. Damage to any property in common area like corridors, dining hall, lobby etc would be strictly dealt with. Penalty equivalent to twice the value of the damage property will be levied to all the Hostelites.
19. Damage / loss of any items issued to the student, equivalent amount will be deducted from the caution deposit.
20. Students are advised to take care of their valuables. Management/Warden will not be responsible for any loss/theft/damage to such things.
21. Management will have the right to expel any student from the hostel on disciplinary ground and in any such case, the entire hostel fees including the caution deposit will be forfeited.
22. Students who become not eligible to attend regular classes for higher semester will not be permitted to avail hostel facilities. In such case remaining amount of the hostel fees will be refunded.
23. Students are not permitted to carry mess plates/glass to their rooms.
24. Hostel students are not permitted to keep two/four wheelers in the campus.
25. Hostel fees once paid is non-refundable.
26. Any form of ragging is strictly prohibited and attracts severe punishments.
27. Hostel students must be present in their respective rooms by 10.00pm.
28. Visiting hours of parents & relatives
 - Monday to Friday : 5.00pm to 8.00pm
 - Saturday : 2.00pm to 9.00pm
 - Sunday & all Holidays : 8.00am to 9.00pm

6.5 Training and Pre-placement Facility

The Dean of corporate relations will organize, from time to time, placement training programme to help orient the students on all placement activities like interviews, tests, development of soft skills associated with placement and personality development. This is an in- house service provided for our students who are expected to apply their minds effectively to these career – oriented tasks so that they can meet the corporate expectations successfully.

These training programmes are scheduled outside the academic curriculum to focus and improve on self-development techniques like soft skills, leadership building exercises, group activities / group discussions, aptitudes and technical skills.

All pre-placement training programmes for NHC students start from the beginning of fifth semester, so that the students are ready for campus interviews from the fifth/sixth semester onwards.

Eligibility for placement

All Students are required to attain and maintain a high level of academic performance with not less than 60% aggregate marks right from I Semester without any backlog and 85% aggregate attendance in aptitude, soft skills and technical training sessions.

6.6 Banking Facility

In order to provide for easy banking to students and staff, a branch of Indian Bank has been established in the Campus for operating a bank account, payment of fees and for associated activities. The NHC Extension Counter offers core banking facilities to its customers. An added Advantage is the availability of an ATM facility at the bank.

6.7 Health care & Medical Facilities

Student may avail Medical support, consultation services round the clock at the Medical centre situated in the college premises.

6.8 Physical Instruction

The students physical fitness is given due regard by the physical instruction Director, who taken responsibility of Organising sporting events, running of the gymnasium, issue and receipt of sports from the students.

Prevention of Ragging

Ragging is a criminal offence. Students involved in ragging directly or indirectly will attract the following punishments:



- Imprisonment.
- Non-issue of passport.
- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debar from appearing for any test/ examination or other evaluation process.
- Withholding results.
- Suspension/ expulsion from the hostel.
- Cancellation of admission.
- Rustication from the institution and consequent debarring from admission to any other institution .
- Fine up to Rs.1 lakh.

The preventive measures have been taken to tackle the ragging. An Anti-Ragging Committee and Anti-Ragging Squads have been formed to prevent the ragging.

A student shall have to submit affidavit duly signed by him/her and also from his/her parents/guardians in the prescribed format as per the regulations.

7. ADMINISTRATION

Dr. Mohan Manghnani : Chairman – NHEI
Mail: chairman@newhorizonindia.edu

Dr. R. Bodhisatvan : Principal
Tel: 080 – 6629 7777 (Ext :2115), Mail: principalnhc@newhorizonindia.edu

Mrs. Malathi S : Director – Accounts & Finance
Tel: 080 – 6629 7777 (Ext :2003), accounts@newhorizonindia.edu

Dr. G. Lakshminarayana : Director – Training and Placement
Tel: 080 – 6629 7777 (Ext :5006), Mail: dean_hr@newhorizonindia.edu

Ms. Deepa Ganesh : HOD- Marketing & Branding
Tel: 080 – 6629 7777 (Ext :2048), Mail: hod_mktg@newhorizonindia.edu

Mr. H. N. Surya Prakash : Registrar
Tel: 080 – 6629 7777 (Ext :2069), Mail: registrar@newhorizonindia.edu

Mrs. Manjula : Head – HR
Tel: 080 – 6629 7777 (Ext :2024), Mail: recruitment@newhorizonindia.edu

Mrs. Aruna Machani : HOD – Admissions
Tel: 080 – 6629 7777 (Ext :2137), Mail: admissions@newhorizonindia.edu

Mr. Muniraja H : Administrator
Tel: 080 – 6629 7777 (Ext :2116)

Tips for Stress Management

It may seem that there is nothing you can do about stress. There will never be more hours in the day. Your career and family responsibilities will always be demanding. In fact, the simple realization that you're in control of your life is the foundation of stress management. Managing stress is all about taking charge: of your thoughts, emotions, schedule and the way you deal with problems.



- Go for a walk.
- Spend time in nature.
- Call a good friend.
- Sweat out tension with a good workout.
- Light scented candles.
- Savor a warm cup of coffee or tea.
- Take a refreshing shower
- Curl up with a good book.
- Listen to music.
- Watch a comedy movies/show
- Exercise Regularly
- Eat Healthy diet
- Reduce Caeffine and Sugar
- Strict No No to cigerattes, tobacco, alcohol and drugs
- Get enough sleep
- Accept the things you can't change



NEW HORIZON COLLEGE OF EDUCATION (Established in 1980)

Email: admissionsbed@newhorizonindia.edu

Tel: +91-80-2526 1735

NEW HORIZON PUBLIC SCHOOL (Established in 1982)

Email: admissionsnhps@newhorizonindia.edu

Tel: +91-80-2526 1735

NEW HORIZON PRE UNIVERSITY COLLEGE (Established in 1982)

Email: admissionsnhpuc@newhorizonindia.edu

Tel: +91-80-2542 9361 / +91-974 175 5044

NEW HORIZON COLLEGE (Established in 1998)

Email: admissions@newhorizonindia.edu

Tel: +91 9740054107 / +91-974 175 5044

NEW HORIZON COLLEGE OF ENGINEERING (Established in 2001)

Email: admissions@newhorizonindia.edu

Tel: +91 9880534935 / +91 80 66297777

NEW HORIZON PRE PRIMARY TEACHERS TRAINING ACADEMY

(Established in 2012)

Email: admissionsnhpptta@newhorizonindia.edu

Tel: +91-80-2526 1735

www.newhorizonindia.edu