



CHANDIGARH BUSINESS
SCHOOL OF ADMINISTRATION

Building Careers. Transforming Lives.

NAAC
GRADE **A+**

Library
Newsletter

LIBRARY VOICE,

ISSUE 4

MARCH 2025

CHIEF LIBRARIAN'S MESSAGE

Under the guidance of College Management, we are continuing to traverse the constantly shifting terrain of education and information, and I am pleased to consider the various ways our library has changed and developed to satisfy the demands of our patrons. The use of our resources has increased significantly over the last [semester/quarter], and our library staff has put in a lot of effort to make sure that our collections and services are still current and available to everyone. In this issue of our library newsletter, we highlight some of the exciting initiatives and programs that have taken place in our library.

I would like to take this opportunity to thank our dedicated library staff for their hard work and commitment to excellence. I would also like to extend my gratitude to our users for their continued support and feedback. We are still dedicated to creating a warm, inclusive atmosphere that encourages education, innovation, and creativity as we look to the future. Join us in inspiring and empowering our community by exploring the resources and services offered by our library.

I appreciate you reading, and I hope to see you at the library soon!

Reading
MAKES
YOUR
world
BIGGER

SCAN ME



LIBRARY COLLECTION AT A GLANCE

PARTICULAR	MBA	BBA/B.COM /M.COM	MCA/B.Sc. AIML, DA&CS	TOTAL
NO. OF VOLUMES	8093	6745	6949	21787
NO. OF TITLES	1526	814	1380	3720
NO. OF RARE BOOKS	57	24	23	104
REFERENCE & GENERAL BOOKS	1744	1087	1562	4393
NO. OF FOREIGN AUTHOR'S COLLECTION	486	70	663	1219
NO. OF PRINTED JOURNALS	11		22	33
BOOK BANK	144			144
NO. OF MAGAZINES	6		4	10
NO. OF NEWSPAPERS	4		3	7
NUMBER OF E- JOURNALS(DELNET)	518	743	253	1514
TOTAL NUMBER OF E-JOURNALS(EBSCO)	1805		790	2595
NUMBER OF E- BOOKS (EBSCO)	2,13,000 (Management E Books 17948 and MCA / Computers E books 457)			
NPTEL VIDEO LECTURES	11977			
NDL CLUB MEMBERSHIP	YES			
LIBRARY SOFTWARE	LIBSYS			
TURNITIN PLAGIARISM SOFTWARE				
DIGITAL LIBRARY FACILITY				
REPROGRAPHIC & SCANNING FACILTY				

NEW ARRIVALS

BBA/B.COM

M.COM/ MBA

18 TITLES

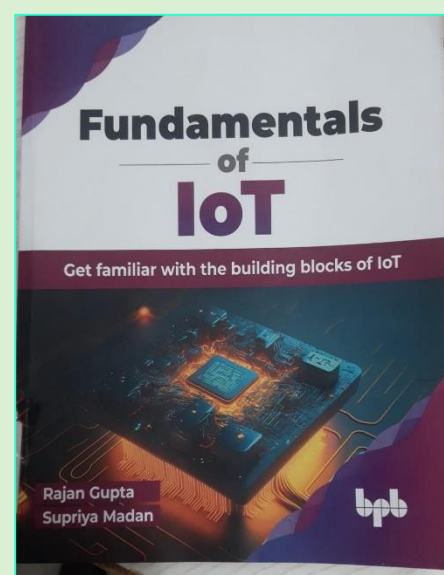
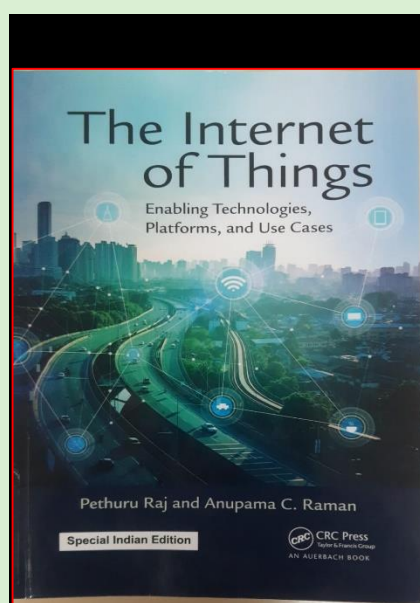
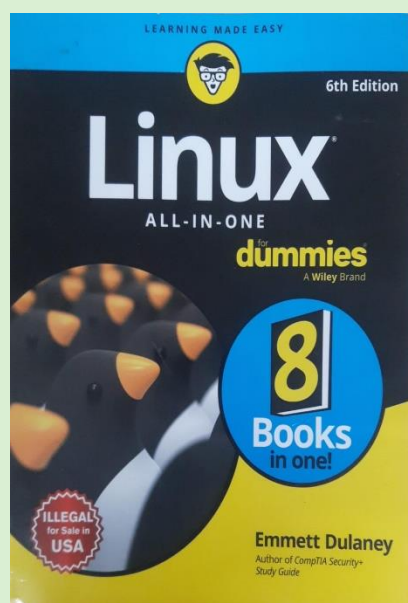
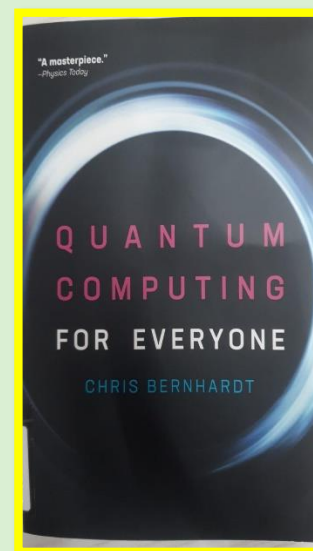
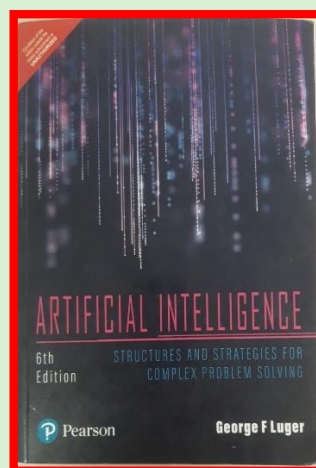
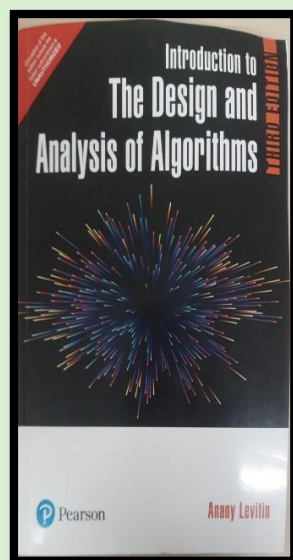
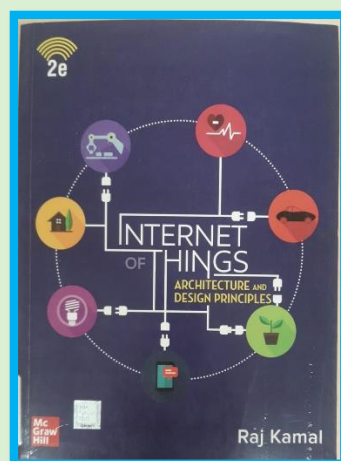
ACCESSION NO.	TITLE	AUTHOR	COPIES
MB8047	SOCIAL MEDIA MARKETING: STRATEGIES FOR ENGAGING IN FACEBOOK, TWITTER & OTHER SOCIAL MEDIA	EVANS, LIANA LI	3
MB8050	BUSINESS COMMUNICATION FOR MANAGERS	MEHRA, PAYAL	3
MB8053	ORGANIZATIONAL BEHAVIOR	ROBBINS, STEPHEN P. [ET AL]	3
MB8056	ORGANIZATION DEVELOPMENT AND CHANGE	CUMMINGS, THOMAS G.	2
MB8058	INDUSTRIAL RELATIONS, TRADE UNIONS AND LABOUR LEGISLATION	SINHA, P.R.N. [ET AL]	3
MB8061	CORPORATE SOCIAL RESPONSIBILITY	PALERI, PRABHAKARAN	3
MB8064	QUANTITATIVE TECHNIQUES	DHAWAN, SANJEEV	5
MB8069	ACCOUNTING FOR MANAGEMENT AND REPORTING	JAIN, S.P. [ET AL]	5
MB8074	MANAGEMENT ACCOUNTING	KHAN, M.Y.	3
MB8077	QUANTITATIVE TECHNIQUES	AGGARWAL, S.L. [ET AL]	3
MB8080	MARKETING ANALYTICS	GUPTA, SEEMA	3
MB8083	RICH DAD POOR DAD	KIYOSAKI, ROBERT T.	2
MB8085	GLOBAL ENCYCLOPAEDIA OF BUSINESS MANAGEMENT VOL-1 & 2	KRISHNAMURTHI, KAVITA	2
MB8087	ENCYCLOPAEDIA OF MANAGEMENT VOL-1 TO 5	GUPTA, G.K.	5
MB8092	ENCYCLOPAEDIA OF ADVANCED FINANCIAL MANAGEMENT	DANGARWALA, UMESH R.	1
MB8093	ENCYCLOPAEDIA OF ENTREPRENEURSHIP DEVELOPMENT AND MANAGEMENT	DANGARWALA, UMESH R.	1
BC6738	SERVICES MARKETING	ZEITHAML, VALARIE A. [ET AL]	4
BC6742	BASIC ACCOUNTING WITH GST	JUNEJA, MOHAN C. [ET AL]	4

NEW ARRIVALS

MCA

7 TITLES

ACCESSION No.	TITLE	AUTHOR	COPIES
MC6936	ARTIFICIAL INTELLIGENCE: A NEW STRUCTURES & STRATEGIES FOR COMPLEX PROBLEM SOLVING	LUGER, GEORGE F.	2
MC6938	INTRODUCTION TO THE DESIGN & ANALYSIS OF ALGORITHMS	LEVITIN, ANANY	3
MC6941	INTERNET OF THINGS ARCHITECTURE AND DESIGN PRINCIPLES	KAMAL, RAJ	2
MC6943	INTERNET OF THINGS ARCHITECTURE AND DESIGN PRINCIPLES	DULANEY, EMMETT	2
MC6945	QUANTUM COMPUTING FOR EVERYONE	BERNHARD, CHRIS	2
MC6947	INTERNET OF THINGS ENABLING TECHNOLOGIES PLATFORMS AND USE CASES	RAJ, PETHURU	1
MC6948	FUNDAMENTALS OF IOT	GUPTA, RAJAN	2



SUBSCRIBED PRINT JOURNALS

YEAR 2025

MANAGEMENT

1	INTERNATIONAL JOURNAL OF MARKET RESEARCH & MARKET TECHNOLOGY
2	INTERNATIONAL JOURNAL OF BUSINESS ADMINISTRATION & MANAGEMENT
3	GLOBAL JOURNAL OF FINANCE & MANAGEMENT
4	INTERNATIONAL JOURNAL OF CUSTOMER RELATION MANAGEMENT
5	INTERNATIONAL JOURNAL OF HUMAN RESOURCE MANAGEMENT
6	IUPJOURNAL OF BANK MANAGMENT
7	IUP JOURNAL OF KNOWLEDGE MANAGEMENT
8	IUP JOURNAL OF OPERATIONAL MANAGEMENT
9	IUP JOURNAL OF ORGANIZATIONAL BEHAVIOR
10	IUP JOURNAL OF SUPPLY CHAIN MANAGEMENT
11	INTERNATIONAL REVIEW OF BUSINESS & FINANCE

COMPUTER APPLICATION

12	JOURNAL OF COMPUTER SCIENCE & APPLICATIONS
13	INTERNATIONAL JOURNAL OF ADVANCED COMPUTER SCIENCE & TECHNOLOGY
14	GLOBAL JOURNAL OF COMPUTATIONAL INTELLIGENCE RESEARCH
15	INDIAN JOURNAL OF WIRELESS NETWORKS & COMMUNICATIONS
16	INDIAN JOURNAL OF COMPUTER SCIENCE :THEORY & PRACTICAL
17	INVENTI IMPACT:SOFT COMPUTING

DATA SCIENCE

18	JOURNAL OF BIG DATA TECHNOLOGY & BUSINESS ANALYTICS
19	JOURNAL OF INNOVATIONS IN DATA SCIENCE & BIG DATA MANAGEMENT
20	JOURNAL OF KNOWLEDGE IN DATA SCIENCE & INFORMATION MANAGEMENT
21	JOURNAL OF INTELLIGENT DATA ANALYSIS & COMPUTATIONAL STATISTICS
22	INTERNATIONAL JOURNAL OF DATA SCIENCE & MANGEMENT

CYBER SECURITY

23	JOURNAL OF CYBER SECURITY IN COMPUTER SYSTEM
24	JOURNAL OF CYBER SECURITY,PRIVACY ISSUES & CHALLENGES
25	JOURNAL OF HACKING TECHNIQUES ,DIGITAL CRIME PREVENTION & COMPUTER VIROLOGY
26	JOURNAL OF CRYPTOGRAPHY & NETWORK SECURITY,DESIGN & CODES
27	INTERNATIONAL JOURNAL OF CYBER SECURITY

ARTIFICIAL INTELLIGENCE & ML

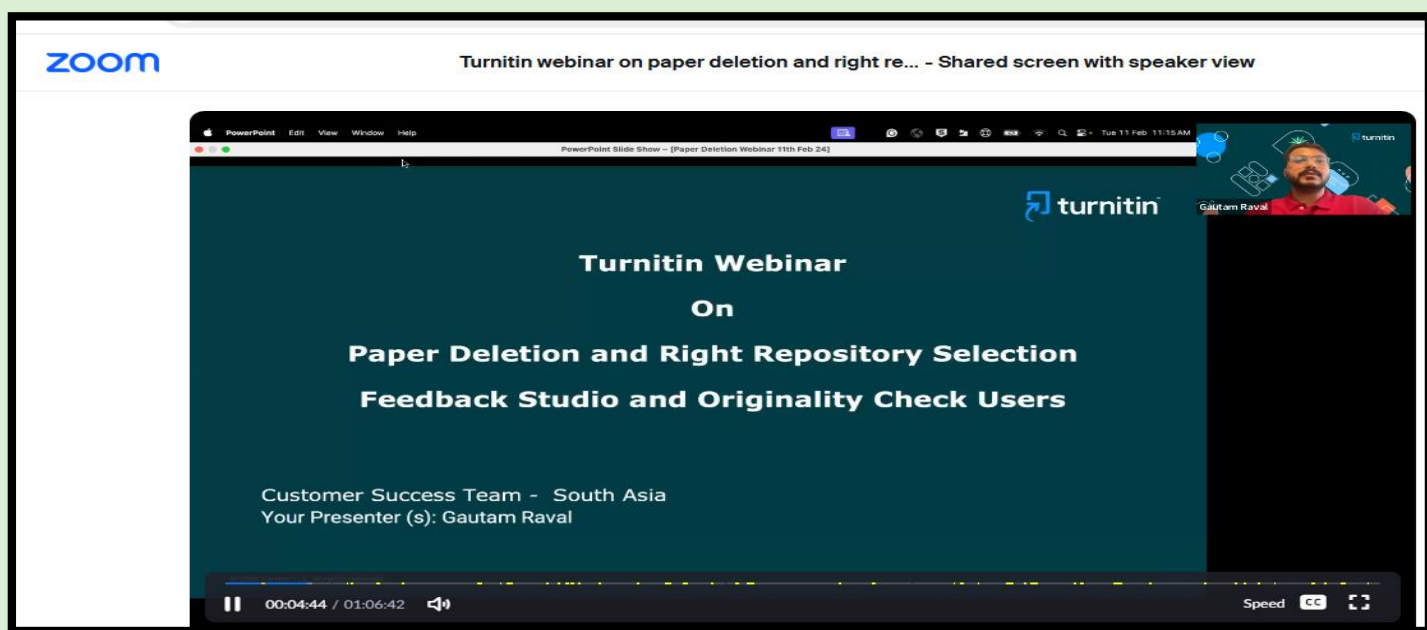
28	JOURNAL OF ARTIFICIAL INTELLIGENCE & MACHINE LEARNING
29	INVENTI IMPACT :ARTIFICIAL INTELLIGENCE
30	RECENT TRENDS IN ARTIFICIAL INTELLIGENCE AND ITS APPLICATIONS
31	JOURNAL OFARTIFICIAL INTELLIGENCE RESEARCH & ADVANCES
32	RESEARCH & REVIEW :MACHINE LEARNING & CLOUD COMPUTING
33	JOURNAL OF FUZZY SETS & FUZZY LOGIC DESIGN

TURNITIN WEBINAR

ON

1.02.2025 AT 11:15 AM

EVENTS



**INTERACTIVE
SESSION**

ON

**WEB OF
SCIENCE**

HELD

ON

12.02.2025

FOR

FACULTY



SUBSCRIBED NEWSPAPERS FOR YEAR 2025

THE TRIBUNE

HINDUSTAN TIMES

TIMES OF INDIA

INDIAN EXPRESS

ECONOMIC TIMES

BUSINESS STANDARD

THE FINANCIAL EXPRESS



SUBSCRIBED MAGAZINES FOR YEAR 2025



INDIA TODAY

PC QUEST

BUSINESS TODAY

BUSINESS WORLD

COMP. SUCCESS REVIEW

ELECTRONICS FOR YOU

PRATIYOGITA DARPAN

YOJNA

THE WEEK

EMPLOYMENT NEWS



Interview
Questions



GET
PREPARED
NOW!

Sample Interview Questions for Managerial Positions

Decision Making Questions

- At which point do you find it necessary to bring others into your decision-making process? Why?
- Describe your approach to making decisions and solving problems. Why do you do it this way?
- When you recommend something to management, what approach do you usually use?
- How do you assemble relevant data to make your decisions? How do you know you have enough data?
- How much leeway do you give your employees to make decisions? How do you still maintain control?

Administration Questions

- What areas are within your sphere of responsibility in your current position? How do you make sure that you know what is happening (problems, changes, etc.)?
- How do you make sure that your employees are accountable?
- What operating systems do you use to monitor and maintain control of your area of accountability?
- What do you typically do when you hear of a problem in your area? Explain?
- How useful have you found written procedures and guidelines in helping you manage your area?
- Do you feel that the chain of command is important? Why? When do you feel it might inhibit organizational effectiveness?
- Share an effective method you have used to enforce rules and regulations.

Writing Skills Questions

- When you have to write letters, how do you usually get started?
- How do you keep track of incoming and outgoing correspondence?
- What do you see as the difference in writing strategy for a report vs. memo vs. a letter?

Financial Questions

- What responsibility do you have for budgeting? What budgeting method do you use?
- Tell me about a time when you had to prioritize limited resources? How? What worked and what did not?

Leadership Questions

- How do you get your employees (or others) to follow you?
- How do you use power or authority to get what you want done?
- How do you delegate responsibility for an assignment? Who do you choose? What and how do you delegate, and what do you monitor and follow up?
- How do you describe your management style?
- Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?
- Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
- Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
- In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

Evaluating Performance

- What do you do to ensure objectivity when you evaluate the work of others?
- What sort of performance standards have you held Employees to? Were they written?
- How often do you evaluate your employees?
- How do you get your employees involved in their own evaluation?
- How do you evaluate your department's overall performance?
- When you evaluate someone's performance verbally, what approach do you take?
- How do you plan for performance improvements?
- How do you measure performance in your area?
- What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

Employee Relations

- How do you go about developing the people you manage?
- How do you help your employees become committed to a job or to the organization?
- How do you deal with an "attitude" problem?
- How often do you think it is necessary to meet with your employees?
- How have you handled "complainers?"
- How do you deal with an employee who needs to be disciplined? Explain your strategy.
- What sort of employee training do you think is necessary to offer?
- How do you handle a, personnel situation, which might have a, potential legal impact?
- How do you develop trust and loyalty in your employee?

Planning Questions

- How far in advance do you typically plan activities for yourself and your employees?
- How do you assess priorities? How do you then assign them?

Organizational Relationships

- How would you deal with "politics" in a work place?
- What would you describe as an effective staff meeting? Ineffective?
- How do you typically get cooperation from someone in another department?
- Have you had to make an oral presentation to other managers? Explain.

7 Best Courses After MBA

- SAP COURSE
- DIGITAL MARKETING
- HUMAN RESOURCE MANAGEMENT
- CODING COURSE
- DATA SCIENCE
- DATA ANALYTICS
- PERSONALITY DEVELOPMENT COURSE

After
MBA
Course

CAREER OPTIONS AFTER MCA

DATABASE
ENGINEER

SOFTWARE
DEVELOPER

WEB DESIGNER
AND
DEVELOPER

DATABASE
ADMINISTRATOR

MOBILE
APPLICATION
DEVELOPER

DATA ANALYST

DATA SCIENTIST

QUALITY
ASSURANCE
ANALYST



What can you catch but can't throw?

A cold.

What has one eye but can't see?

A needle.

What appears once in a minute, twice in a moment, but never in a thousand years?

The letter M.

I can go all around the world but never leave my corner. What am I?

A stamp.

If you drop me, I crack. If you smile at me, I smile back. What am I?

A mirror.

What has cities but no houses, forests but no trees, and water but no fish?

A map.

What kind of lion never roars?

A dandelion.

What do you call a bear with no teeth?

A gummy bear.

I don't cry when you cut me, but you do. What am I?

An onion.

What has branches, but doesn't have a trunk, leaves, or fruit?

A bank.



MCA &
B.Sc.
AIML
CS
DA
LIBRARY

BBA
B.COM
M.COM
MBA
LIBRARY

