



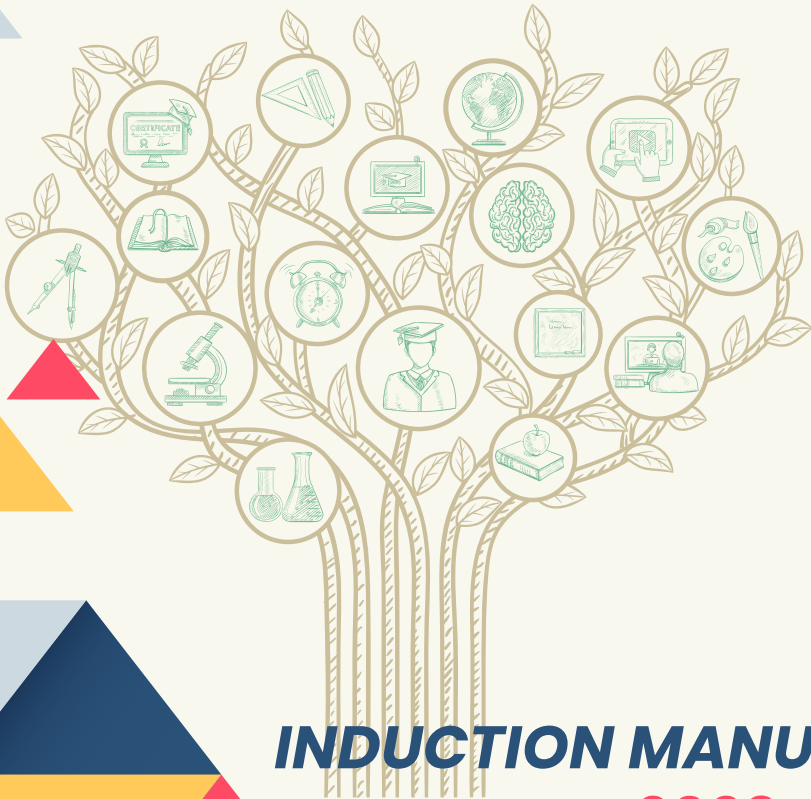
# NEW HORIZON COLLEGE

Permanently Affiliated with Bengaluru North University,  
Recognized by the Govt. of Karnataka Recognized under section 2 (f) of the UGC Act, 1956  
Accredited by NAAC with 'A' Grade

The Most Promising Educational Institution in Karnataka - 2016  
By Higher Education Review

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

Accredited by NAAC with 'A' Grade



**INDUCTION MANUAL**  
**2023-24**



### **Ganesh Vandana Shloka**

Om Vakratunda Mahakaya Suryakoti Samaprabha |  
Nirvighnam Kuru Me Deva Sarva-Kaaryeshu Sarvada ||





# NEW HORIZON COLLEGE

Permanently Affiliated with Bengaluru North University, Recognized by the  
Govt. of Karnataka Recognized under section 2 (f) of the UGC Act, 1956  
Accredited by NAAC with 'A' Grade

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

New Horizon Knowledge Park,  
Ring Road Near Marathalli, Bengaluru - 560 103  
[www.newhorizoncollege.co.in](http://www.newhorizoncollege.co.in)

## INDUCTION MANUAL 2023

1. ABOUT THE COLLEGE .....	01
2. BENGALURU NORTH UNIVERSITY COURSE MATRIX.....	03
3. VALUE ADDED PROGRAMS.....	06
4. NHC CODES OF CONDUCT.....	10
5. CAMPUS, INFRASTRUCTURE AND FACILITIES.....	14
6. ADMINISTRATION.....	20



## 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 50 years of history and 8 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) -2008
- New Horizon Pre-University College -1982
- New Horizon Public School (ICSE) -1970
- New Horizon Gurukul (CBSE) -2010
- New Horizon Vidya Mandir
- New Horizon International School -2022

New Horizon College is permanently affiliated with Bengaluru North University, recognised by the Government of Karnataka and 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 colleges in the city of Bangalore. The college is located on Bangalore's IT corridor and is surrounded by MNCs and IT giants like Intel, Wells Fargo, 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 and one in Postgraduate level under the NEP (National Education Policy) format permanently affiliated with Bengaluru North University namely:

Bachelor of Business Administration (BBA)

Bachelor of Computer Application (BCA)

Bachelor of Commerce (B.Com)

Masters of Commerce (M.Com)

### **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 frequent guest lectures and industrial visits for the students every semester 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 and employment.

### **Extra-curricular 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 150 educational institutions from all over Bangalore and other parts of Karnataka participated in Sargam 2022.

#### **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 the affiliating University for encouraging students to participate in various outreach activities and creating awareness about social service amongst youth.

## 2. BBA COURSE MATRIX

I SEMESTER								
SL. NO	COURSE CODE	TITLE OF THE COURSE	CATEGORY OF COURSES	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
1	LANG.1.1	Language - I	AECC	3+1+0	60	40	100	3
2	LANG.1.2	Language – II	AECC	3+1+0	60	40	100	3
3	BBA.1.1	Management Principles and Practice	DSC	4+0+0	60	40	100	4
4	BBA.1.2	Fundamentals of Business Accounting	DSC	3+0+2	60	40	100	4
5	BBA.1.3	Marketing Management	DSC	4+0+0	60	40	100	4
6	BBA.1.4	Digital Fluency	SEC-SB	1+0+2	50	50	100	2
7	BBA.1.5	Physical Education - Yoga	SEC-VB	0+0+2	-	25	25	1
8	BBA.1.6	Health and Wellness	SEC-VB	0+0+2	-	25	25	1
9	BBA.1.7	Any one of the following a. Office Management b. Business Organisation	OEC	3+0+0	50	50	100	3
SUB TOTAL - I					400	350	750	25

II SEMESTER								
SL. NO	COURSE CODE	TITLE OF THE COURSE	CATEGORY OF COURSES	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
10	LANG.2.1	Language - I	AECC	3+1+0	60	40	100	3
11	LANG.2.2	Language – II	AECC	3+1+0	60	40	100	3
12	BBA.2.1	Financial Accounting and Reporting	DSC	3+0+2	60	40	100	4
13	BBA.2.2	Human Resource Management	DSC	4+0+0	60	40	100	4
14	BBA.2.3	Business Mathematics/ Business Environment	DSC	3+0+2	60	40	100	4
15	BBA.2.4	Environmental Studies	AECC	2+0+0	50	50	100	2
16	BBA.2.5	Sports	SEC-VB	0+0+2	-	25	25	1
17	BBA.2.6	NCC/NSS/R&R,S&G/Cultural	SEC-VB	0+0+2	-	25	25	1
18	BBA.2.7	Any one of the following a. People Management b. Retail Management	OEC	3+0+0	50	50	100	3
SUB TOTAL - II					400	350	750	25

III SEMESTER								
SL. NO	COURSE CODE	TITLE OF THE COURSE	CATEGORY OF COURSES	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
19	LANG.3.1	Language - I	AECC	3+1+0	60	40	100	3
20	LANG.3.2	Language – II	AECC	3+1+0	60	40	100	3
21	BBA.3.1	Cost Accounting	DSC	3+0+2	60	40	100	4
22	BBA.3.2	Organizational Behaviour	DSC	4+0+0	60	40	100	4
23	BBA.3.3	Statistics for Business Decisions	DSC	3+0+2	60	40	100	4
24	BBA.3.4	Artificial Intelligence/Financial Education & Investment Awareness	SEC	1+0+2	30	20	50	2
25	BBA.3.5	Sports	SEC-VB	0+0+2	-	25	25	1
26	BBA.3.6	NSS/NCC/Any Other	SEC-VB	0+0+2	-	25	25	1
27	BBA.3.7	Constitution of India or Social Media Marketing/ Rural Marketing	AECC/OEC	3+0+0	60	40	100	3
SUB TOTAL - III					390	310	700	25

IV SEMESTER								
SL. NO	COURSE CODE	TITLE OF THE COURSE	CATEGORY OF COURSES	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
28	LANG.4.1	Language - I	AECC	3+1+0	60	40	100	3
29	LANG.4.2	Language – II	AECC	3+1+0	60	40	100	3
30	BBA.4.1	Financial Accounting and Reporting	DSC	3+0+2	60	40	100	4
31	BBA.4.2	Human Resource Management	DSC	4+0+0	60	40	100	4
32	BBA.4.3	Business Mathematics/ Business Environment	DSC	3+0+2	60	40	100	4
33	BBA.4.4	Environmental Studies	SEC	1+0+2	30	20	50	2
34	BBA.4.5	Sports	SEC-VB	0+0+2	-	25	25	1
35	BBA.4.6	NCC/NSS/R&R,S&G/Cultural	SEC-VB	0+0+2	-	25	25	1
36	BBA.4.7	Any one of the following a. People Management b. Retail Management	AECC/OEC	3+0+0	60	40	100	3
SUB TOTAL - IV					390	310	700	25



## BCA COURSE MATRIX

I SEMESTER			
SL. NO	COURSE CODE	TITLE OF THE COURSE	CREDIT
1	CAC01	Fundamentals of Computers	3
2	CAC02	Programming in C	3
3	CAC03(a)/(b)	Mathematical Foundation/Accountancy	3
4	CAC01 P	LAB: Information Technology	2
5	CAC02 P	LAB: C Programming	2
SUB TOTAL - I			13

II SEMESTER			
SL. NO	COURSE CODE	TITLE OF THE COURSE	CREDIT
1	CAC04	Data Structures using C	3
2	CAC05	Object Oriented Concepts using JAVA	3
3	CAC06	Discrete Mathematical Structures	3
4	CAC04 P	LAB: Data Structure	2
5	CAC05 P	LAB: JAVA	2
SUB TOTAL - II			13

III SEMESTER			
SL. NO	COURSE CODE	TITLE OF THE COURSE	CREDIT
1	CAC07	Data Base Management Systems	3
2	CAC08	C# and DOT NET Framework	3
3	CAC09	Computer Communication and Networks	3
4	CAC07 P	LAB: DBMS	2
5	CAC08 P	LAB: C# and DOT NET Framework	2
SUB TOTAL - III			13

IV SEMESTER			
SL. NO	COURSE CODE	TITLE OF THE COURSE	CREDIT
1	CAC10	Python Programming	3
2	CAC11	Computer Multimedia and Animation	3
3	CAC12	Operating System Concepts	3
4	CAC10 P	LAB: Python Programming	2
5	CAC11 P	LAB: Multimedia and Animation	2
SUB TOTAL - IV			13

## B.COM COURSE MATRIX

I SEMESTER								
SL. NO	COURSE CODE	TITLE OF THE COURSE	CATEGORY OF COURSES	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
1	LANG.1.1	Language - I	AECC	3+1+0	60	40	100	3
2	LANG.1.2	Language - II	AECC	3+1+0	60	40	100	3
3	B.Com.1.1	Financial Accounting	DSC	4+0+0	60	40	100	4
4	B.Com.1.2	Management Principles and Applications	DSC	4+0+0	60	40	100	4
5	B.Com.1.3	Principles of Marketing	DSC	4+0+0	60	40	100	4
6	B.Com.1.4	Digital Fluency	SEC-SB	1+0+2	30	20	50	2
7	B.Com.1.5	Physical Education - Yoga	SEC-VB	0+0+2	-	25	25	1
8	B.Com.1.6	Health and Wellness	SEC-VB	0+0+2	-	25	25	1
9	B.Com.1.7	Any one of the following a. Accounting for everyone b. Financial Literacy c. Entrepreneurship & Start-ups (Refer Annexure)	OEC	3+0+0	60	40	100	3
SUB TOTAL - I					390	310	700	25

II SEMESTER								
SL. NO	COURSE CODE	TITLE OF THE COURSE	CATEGORY OF COURSES	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
1	LANG.2.1	Language - I	AECC	3+1+0	60	40	100	3
2	LANG.2.2	Language - II	AECC	3+1+0	60	40	100	3
3	B.Com.2.1	Advanced Financial Accounting	DSC	4+0+0	60	40	100	4
4	B.Com.2.2	Corporate Administration or Business Mathematics	DSC	4+0+0	60	40	100	4
5	B.Com.2.3	Law & Practice of Banking	DSC	4+0+0	60	40	100	4
6	B.Com.2.4	Environmental Studies	AECC	2+0+0	30	20	50	2
8	B.Com.2.5	Sports/NCC/NSS/R&R (S&G)/Cultural	SEC-VB	0+0+2	-	50	50	1
7	B.Com.2.7	Any one of the following a. Financial Environment b. Investing in Stock Markets c. Event Management (Refer Annexure)	OEC	3+0+0	60	40	100	3
SUB TOTAL - II					390	310	700	25

III SEMESTER								
SL. NO	COURSE CODE	TITLE OF THE COURSE	CATEGORY OF COURSES	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
1	LANG.3.1	Language - I	AECC	3+1+0	60	40	100	3
2	LANG.3.2	Language - II	AECC	3+1+0	60	40	100	3
3	B.Com.3.1	Corporate Accounting	DSC	4+0+0	60	40	100	4
4	B.Com.3.2	Business Statistics	DSC	4+0+0	60	40	100	4
5	B.Com.3.3	Cost Accounting	DSC	4+0+0	60	40	100	4
6	B.Com.3.4	India & Indian Constitution	AECC	1+0+2	30	20	50	2
7	B.Com.3.5	Financial Education & Investor Awareness	SEC-SB	0+0+2	30	20	50	2
8	B.Com.3.6	Sports/NCC/NSS/R&R (S&G)/Cultural	SEC-VB	0+0+2	-	50	50	3
SUB TOTAL - III					360	290	650	25

IV SEMESTER								
SL. NO	COURSE CODE	TITLE OF THE COURSE	CATEGORY OF COURSES	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
1	LANG.4.1	Language - I	AECC	3+1+0	60	40	100	3
2	LANG.4.2	Language - II	AECC	3+1+0	60	40	100	3
3	B.Com.4.1	Advanced Corporate Accounting	DSC	4+0+0	60	40	100	4
4	B.Com.4.2	Costing Methods & Techniques	DSC	4+0+0	60	40	100	4
5	B.Com.4.3	Business Regulatory Framework	DSC	4+0+0	60	40	100	4
6	B.Com.4.4	Artificial Intelligence	AECC	1+0+2	30	20	50	2
7	B.Com.4.5	Sports/NCC/NSS/R&R (S&G)/Cultural	SEC-VB	0+0+2	-	50	50	2
8	B.Com.4.6	Any one of the following a. Business Ethics b. Corporate Environment (Refer Annexure)	OEC	3+0+0	60	40	100	3
SUB TOTAL - IV					390	310	700	25

### 3. VALUE ADDED PROGRAMMES

Along with the regular subjects prescribed in the curriculum of Bengaluru North 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.

#### ACADEMIC FEATURES 2023-24 BACHELOR OF BUSINESS ADMINISTRATION

Sl.no	ACADEMIC FEATURES	E	P	E + Dual Qualification	SEM
1.	BBA Degree (Bengaluru North University)	✓	✓	✓	I-VI
2.	Dual Qualification*	✗	✗	✓	I-VI
3.	Guest Lectures/Seminars/ Webinars/ Workshops by Experts	✓	✓	✓	I-VI
4.	Industrial Visits	✓	✓	✓	I-VI
5.	Placement Assistance & CSR Engagement	✓	✓	✓	VI
6.	Assistance/Guidance for Educational Loans	✓	✓	✓	I-V
7.	Professional Student Counselling	✓	✓	✓	I-VI
8.	Coaching and Remedial Classes	✓	✓	✓	I-VI
9.	Holistic Development through platform - Tarang	✓	✓	✓	I-VI
10.	Opportunities in intra-collegiate competitions	✓	✓	✓	I-VI
11.	Opportunities in inter-collegiate competitions	✓	✓	✓	I-VI
12.	Mentoring	✓	✓	✓	I-VI
13.	Sports Activities through platform - YUVA	✓	✓	✓	I-VI
14.	Mock Viva-Voce	✓	✓	✓	VI
15.	Industry Oriented Training	✓	✓	✓	V-VI
16.	Personality Assessment Program	✓	✓	✓	I&III
17.	Personal Branding	✓	✓	✓	IV
18.	Fundamentals of Capital Market	✗	✓	✗	I
19.	E-commerce	✗	✓	✗	II
20.	Certification Course in Power BI & Tableau	✗	✓	✗	III
21.	Certification Course in Logical Reasoning & Numerical Skills	✗	✓	✗	IV
22.	Foreign Language - French/ German/ Japanese	✗	✓	✗	V
23.	National Industrial Visit	✗	✓	✗	IV

#### \*BBA Executive + Dual Qualification (Any one)

1. CMA Certified Management Accountants-Institute of Management Accountants- USA- 3 years
2. Business Analytics- Institute of Analytics - UK- 3 Years
3. Digital Marketing & Digital Selling- Digital Marketing Institute- Ireland - 3Years
4. Entrepreneurship & Business- Certiport - 3 Years

## ACADEMIC FEATURES 2023-24

### BACHELOR OF COMPUTER APPLICATIONS

Sl.no	ACADEMIC FEATURES	E	P	E + Dual Qualification	SEM
1.	BCA Degree (Bengaluru North University)	✓	✓	✓	I-VI
2.	Dual Qualification*	✗	✗	✓	I-VI
3.	Guest Lectures/Seminars/ Webinars/ Workshops by Experts	✓	✓	✓	I-VI
4.	Industrial Visits	✓	✓	✓	I-VI
5.	Placement Assistance & CSR Engagement	✓	✓	✓	VI
6.	Assistance/Guidance for Educational Loans	✓	✓	✓	I-V
7.	Professional Student Counselling	✓	✓	✓	I-VI
8.	Coaching and Remedial Classes	✓	✓	✓	I-VI
9.	Holistic Development through platform - Tarang	✓	✓	✓	I-VI
10.	Opportunities in intra-collegiate competitions	✓	✓	✓	I-VI
11.	Opportunities in inter-collegiate competitions	✓	✓	✓	I-VI
12.	Mentoring	✓	✓	✓	I-VI
13.	Sports Activities through platform - YUVA	✓	✓	✓	I-VI
14.	Mock Viva-Voce	✓	✓	✓	VI
15.	Industry Oriented Training	✓	✓	✓	V-VI
16.	Personality Assessment Program	✓	✓	✓	I&III
17.	Personal Branding	✓	✓	✓	IV
18.	Certification Course in Angular JS	✗	✓	✗	I
19.	Certification Course in Ethical Hacking	✗	✓	✗	II
20.	Certification Course in Blockchain	✗	✓	✗	III
21.	Certification Course in Big data Hadoop	✗	✓	✗	IV
22.	Certification Course in Software Testing	✗	✓	✗	V
23.	Foreign Language - French/ German/ Japanese	✗	✓	✗	IV

#### \*BCA Executive + Dual Qualification (Any one)

1. Cyber Security & Digital Forensic - International Institution Certificate - 3 Years
2. Digital Marketing & Digital Selling - Digital Marketing Institute Ireland - 3 Years
3. AWS & CCNA - Amazon Web Services - 3 Years

## ACADEMIC FEATURES 2023-24

### BACHELOR OF COMMERCE

Sl.no	ACADEMIC FEATURES	E	P	E + Dual Qualification	SEM
1.	B.Com Degree (Bengaluru North University)	✓	✓	✓	I-VI
2.	Dual Qualification*	✗	✗	✓	I-VI
3.	Guest Lectures/Seminars/ Webinars/ Workshops by Experts	✓	✓	✓	I-VI
4.	Industrial Visits	✓	✓	✓	I-VI
5.	Placement Assistance & CSR Engagement	✓	✓	✓	VI
6.	Assistance/Guidance for Educational Loans	✓	✓	✓	I-V
7.	Professional Student Counselling	✓	✓	✓	I-VI
8.	Coaching and Remedial Classes	✓	✓	✓	I-VI
9.	Holistic Development through platform - Tarang	✓	✓	✓	I-VI
10.	Opportunities in intra-collegiate competitions	✓	✓	✓	I-VI
11.	Opportunities in inter-collegiate competitions	✓	✓	✓	I-VI
12.	Mentoring	✓	✓	✓	I-VI
13.	Sports Activities through platform - YUVA	✓	✓	✓	I-VI
14.	Industry Oriented Training	✓	✓	✓	V-VI
15.	Personality Assessment Program	✓	✓	✓	I&III
16.	Personal Branding	✓	✓	✓	IV
17.	CA Foundation	✗	✓	✗	I
18.	Certification Course in Microsoft Office Specialist	✗	✓	✗	I
19.	Certification Course in Data Analysis using spreadsheet	✗	✓	✗	II
20.	Certification Course in Power BI & Tableau	✗	✓	✗	III
21.	Certification Course in Logical Reasoning & Numerical Skills	✗	✓	✗	IV
22.	Foreign Language - French/ German/ Japanese	✗	✓	✗	V
23.	National Industrial Visit	✗	✓	✗	IV

**\*B.Com Executive + Dual Qualification (Any one)**

1. ACCA- Association of Chartered Certified Accountants- International Institutional Certificate UK- 3 years
2. Business Analytics- Institute of Analytics - UK- 3 years
3. ACCA+ Fin Tech-Association of Chartered Certified Accountants- International Institutional Certificate - UK- 3 years
4. Digital Marketing & Digital Selling - Digital Marketing Institute - Ireland - 3 Years

## MASTER OF COMMERCE

Sl.no	ACADEMIC FEATURES	P	E	SEM
1.	M.Com Degree (Bengaluru North University)	✓	✓	I-IV
2.	Guest Lectures/Seminars/Webinars/Workshops by Experts	✓	✓	I-IV
3.	Industrial Visits	✓	✓	I-IV
4.	Placement Assistance & CSR Engagement	✓	✓	I-IV
5.	Assistance/Guidance for Education Loans	✓	✓	I-IV
6.	Professional Student Counselling	✓	✓	I-IV
7.	Coaching and Remedial Classes	✓	✓	I-IV
8.	Holistic Development through platform - Tarang	✓	✓	I-IV
9.	Opportunities in intra-collegiate competitions	✓	✓	I-IV
10.	Opportunities in inter-collegiate competitions	✓	✓	I-IV
11.	Mentoring	✓	✓	I-IV
12.	Sports activities through platform-YUVA	✓	✓	I-IV
13.	Industry Oriented Training	✓	✓	I-IV
14.	Corporate Etiquette & Professionalism	✓	✓	I-IV
15.	Certification Course in Digital Marketing	✓	✗	I
16.	Certification Course in Capital Market	✓	✗	II
17.	Certification Course in Advanced Data Management	✓	✗	III
18.	Training in SPSS (Statistical Packages for Social Science)	✓	✗	IV
19.	Certificate in Entrepreneurship Development	✓	✗	IV
20.	National Industrial Visit	✓	✗	III

## **Industrial Visits/Trips**

NHCM organizes industrial visits every semester to facilitate students to have a practical exposure for better knowledge accumulation. National & international industrial visits are organised for the students under professional streams.

## **Industry Institute Interface**

The college takes complete care to give 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 enhance the skills of the students

## **Attendance**

75% attendance is must for all theory as well as practical classes to appear for all University Examinations. A student falling short of 75% attendance will not be permitted to take up the final examination.



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 compulsorily be worn by all the students in the campus. Fine will be levied on any student found without the ID Card. In case of loss of ID Card, 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 ID card for entry into 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 Bengaluru North 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, the certificates be entertained to be returned.

### 5.3 Examinations

All qualifying Semester Examination will be conducted under the strict guidelines of the affiliating University. 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.

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. Attempting to discuss or talk with some other candidate sitting in the examination hall.
- D. Referring to any notes or any material, under the plea of answering nature's call.
- E. Using any coded language and scribbling on the question paper
- F. Lending or borrowing instruments like pencil / eraser / pen /calculator where such material may convey any coded message.
- G. Bringing into the Hall any textbook / notebook / study material / bags etc.
- H. Wrist watches / Calculators with any stickers with data / formula
- I. Instrument boxes, spectacle covers having any 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 60 (external)+40 (internal).

For BCA it will be 60 (external) + 40 (internal) + 50 (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 IA shall be submitted to universities. The IA will be displayed on the notice board subject wise one week prior to commencement of examination.

## **Appearance for the Examination**

1. A candidate must submit an application for the examination fee alone, as set forth and determined by the university to become qualified to take the test.
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. Candidates can claim exemption under special permission from the university students.
4. Candidates who fulfil the eligibility criteria prescribed by university & the institution shall be permitted to appear for the university examination.

## **Eligibility for Passing**

A candidate should get a minimum of 40% in each of the subjects to pass the University examination with separate pass percentage in both the external and internal examinations.

## **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 disqualify the students from writing 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 stipulated time. 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 worn during their tour of the campus.

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

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

For Girls: Salwar-Kameez, Chudidar/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.

### **5.14 Students Request Letters / Suggestion**

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.

### **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 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.

As part of co-curricular activities, fests are organized 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 knowledge 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.

### 6.1 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
- Administrative Office
- Browsing Centre
- Central Library
- Indoor Basket Ball court
- Bank with ATM Counter
- Round the clock Security Service
- Students' Recreation Centre
- Yoga Center, gym, physical fitness centre, student recreation center, outdoor playground.

### 6.2 Library Facilities

NHCM Library is a resource center for teaching, learning & research. Being the heart of the academic center, it is home for all the information services. It plays a proactive role in enabling access to information resources of all kind and providing innovative, responsive and effective services to meet the changing needs of the academic community. The Library holds a hybrid collection of printed as well as electronic resources which include books, journals, databases, audio-visuals, CDs/DVDs, e-books, e-journals, course materials, past years question papers, Bound Volumes, Project Reports, case studies, conference proceedings, training manuals, etc.

#### Facilities

- Stack Area
- Reference Section
- Periodicals, Newspaper and Magazine Section
- Reading Hall
- State of the Art Digital Library
- Students Discussion Rooms
- Faculty Discussion Room
- Books and Stationary Shop



## Services

- Circulation Service
- Reference Service
- Online Reservation
- Institutional Repository
- Reprographic Service
- Document Scanning
- Document Printing
- OPAC (Online Public Access Catalog)
- Overnight Circulation
- E-mail Reminder
- Organising Book Exhibition
- News Paper Clippings

## Rules

- Identity card should be shown at the checkpoint.
- Leave your bags, handbags and personal belongings at the depository/property counter.
- Students are prohibited to carrying any notebook inside the reference section except loose sheets.
- No person shall write on, damage or make any mark on any book, journal or other material belonging to the library.
- Books should be handled with great care and mutilation of books in any manner will be heavily fined.
- Students can retain the books for two weeks only, after which a fine of Rs.1/- Per book per day (Rs.2/- after 15 days) will be charged.
- Students can borrow three books, two CDs, two Magazines, and two Journals at a time.
- Renewals are allowed only when there is no claim by others. No phone renewal entertained.
- A borrowed book if recalled by the Librarian has to be returned immediately.
- Online reservation can be done for a book, which is already lent out. Reserve books are kept separately in circulation counter for two days for each member.
- Maintain a Queue at circulation counter.

## Library Timing

- MONDAY – SATURDAY: 9:00 A.M – 5.00 P.M

## Circulation Timing

- MONDAY – SATURDAY: 9.00 A.M – 4..30 P.M



## 6.2 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 for using the transport facility.

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
1	Kodihalli Bus Stop	1	Murugeshpalya Bus Stop	1	CMH
2	Marathahalli Bus Stop	2	HAL Bus Stop	2	Hospital Gate
3	Marathahalli Bore Well Stop	3	Jeevan	3	Coles Park
		4	Bheemanagar PS		Bus Stop
		5	BEML Gate		Ulsoor
		6	GM Palaya Bus Stop		Lake-Philips
		7	Malleshpalya Bus Stop		ITC Bus Stop
		8	Vignananagar Bus Stop		Clarance School Signal
		9	Basavanagar Bus Stop		Jalavayu Vihar (Opp to Sukh Sagar Hotel)
		10	New Horizon Public School		

## 6.3 Boarding and Hostel facilities

The college has 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 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 inconvenience caused during the eviction process.
  7. Students should carry the "Hostel Identity card" at all times. The security personnel 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/thefUdamage 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	5.00 pm to 8.00 pm
Saturday Sunday & all	2.00 pm to 9.00 pm
Holidays	8.00 am to 9.00 pm

#### **6.4 Training and Pre-placement Facility**

The Head the Placements 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 & personality development etc., associated with placement. 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**

(Students may be asked to pay an extra fees for Preplacement domain oriented training & HRD fees)

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.

#### **6.5 Banking Facility**

In order to provide for easy banking to students, 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.

#### **6.6 Health care & Medical Facilities**

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

#### **6.7 Physical Fitness**

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





## PREVENTION OF RAGGING

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

- Imprisonment.
- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Suspension from appearing for any test/ examination or other evaluation process.
- 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.



Preventive measures are in place to tackle the ragging inside the campus. 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](mailto:chairman@newhorizonindia.edu)

**Dr. R. Bodhisatvan** : Principal  
Tel: 080 -6629 7777 (Ext :2115), Mail:  
[principalnhc@newhorizonindia.edu](mailto:principalnhc@newhorizonindia.edu)

**Mrs. Malathi S** : Sr. Executive Director –Accounts & Finance  
Tel: 080 - 6629 7777 (Ext :2003)  
Mail : [accounts@newhorizonindia.edu](mailto:accounts@newhorizonindia.edu)

**Prof. Gurucharan Singh** : Sr. Executive Director T& P  
Tel: 080 - 6629 7777 (Ext :5006)  
Mail: [dean\\_hr@newhorizonindia.edu](mailto:dean_hr@newhorizonindia.edu)

**Mr. Santosh AV** : Head - Marketing & Branding  
Tel: 080 - 6629 7777 (Ext :2048)  
Mail: [hod\\_mktg@newhorizonindia.edu](mailto:hod_mktg@newhorizonindia.edu)

**Mr. H. N. Surya Prakash** : Registrar  
Tel: 080 -6629 7777 (Ext :2069)  
Mail: [registrar@newhorizonindia.edu](mailto:registrar@newhorizonindia.edu)

**Mrs. Manjula** : Executive Director - HR  
Tel: 080 -6629 7777 (Ext :2024)  
Mail: [recruitment@newhorizonindia.edu](mailto:recruitment@newhorizonindia.edu)

**Mrs. Aruna Machani** : Executive Director - Admissions  
Tel: 080 - 6629 7777 (Ext :2137)  
Mail: [admissions@newhorizonindia.edu](mailto: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 comedy movies/show
- Exercise Regularly
- Eat Healthy diet
- Reduce Caffeine and Sugar
- Strictly No No to cigarette, tobacco, alcohol and drugs
- Get enough sleep
- Accept the things you can't change

