

AL – BARKAAT COLLEGE OF GRADUATE STUDIES (ABCGS)

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. S A Atif Salar

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 Vice-Chairman

Prof. Syed Muhammad Amin Mr. Syed Mohd Ashraf President, Al-Barkaat
Educational Society Vice-President, Al-Barkaat Educational Society

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)

MEMBERS OF ACADEMIC ADVISORY BODY

Rtd..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

Complexity : Low Flattened hierarchy, low horizontal spread, spatial differentiation, (both vertical and horizontal)

Duties : Adaptable

Formalization : Low Staff exercise discretion, consider alternatives.

Communication : Informal

Decision Making : 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 : Ten 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. S A Atif Salar

Academic qualifications : Ph.D. (Commerce)

Details of Experience (Academic /Industrial): 16 years of Teaching Experience

Date of the appointment : May 18, 2026

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. 300/- 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

OLD SYLLABUS

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

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) (As per New Education Policy 2020)

To be effective from 2025-26

BBA 1st Year			
1st Semester			
	Subject	Type of Subject	Credit
Major 1	Business Organization	T	4

Major 2	Fundamentals of Accounting	T	4
Major 3	Business Communication	T	4
Minor	Business Environment & Ethical Behaviour I	T	4
Vocational		T	3
Co- Curricular		T	2
2nd Semester			
Major 1	Fundamentals of Management	T	4
Major 2	Business Statistics	T	4
Major 3	MS office & Internet	P	4
Minor	Business Environment & Ethical Behaviour II	T	3
Vocational		T	3
Co- Curricular		T	2
BBA 2nd Year			
3rd Semester			
Major 1	Business Economics	T	4
Major 2	Taxation Laws	T	4
Major 3	Organization Behaviour	T	4
Minor	Entrepreneurship& Startup Management I	T	3
Vocational		T	3
Co- Curricular		T	2
4th Semester			
Major 1			
Major 2	Management Accounting	T	4
Major 3	Marketing Management	T	4
Minor	Digital Marketing	P	4

Vocational	Entrepreneurship& Startup Management II	T	3
Co- Curricular		T	2
Field Work	Industrial Visit	R	3
BBA 3rd Year			
5th Semester			
Major 1	Human Resource Management	T	4
Major 2	Legal & Regulatory Framework	T	4
Major 3	Banking & Insurance Management	T	4
Major 4	Research Methodology	T	4

Internship	Summer Internship	R	4
6th Semester			
Major1	Financial Management	T	4
Major2	Business Policy	T	4
Major3	International Business	T	4
Major4	Event Management	P	4
Research Project	Research Project	R	4