

# **AL – BARKAAT COLLEGE OF GRADUATE STUDIES (ABCGS)**

**(Updated on 25<sup>th</sup> Sep, 2025)**

## **Mandatory Disclosure Information for ABCGS**

### **1. NAME OF THE INSTITUTION:**

Al – Barkaat College of Graduate Studies

### **2. NAME AND ADDRESS OF THE PRINCIPAL:**

Name: Dr. Faheem Usman Siddiqui  
Address: Al – Barkaat College of Graduate Studies  
Anoop Shahr Road, Near Jamalpur Flyover  
POST: CDF, Aligarh-202002, (U.P.)  
Office: +91-9105178606

### **3. GOVERNANCE:**

#### **GOVERNING BODY (MANAGEMENT COMMITTEE - ABCGS)**

##### **Chairman**

Prof. Syed Muhammad Amin  
President, Al-Barkaat Educational Society  
Educational Society

##### **Vice-Chairman**

Mr. Syed Mohd Ashraf  
Vice-President, Al-Barkaat

#### **MEMBERS NOMINATED BY THE REGISTERED SOCIETY / TRUST**

Prof. Kaleem Mohd. Khan  
Ex-Chairman, Department of Business,  
Administration, Faculty of Management.  
Studies & Research, A.M.U., Aligarh.

Prof. Jawed Akhtar  
Ex-Chairman, Department of Business,  
Administration, Faculty of Management.  
Studies & Research, A.M.U., Aligarh.

Mr. Anees Noorani

Chairman, Zodiac Group of Industries,  
Mumbai.

Mr. Zafar Alam  
Managing Director Link Locks,  
Aligarh

An Industrialist/ Technologist/ Educationist  
from the region nominated by  
the Regional Committee as : AICTE nominee  
nominee of the council, out of the  
panel approved by the Chairman  
of the Council. As

Nominee of the Affiliating Body/  
University/State Board of Technical  
Nominee Education : RMPSSU

Nominee of the State Government : Director of Technical Education (Ex-  
Officio)

An Industrialist / Technologist /  
Educationist from the region nominated  
by the State Government : Mr. Vinod Mishra  
Secretary (Ex-Officio) : Principal, Al-Barkaat College of Graduate  
Studies,

### **MEMBERS OF ACADEMIC ADVISORY BODY**

Prof. Jawed Akhtar  
Ex-Chairman, Department of Business,  
Administration, Faculty of Management.  
Studies & Research, A.M.U., Aligarh.

Prof. R.S. Nigam  
Ex-Director  
Delhi School of Economics  
New Delhi

**Frequency of the Board Meetings and Academic Advisory Body:** To administer and supervise the working of the institute, it is necessary for the members of the board and advisory body to meet after a specified period of time. As to serve this purpose, a meeting of the Governing Body is held twice a year whereas the Academic Advisory Body meeting is held once a year.

**Design** : Organic

<b>Complexity</b>	: Low Flattened hierarchy, low horizontal spread, spatial differentiation, (both vertical and horizontal)
<b>Duties</b>	: Adaptable
<b>Formalization</b>	: Low Staff exercise discretion, consider alternatives.
<b>Communication</b>	: Informal
<b>Decision Making</b>	: Decentralized

**Note:** The Chairman is the final authority and arbiter.

Chart for day-to-day Operations & Management

### Chairman

Annual decision making  
 Final authority regarding financial matters of strategic importance  
 Academic and Administrative strategic planning  
 Presiding over the meetings of the Board and Faculty  
 Strategic implementation of policies  
 Approval of Institute's Annual Budget

### Principal

Reviewing Progress  
 Conducting Meetings with faculty and students.  
 Reviewing daily reports  
 Issuing notices & circulars Planning  
 for future  
 Solving conflicts and negotiating  
 Grievance handling  
 Supervising Administrative Activities  
 Supervising Academic activities

### Faculty

Preparing Daily Lectures  
 Conducting Sessional tests and Exams.  
 Supervising students' projects  
 Combining different possible teaching aids to create effective teaching methodology  
 Maintaining discipline in the campus  
 Monitoring the students  
 Preparing daily/weekly/monthly progress reports  
 Supervising the functioning of library and computer labs.  
 Grievance handling of the students

### Office Superintendent

Drafting of letters and circulars  
 Handling Queries  
 Maintaining Attendance register  
 Distribution of notices  
 Maintaining files of different issues.

Handling petty cash

### **Accountant**

Receiving & Depositing fees of students  
Maintaining cash flow register  
Forming salary drafts for faculty & staff  
Handling financial matters

### **Librarian**

Issuing books and journals  
Maintaining Issuing Register  
Maintaining records of books/journals /newspapers ordered and received  
Maintaining discipline in the library  
Keeping track of books available  
Assessing the need of books /journals  
Placing orders for books/journals

### **Systems Manager**

Maintaining Software  
Networking (LAN & Internet)  
Updating the software  
Server Administration

### **Attendants**

Distribution of circulars, mails, memos, notices etc.  
Helping out with academic, non - academic and technical activities

## **Nature and Extent of involvement of faculty and students in Academic affairs/ improvements.**

Being an educational institution, the major focus of the management is on academic progression. The faculty and the students are fully involved in the academic affairs that are the part of the annual calendar. These include various seminars, workshops, guest lectures, mentoring-cum-counseling sessions, research work etc. that create a learning environment for both the faculty and the students.

The faculty and students share a very affable knowledge sharing relationship. Along with this, the faculty members work hard, both individually and in teams, to upgrade their learning. They ceaselessly make efforts to keep themselves abreast with the national and international issues that are of strategic importance. They conduct surveys, do projects, write research papers etc. apart from the regular knowledge upgradation, this gives them a worldwide exposure too.

### **Mentoring Sessions**

ABCGS initiate mentorship sessions for all the students.

Under these sessions, groups are formed consisting of all semesters.

### Students' Affairs & Welfare Committee

To inculcate team spirit in students and to raise their level of participation, various committees are formed.

Committees such as Discipline, Welfare, Students' Affairs, etc. are formed. The students all semesters are members of these committees.

Students' Affairs & Welfare Committee deals with students, regarding their academic and personal issues.

### Grievance Committee

To address the grievances of students a Grievance Committee has been formed at ABCGS. The Committee functions towards the redressal of grievances through proper counselling, discussions and rendering advice in the matters.

### Programmes

Under Graduate Program	: B.B.A (Full Time) Three Years Approved by AICTE, New Delhi (GOI) and Affiliated to Raja Mahendra Pratap Singh State
University, Aligarh	
No. of Pass Out Batches	: Six from 2014
Teacher Student Ratio	: 1:10
Faculty, % of Ph.D. Degree	: 83%
% of Post Graduate Degree	: 17%

### **Faculty:**

#### i. Number of faculty members:

a) Permanent	06
b) Visiting Faculty	02
c) Adjunct faculty	: Nil
d) Guest Faculty	: Nil

### **Profile of Director**

Name	: Dr. Faheem Usman Siddiqui
Academic qualifications	: Ph.D. (Commerce)

**Details of Experience (Academic /Industrial):** 30 years administrative

Date of the appointment : 1<sup>st</sup> June, 2006

Working as Associate Professor cum Coordinator, Al – Barkaat Institute of Management Studies since 1<sup>st</sup> June, 2006. Worked as Secretary Maulana Azad Education Foundation, M/o Social Justice & Empowerment, Govt. of India from 01/11/1995 to 30/05/2006. Worked as Administrator, Wakf Board of Punjab, Haryana, Himachal Pradesh & Chandigarh as additional charge from July, 1999 to November 2000.

Responsibilities include supervision of overall functioning of Institute and providing leadership to staff working in the Institute. Monitoring academic activities such as classes, sessional, exam, projects, summer training and placements are key responsibilities of Director.

#### **Fee:**

##### **(a). Details:**

As per the norms of Fees Fixation Committee, Government of Uttar Pradesh, the tuition fee is Rs. 1,32,000 for 3 years.

##### **(b). Merit Scholarship and Fee Waivers:**

Meritorious students are awarded merit Scholarship and fee waiver as a policy to encourage them. Fee waiver too can be granted to students depending on their merit cum means

#### **Admission:**

##### **Application Information**

(a) Last date for request of application	As per RMPSS guidelines
(b) Last date for submission for application	As per RMPSS guidelines
(c) Dates for announcing final results	As per RMPSS guidelines
(d) Dates for acceptance by the candidate	As per RMPSS guidelines
(e) Last Date for closing of admission	As per RMPSS guidelines
(f) Starting of the Academic session	As per RMPSS guidelines

##### **Criteria and weightages for admission:**

Admission is based merit list which is prepared by Admission committee of the college.

Eligibility: 10+2 / Intermediate or equivalent with minimum 50% (45% for SC/ST) marks, in aggregate.

All admissions to our BBA program are made as per the latest available guidelines of RMPSS, Aligarh

#### **How to Apply**

The BBA application form along with the prospectus may be obtained from the Institute on payment of Rs. 500/- in cash or online payment from the office.

### **Enclosures Required**

Enclosures to the applications for admission:

1. 5 passport size recent colour photographs.
2. Admission fees cash or online.
3. High School mark sheet and certificate
4. Intermediate mark sheet and certificate
5. Transfer Certificate
6. Character Certificate
7. Migration Certificate (from the last Institute/University attended)
8. 5 envelopes

## **Study and Evaluation Scheme**

### **SYLLABUS**

### **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

**Applicable from Academic Session 2017-18 onwards**

### **SEMESTER I**

- 101 Business Organization
- 102 Business Mathematics
- 103 Business communication I
- 104 Fundamentals of Computers & Information Technology
- 105 Fundamentals of Accounting
- 106 Business Environment

### **SEMESTER II**

- 201 Management thoughts & Philosophy
- 202 Micro Economics for business
- 203 Cost Accounting
- 204 Legal & Regulatory frameworks of business
- 205 Business communication II
- 206 Business Statistics
- 207 Seminar & Viva Voce INDUSTRY VISIT

### **SEMESTER III**

- 301 Company Law
- 302 Marketing Management
- 303 Macro Economics for Business
- 304 Principles & Practices of Management
- 305 Organizational Behaviour
- 306 Management Accounting
- 307 Viva Voce

#### **SEMESTER IV**

- 401 Financial Management
- 402 Project Management & Planning
- 403 Research Methodology
- 404 Human Resource management
- 405 Taxation Laws
- 406 Production Management
- 407 Minor Project SUMMER TRAINING

#### **SEMESTER V**

- 501 Operations research
- 502 Sales & Distribution Management
- 503 Business policy
- 504 Entrepreneurship & Business Management
- 505 Viva Voce

A Research Topic shall be allotted to the students by the concerned teachers at the end of fifth Semester.

#### **SEMESTER VI**

- 601 E-Business Management & CRM
- 602 Advertising Management
- 603 Management of Financial Institutions & Services
- 604 International Business management
- 605 Viva Voce



# SYLLABUS

## BACHELOR OF BUSINESS ADMINISTRATION (BBA)

**To be effective from 2025-26**

<b>BBA 1<sup>st</sup> Year</b>			
<b>1<sup>st</sup> Semester</b>			
	<b>Subject</b>	<b>Type of Subject</b>	<b>Credit</b>
<b>Major 1</b>	Business Organization	T	4
<b>Major 2</b>	Fundamentals of Accounting	T	4
<b>Major 3</b>	Business Communication	T	4
<b>Minor</b>	Business Environment & Ethical Behaviour I	T	4
<b>Vocational</b>		T	3
<b>Co- Curricular</b>		T	2
<b>2<sup>nd</sup> Semester</b>			
<b>Major 1</b>	Fundamentals of Management	T	4
<b>Major 2</b>	Business Statistics	T	4
<b>Major 3</b>	MS office & Internet	P	4
<b>Minor</b>	Business Environment & Ethical Behaviour II	T	3
<b>Vocational</b>		T	3
<b>Co- Curricular</b>		T	2
<b>BBA 2<sup>nd</sup> Year</b>			
<b>3<sup>rd</sup> Semester</b>			
<b>Major 1</b>	Business Economics	T	4
<b>Major 2</b>	Taxation Laws	T	4
<b>Major 3</b>	Organization Behaviour	T	4
<b>Minor</b>	Entrepreneurship & Startup Management I	T	3
<b>Vocational</b>		T	3
<b>Co- Curricular</b>		T	2
<b>4<sup>th</sup> Semester</b>			
<b>Major 1</b>			
<b>Major 2</b>	Management Accounting	T	4
<b>Major 3</b>	Marketing Management	T	4
<b>Minor</b>	Digital Marketing	P	4
<b>Vocational</b>	Entrepreneurship & Startup Management II	T	3
<b>Co- Curricular</b>		T	2
<b>Field Work</b>	Industrial Visit	R	3
<b>BBA 3<sup>rd</sup> Year</b>			
<b>5<sup>th</sup> Semester</b>			
<b>Major 1</b>	Human Resource Management	T	4
<b>Major 2</b>	Legal & Regulatory Framework	T	4
<b>Major 3</b>	Banking & Insurance Management	T	4
<b>Major 4</b>	Research Methodology	T	4
<b>Internship</b>	Summer Internship	R	4

<b>6<sup>th</sup> Semester</b>			
<b>Major 1</b>	Financial Management	T	4
<b>Major 2</b>	Business Policy	T	4
<b>Major 3</b>	International Business	T	4
<b>Major 4</b>	Event Management	P	4
<b>Research Project</b>	Research Project	R	4