



PROSPECTUS

'BACHELOR OF COMMERCE'

REGULAR COURSE
CHOICE BASED CREDIT SYSTEM [CBCS]

**Shri M.K.Amin Arts & Science College
and College of Commerce**

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Station Road Padra, Dist. Vadodara 391440



2016-2017



**OFFICERS
OF
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

**RAJMATA SHUBHANGINIDEVI GAEKWAD
CHANCELLOR**

**PROF. PARIMAL H. VYAS
VICE- CHANCELLOR**

**VACANT
PRO-VICE- CHANCELLOR**

**DR. NEERJA JAISWAL
REGISTRAR [OSD]**

**DR. TEJOVATI S. PRABHU
Principal
Shri M.K.Amin Arts & Science College and
College of Commerce, Padra**

*Purify your soul continuously through right knowledge
and good conduct !*

If so, when you die, you will not need to repent.

Mahasubhasita-samgraha, pp.1125-1126



Shrimant Maharaja Sayajirao Gaekwad III

".....Education is one part of the temple of knowledge and it should be available for all without restriction of caste and creed. When this has been done intelligently, we may then be able to ascertain the extent of human progress." (p.773).

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
CONTENTS AT A GLANCE**

SR. NO	PARTICULAR
1	From the Desk of the Principal, M.K.Amin Arts & Science College and College of Commerce,
2	A Brief about the Maharaja Sayajirao University [MSU] of Baroda
3	A Brief about the M.K.Amin Arts & Science College and College of Commerce, Padra
4	Roll of Honours: Names of Principals [1965 Onwards]
5	List of Teaching Staff of M.K.Amin Arts & Science College and College of Commerce
6	List of Non-Teaching Staff of the M.K.Amin Arts & Science College & College of Commerce
7	Academic Programs of the M.K.Amin Arts & Science College and College of Commerce
9	Total Fees Charged for UG Programme
10	Eligibility Criteria for Admission at First Year B.Com.
11	CBCS Structure & Scheme & Guidelines for Mid- Semester Examinations [B. Com]
12	CBCS Detailed Syllabus
13	Physical Education – CBCS Structure & Scheme
14	Free Studentships and Scholarships
15	Gold Medals and Prizes
16	Union and Associations
17	General Facilities
18	General Guidelines for Implementation of CBCS
19	Ordinances of the M S University of Baroda
20	Anti -Ragging Guidelines of the M S University of Baroda
21	Anti –Ragging Committee of M.K.Amin Arts & Science College and College of Commerce
22	Anti- Sexual Harassment Guidelines of the M S University of Baroda
23	The Directorate of Student Welfare
24	Application Form for Financial Assistance /Scholarship/Freeship/ Fee Waiver
25	Attendance & an Undertaking Form to be submitted at the time of making payment of fees
26	Documents Required at the Time of Submission of Application Form for Admission
27	Important Instructions to the Applicants
28	The Competent Authority to Issue required Certificates
29	Academic & Administrative Team of the M.K.Amin Arts and Science College and College of Commerce
30	Central Admission Committee for the year 2016-2017



FROM THE DESK OF THE PRINCIPAL
M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE, PADRA



With immense pride I welcome you all to M.K.Amin Arts & Science College and College of Commerce, Padra, The Maharaja Sayajirao University of Baroda.

It is an honour and privilege to be the Principal of M.K.Amin Arts & Science College and College of Commerce, at The Maharaja Sayajirao University of Baroda, an Institution that is known to strive for excellence by continuously setting highest academic standards.

Catering to over 2500 students, M.K.Amin Arts & Science College and College of Commerce is considered amongst the best and most sought after Institutes in the state of Gujarat. It offers academic programs to Under-graduate Students.

The College, over the years, has produced many distinguished professionals, personalities and leaders whose noteworthy contributions in diverse fields are well known across the country. We are committed towards providing quality education by equipping our students with updated knowledge, skills, confidence and a positive approach thus leading to the students' holistic development.

We wish you the very best in all your academic pursuits and look forward to welcoming you to M.K.Amin Arts & Science College and College of Commerce, Padra.

Kind regards,

Dr. Tejovati S. Prabhu

Principal

A BRIEF ABOUT THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

The idea of establishing a University at Baroda had engaged the attention of the Government of the former State of Baroda by visualizing the concept of regional universities and decentralization. This resulted in establishing The Maharaja Sayajirao University of Baroda in the year 1949, under the patronage of the Visionary King of Baroda State after whom it is named. The Maharaja Sayajirao University of Baroda, originally founded in 1881 as the “Baroda College”, is a premier unitary residential University, established on 30th April, 1949. Smt. Hansa Mehta then First Vice- Chancellor played a pioneering role in laying a firm foundation for an Education Institution with a glorious tradition. His Highness the Maharaja of Baroda is the Chancellor of the University. An Honourable Vice- Chancellor is the Principal Executive and Academic Officer to be assisted by the Pro-Vice Chancellor.

Over the years, the Maharaja Sayajirao University of Baroda has acquired a very high reputation for its various programmes and for producing Graduates & Post-Graduates with excellent analytical and empirical skills from a multi-disciplinary perspective. The students are exposed to the modern methods of analysis and trained in sophisticated computational and linguistic skills while pursuing academic programme under the Guidance of able faculty members.

The Maharaja Sayajirao University of Baroda has a long tradition of pursuing excellence in teaching and research in Science and Technology, Humanities, Commerce & Management, Family & Community Science, Performing Arts, Fine Arts, Journalism and Sports. It is the only State University exclusively offering ‘English’ as it’s medium of instruction in the State of Gujarat.

It comprises of total number of 13 Faculties, 03 Constituent Colleges, 02 Institutions and 8 Centers of Specialized Studies, wherein more than 37,295 students pursue higher studies, under the care and supervision of 1,112 teaching (662 Permanent) and 1190 permanent teaching staff members.

It has 89 Departments spread over 6 Campuses (02 Rural and 4 urban) covering 275 acres of land including a built up area of 418500 sq. mt. There are 16 hostels (12 Boys and 4 Girls) which accommodates about 4103 students. There are 475 residential quarters for teaching and non-teaching staff. The University has 03 Units of NCC with an enrolment of 420 male students and 223 female students. In NSS, there are 577 male and 443 female students.

The University offers a wide range of courses giving opportunity for education from early childhood to Ph.D. It offers 98 PG Programs, 66 Ph. D Programs, 39 PG Diploma Programs, and 88 Under Graduate Programs with an option from 347 Academic Programs in 92 subjects. It also offers 11 Certificate Programme, out of which 33 per cent of the students are from outside Gujarat State.

Smt. Hansa Mehta Library is the Central Library. In addition to 14 constituent libraries and over 25 departmental libraries with over 8 lakh books/periodicals and above 1300 dissertation/thesis, 25 computers and

75 nodes are exclusively marked for surfing. It has a single largest reading room within its 80,025 sq. ft. built up areas, which can accommodate about 1100 readers at a time and the library is open to readers 14 hours a day. In the year 2012-2013 the University Library is ranked 17th amongst 200+ Universities in the country in using E-Resources with 2,42,459 downloads from 5,000 online journal titles accessed from the University Library and The M. S. University campus.

The University supports Excellence and Innovation in Academic Programmes. It promotes Excellence in Research, Scholarship and Teaching and is committed to attracting and supporting the best students and recruiting Faculty who excel at Teaching and Research. The university teachers publish a large number of research papers (over 500 per year) and many of the publications have high citation index. UGC, AICTE, DST, ICSSR, Central and State Governments have awarded various Research Schemes and Projects like DRS, SAP, WSRC, CASE, Canadian Study center, IAS Study Center etc., to a number of University Departments.

Higher Education is the fundamental building block of any nation to establish an honourable position in the Global Competitive Space. The University is sincerely striving to strengthen its’ image of “Student Centric Institution”. By working closely with its’ students’ Community, we are proud to play a leadership role in stimulating innovative spirits, fostering inquisitiveness and enhancing independent thinking.



**A BRIEF ABOUT M.K.AMIN ARTS & SCIENCE
COLLEGE AND COLLEGE OF COMMERCE
PADRA**

M.K.Amin Arts & Science College and College of Commerce, Padra was established in the year 1965. We offer only UG [B.Com Regular] Programs. M. K. Amin Arts & Science College and College of Commerce was set up with an initial strength of 362. In the year 2015-2016, more than 2300 students were admitted in the college.

We have implemented the Choice Based Credit System: CBCS Semester System for B.Com regular w. e. f. Academic Year 2012-2013. Our students regularly participate in various academic, extension and co-curricular activities. We also benefit from an excellent network of alumni in the corporate sector and in research and academic institutes.



ROLL OF HONOURS: PRINCIPALS OF THE
SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE
OF COMMERCE, PADRA [1965 ONWARDS]

SR. NO.	Name of Principal	ACADEMIC YEAR
01	DR.H.B.SHAH	10/07/65 TO 31/08/65
02	SHRI I.A.DAVE	01/09/65 TO 30/04/74
03	SHRI M.C.PATEL	01/05/74 TO 30/04/77
04	SHRI I.A.DAVE	01/05/77 TO 31/05/80
05	KUM.S.L.SINHA	01/06/80 TO 31/07/81
06	SHRI R.R.JOSHI	01/08/81 TO 12/06/83
07	DR.S.SRIKANTIAH	13/06/83 TO 30/04/84
08	DR.O.P.JONEJA	01/05/84 TO 14/07/85
09	DR.R.D.PATHAK	15/07/85 TO 30/11/89
10	PROF.D.S.SHUKLA	01/12/89 TO 31/10/94
11	DR.W.V.AHIRE	01/11/94 TO 22/04/98
12	DR.Y.M.NAIK	23/04/98 TO 06/12/01
13	DR.W.V.AHIRE	16/06/08 TO 04/06/11
14	DR.L.S.SUMANT	05/06/11 TO 23/09/11
15	DR.P.M.SHAH	23/09/11 TO 14/11/14
16	PROF.S.N.BANSAL	14/11/14 TO 26/12/14
17	PROF.P.H.VYAS	26/12/14 TO 02/01/15
18	DR.T.S.PRABHU	02/01/15 TO

LIST OF TEACHING STAFF
SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

SR.NO	NAME OF THE FACULTY MEMBER	DESIGNATION	EDUCATIONAL QUALIFICATIONS
01	DR.TEJOVATI .S.PRABHU	ASSOCIATE PROFESSOR	M.Com., M. Phil, Ph.D.
02	DR. GYNANESH S. DESAI	ASSOCIATE PROFESSOR	M.Com., M. Phil, Ph.D.
03	SHRI YASIN K VANKAR	ASSOCIATE PROFESSOR	M.A.
04.	CA. SHRI MINESH M. SHAH	ASSOCIATE PROFESSOR	M.Com., F.C.A.
05.	DR.PRITI V NIGAM	ASSISTANT PROFESSOR	M.B.M. L.L.B PH.D.
06.	SHRI PRAKASH M PARMAR	ASSISTANT PROFESSOR	M.A.,M.PHIL

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LIST OF NON-TEACHING STAFF
SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
[ACADEMIC YEAR 2015- 2016]

Sr. No.	Name	Post Held
01	SHRI NAGINBHAI SOLANKI	Assistant Accountant
02	MR.D.Z.PATEL	Technical Assistant Library
03	MR.P.M.PATEL	Sr. Clerk Lib.
04	MR.C.L.VANKAR	Library Attender
05	MS.D.T.RANA	Jr. Clerk
06	MS.SONAL GANDHI	Temp. Clerk
07	MS.NIYATI RANA	Temp. Clerk

LIST OF CLASS IV STAFF
SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
[ACADEMIC YEAR 2015- 2016]

No	Name	Post Held
01	Shri R.C.Gohil	Hawaldar
02	Shri B.A.Solanki	Peon
03	Shri V.L.Makwana	Lib.Peon
04	Shri R.M.Harijan	Sweeper
05	Shri M.A.Malek	Peon
06	Shri J.U.Gohil	Peon
07	Shri Vijay B Patel	Peon
08	Shri H.C.Parmar	Temp.Asst.Peon
09	Smt A.N.Mane	Asst.Water Woman
10	Shri M.B.Solanki	Asst.Mali
11	Shri N.V.Mane	Part-Time Game Boy
12	Shri J.R.Parmar	Temp.Part Time Peon
13	Shri B.N.Mane	Temp.Part-Time Peon

ACADEMIC PROGRAMS
[ACADEMIC YEAR 2015- 2016]
SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

COURSE	DETAILS OF THE DEGREE	ELIGIBILITY CRITERIA	Minimum Cut off %	
			Local	Outsider
B.COM (REGULAR COURSE) [UNDER CHOICE BASED CREDIT SYSTEM (CBCS)]	With 40 Courses having 120 Credits in Total Number of Six Semesters to be offered equally at FY B Com, SYB Com, & T Y B Com	A Candidate having passed XII in any stream with English as one of the subjects	-	-

Total Fees Charged+ for Degree [UG]
[ACADEMIC YEAR 2015- 2016]
SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Sr. No.	Name of the Course	Fees To be Charged in 2016-17, Likely to be revised (In Rupees)		Total Examination fees [Both Sem.], Likely to be revised(In Rupees
		Boys	Girls	
	REGULAR [GRANTS-IN-AID] GRADUATE DEGREE[B COM]			
01	F.Y.B.Com (Regular Program)	5400	4200	1,000
02	S.Y.B.Com (Regular Program)	5400	4200	1,000
03	T. Y.B.Com (Regular Program)	5400	4200	1,000



**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE**

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

CHOICE BASED CREDIT SYSTEM (CBCS)

- 40 Courses having 120 Credits shall be offered in Total Number of Six Semesters

ELIGIBILITY CRITERIA FOR ADMISSION

TO

B.Com., S.Y. B.Com., & T.Y. B.Com. w. e. f. Academic Year 2012-2013.

ELIGIBILITY CRITERIA FOR F.Y. B.COM. ADMISSION:

- (A) A Candidate must have passed / Appeared in the Higher Secondary Certificate (H.S.C) Examination (XIIth Standard) in **ANY STREAM** of Gujarat Secondary Education Board, Gandhinagar or its Equivalent Examinations of Any Other Examining Body recognized equivalent thereto with **ENGLISH** as a Compulsory Subject.
- (B) Maximum 5 % of approved intake capacity of F. Y. B. Com. [with effect from Academic Year 2013-2014] shall be given admission to those students who have passed / Appeared in the Higher Secondary Certificate (H.S.C) Examination (XIIth Standard) of Gujarat Secondary Education Board, Gandhinagar or its Equivalent Examinations of Any Other Examining Body recognized equivalent thereto with **ENGLISH** as a Compulsory Subject ***other than 12th Commerce.***
- (C) Admissions for F.Y B.Com at M.K Amin Arts & Science College And College of Commerce, Padra will be subject to Pass at H.S.C [12th Standard Examination] or its equivalent for Baroda (Local) Including Baroda District Students, and Minimum of 40% aggregate marks secured at H.S.C [12th Standard Examination] or its equivalent for all other students considering availability of number of seats (as per S.R. No. 15, 26/06/2015).
- (D) For calculating aggregate percentage, practical marks of any subjects not to be counted.

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE**

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

[ACADEMIC YEAR 2015- 2016]

CHOICE BASED CREDIT SYSTEM [CBCS] STRUCTURE

BACHELOR OF COMMERCE [B.COM]

[GENERAL PROGRAMME: 120 CREDITS]

FIRST YEAR B COM [F.Y.B.COM]

SEMESTER- I				SEMESTER –II			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No.	TITLE OF THE COURSE	CODE	
01	Elements of Statistics	STA-1101	CC	01	Business Statistics	STA-1201	CC
02	Business English & Communication -I	ENG-1101	CF	02	Business English & Communication –II	ENG-1202	CF
03	Fundamentals of Accounting	ACF-1101	CF	03	Financial Accounting	ACF-1201	CF
04	Structure & Process of Business	CBM-1101	CF	04	Functional Management	CBM-1201	CF
05	Elements of Economic Theory	BEC-1101	CC	05	Micro Economics	BEC-1201	CC
06	Indian Economic Structure	BEC-1102	CF	06	Indian Economic Policy & Planning	BEC-1202	CF

[CF- COMPULSORY FOUNDATION, CC-CORE COMPULSORY, CE-CORE ELECTIVE, OE-OPEN ELECTIVE, IE-INTERDISCIPLINARY ELECTIVE]

SECOND YEAR B COM [S.Y.B.COM]

SEMESTER- III				SEMESTER- IV				
Sr. No	TITLE OF THE COURSE		CODE	Sr. No	TITLE OF THE COURSE		CODE	
01	Principles of Management		CBM1301 CC	01	Marketing Management		CBM1401 CC	
02	Macro Economic Theory		BEC1301 CC	02	Macro Economic Issues and Policies		BEC1401 CC	
03	Elements of Direct Taxes		ACF1301 CC	03	Elements of Indirect Taxes		ACF1401 CC	
04	Cost Accounting		ACF1302 CC	04	Management Accounting		ACF1402 CC	
05	Human Resource Management		CBM1302 CC	05	Entrepreneurship & Small Business Management		CBM1402 CC	
06	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]			06	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]			
	Dept. of Accounting & Financial Management		CODE	CE	Dept. of Accounting & Financial Management		CODE	CE
	Specialization in: Accounting & Auditing	Higher Financial Accounting	ACF1303		Specialization in: Accounting & Auditing	Corporate Accounting	ACF1403	
	Specialization in: Accounting & Finance	Higher Financial Accounting	ACF1304		Specialization in: Accounting & Finance	Corporate Accounting	ACF1404	
	Dept. of Banking & Insurance		CODE	CE	Dept. of Banking & Insurance		CODE	CE
	Specialization in: Banking & Insurance	Indian Banking System	BNK1301		Specialization in: Banking & Insurance	Insurance Theory and Practice	BNK1301	
	Dept. of Business Economics		CODE	CE	Dept. of Business Economics		CODE	CE
	Specialization in: Financial Economics	Fundamentals of Financial Economics	BEC1302		Specialization in: Financial Economics	Financial Markets	BEC1402	
	Specialization in: Open Economy & International Business	Essentials of Open Economy & International Business	BEC1303		Specialization in : Open Economy & International Business	Economic Integration and Globalization	BEC1403	
	Dept. of Commerce& Business Management		CODE	CE	Dept. of Commerce & Business Management		CODE	CE
	Specialization in : Marketing Management	Marketing of Services	CBM1303		Specialization in : Marketing Management	Consumer Behaviour	CBM1403	
	Specialization in : Human Resource Management	Human Resource Development, Welfare and Social Security	CBM1304		Specialization in : Human Resource Management	Theory & Practice of Industrial Relations	CBM1404	
	Dept. of Cooperative Management &Rural Studies		CODE	CE	Dept. of Cooperative Management & Rural Studies		CODE	CE
	Specialization in: Rural Entrepreneurship & Management	Rural Economic Environment	CPR1301		Specialization in: Rural Entrepreneurship & Management	Rural Development Interventions	CPR1401	

07	INTERDISCIPLINARY ELECTIVE [ANY ONE]			07	INTERDISCIPLINARY ELECTIVE [ANY ONE]		
	TITLE OF THE COURSE	CODE		.	TITLE OF THE COURSE	CODE	
	Accounting and Finance for Services OR Event Management Accounting	ACF1305	IE		Income Tax Return Preparation OR VAT Accounting, Law and Procedure	ACF1405 ACF1406	IE
	Business Ethics	CBM1305	IE		Retailing Management	CBM1405	IE
	Bank Credit	BNK1302	IE		Insurance Products, Services and Marketing	BNK1402	IE
	Business Environment	BEC1306	IE		Quantitative Economics	BEC1404	IE
	Cooperative Movement in India	CPR1302	IE		International Cooperative Movement	CPR1402	IE
	Developing Professional Skills in English	ENG1309	IE		Developing Soft Skills in English	ENG1409	IE
	Regression Analysis and Sampling	STA1303	IE		Managerial Decision Theory	CBM1406	IE
	Business Maths- I	MAT1308	IE		Business Maths-II	MAT1408	IE

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THIRD YEAR B COM [T.Y.B.COM]

SEMESTER-V				SEMESTER-VI					
Sr. No	TITLE OF THE COURSE		CODE		Sr. No	TITLE OF THE COURSE		CODE	
01	Financial Management		ACF1501	CC	01	Personal Finance and Investment		ACF1601	CC
02	Business Law- I		LAW1507	CC	02	Business Law- II		LAW1608	CC
03	Organizational Behaviour		CBM1502	CC	03	Marketing Research		CBM1601	CC
04	International Trade		BEC1501	CC	04	International Finance		BEC1601	CC
05	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]				05	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]			
	Dept. of Accounting & Financial Management		CODE	CE		Dept. of Accounting & Financial Management		CODE	CE
	Specialization in: Accounting & Auditing	Audit & Assurances	ACF1502			Specialization in: Accounting & Auditing	Company Audit	ACF1602	
	Specialization in: Accounting & Finance	Capital Market	ACF1503			Specialization in: Accounting & Finance	Security Analysis & Portfolio Management	ACF1603	
	Dept. of Banking & Insurance		CODE			Dept. of Banking & Insurance		CODE	
	Specialization in: Banking & Insurance	Financial Market & Services	BNK1501	CE		Specialization in: Banking & Insurance	Health Insurance	BNK1601	CE
	Dept. of Business Economics		CODE			Dept. of Business Economics		CODE	
	Specialization in: Financial Economics	Fundamentals of Investment analysis	BEC1502	CE		Specialization in: Financial Economics	Business Portfolio Analysis	BEC1602	CE
	Specialization in: Open Economy & International Business	Trade Theories and Policies	BEC1503			Specialization in: Open Economy & International Business	Foreign Exchange Markets: Theory & Practice	BEC1603	
	Dept. of Commerce & Business Management		CODE			Dept. of Commerce & Business Management		CODE	
	Specialization in : Marketing Management	International Marketing	CBM1503	CE		Specialization in: Marketing Management	Marketing Management : Case Studies	CBM1602	CE
	Specialization in : Human Resource Management	Organization Development	CBM1504			Specialization in: Human Resource Management	Human Resource Management: Case Studies	CBM1603	
	Dept. of Cooperative Management & Rural Studies		CODE			Dept. of Cooperative Management & Rural Studies		CODE	
	Specialization in: Rural Entrepreneurship & Management	Rural Financial Institutions	CPR1501	CE		Specialization in: Rural Entrepreneurship & Management	Micro Finance	CPR1601	CE
06	OPEN ELECTIVE [ANY ONE]:				06	OPEN ELECTIVE [ANY ONE]:			
	Advanced Accounting		ACF1504	OE		Financial Reporting OR Financial Market		ACF1604 ACF1605	OE
	e- Accounting		ACF1505	OE		Accounting For Special Entities		ACF1606	OE
	Banking Laws and Practices		BNK1502	OE		Insurance Laws & Regulations		BNK1602	OE
	Indian Industries; Issues & Challenges		BEC1504	OE		Economics of HRD		BEC1604	OE
	Marketing Communication & Advertising		CBM1505	OE		Sales Management & Sales Promotion		CBM1604	OE
	Strategic Human Resources Management		CBM1506	OE		Labour Laws		CBM1605	OE
	Rural Entrepreneurship and Management		CPR1502	OE		Rural Marketing		CPR1602	OE

07	INTERDISCIPLINARY ELECTIVE: [ANY ONE]			07	INTERDISCIPLINARY ELECTIVE: [ANY ONE]		
	TITLE OF THE COURSE		CODE		TITLE OF THE COURSE		CODE
	Retail Banking		BNK1503 IE		Insurance Products		BNK1603 IE
	Public Finance		BEC1505 IE		Economics of Infrastructure & Industrial Finance		BEC1605 IE
	Rural Institutions		CPR1503 IE		Rural Development Models		CPR1603 IE
	English for Competitive Examinations		ENG1502 IE		Introduction to English Literature		ENG1601 IE
	Operation Research Techniques		STA1501 IE		Statistics for Market Analysis		STA1601 IE
	Business Maths-III		MAT1501 IE		Business Maths-IV		MAT1061 IE

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**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE**

**THE MAHARAJA SAYAJIRAO UNIVERSITY OF
BARODA**

**CHOICE BASED CREDIT SYSTEM [CBCS]
BACHELOR OF COMMERCE [CBCS]
DEPARTMENT WISE COURSES**

I - DEPARTMENT OF ACCOUNTING AND FINANCIAL MANAGEMENT

FIRST YEAR B COM [F.Y.B.COM]

SEMESTER- I				SEMESTER –II			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No.	TITLE OF THE COURSE	CODE	
01	Fundamentals of Accounting	ACF-1101	CF	01	Financial Accounting	ACF-1201	CF

SECOND YEAR B COM [S.Y.B.COM]

SEMESTER- III				SEMESTER –IV			
01	Elements of Direct Taxes	ACF1301	CC	01	Elements of Indirect Taxes	ACF1401	CC
02	Cost Accounting	ACF1302	CC	02	Management Accounting	ACF1402	CC
03	CORE ELLECTIV [SPECIAL GROUP] [ANY ONE]			03	CORE ELLECTIVE [SPECIAL GROUP] [ANY ONE]		
	SPECIALIZATION	TITLE OF THE COURSE	Code		SPECIALIZATION	TITLE OF THE COURSE	Code
	Accounting & Auditing	Higher Financial Accounting	ACF1303		Accounting & Auditing	Corporate Accounting	ACF1403
	Accounting & Finance	Higher Financial Accounting	ACF1304		Accounting & Finance	Corporate Accounting	ACF1404
04	INTERDISCIPLINARY ELECTIVE			04	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE		CODE		TITLE OF THE COURSE		CODE
	Accounting and Finance for Services OR Event Management Accounting		ACF1305 ACF1306		Income Tax Return Preparation OR VAT Accounting, Law and Procedure		ACF1405 ACF1406

THIRD YEAR B COM [T.Y.B.COM]

SEMESTER- V				SEMESTER- VI			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No.	TITLE OF THE COURSE	CODE	
01	Financial Management	ACF1501	CC	01	Personal Finance and Investment	ACF1601	CC
02	CORE ELLECTIV [SPECIAL GROUP] [ANY ONE]			02	CORE ELLECTIVE [SPECIAL GROUP] [ANY ONE]		
	SPECIALIZATION	TITLE OF THE COURSE	CODE		SPECIALIZATION	TITLE OF THE COURSE	CODE
	Accounting & Auditing	Audit & Assurances	ACF1502		Accounting & Auditing	Company Audit	ACF1602
	Accounting & Finance	Capital Market	ACF1503		Accounting & Finance	Security Analysis & Portfolio Management	ACF1603
03	OPEN ELECTIVE [ANY ONE]:			03	OPEN ELECTIVE [ANY ONE]:		
	Advanced Accounting		ACF1504		Financial Reporting OR Financial Market		ACF1604/ ACF1605

	e- Accounting	ACF1505		Accounting For Special Entities	ACF1606
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[CF- COMPULSORY FOUNDATION, CC-CORE COMPULSORY, CE-CORE ELECTIVE, OE-OPEN ELECTIVE, IE-INTERDISCIPLINARY ELECTIVE]

II - DEPARTMENT OF BANKING AND INSURANCE

SECOND YEAR B COM [S.Y.B.COM]

SEMESTER-III					SEMESTER-IV			
01	CORE ELECTIVE [SPECIAL GROUPS]				01	CORE ELECTIVE [SPECIAL GROUPS]		
	SPECIALIZATION	TITLE OF THE COURSE	CODE	CE		SPECIALIZATION	TITLE OF THE COURSE	CODE
	Banking & Insurance	Indian Banking System	BNK1301			Banking & Insurance	Insurance Theory and Practice	BNK1301
02	INTERDISCIPLINARY ELECTIVE				02	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE		CODE			TITLE OF THE COURSE		CODE
	Bank Credit		BNK1302	IE		Insurance Products, Services and Marketing		BNK1402 IE

THIRD YEAR B COM [T.Y.B.COM]

SEMESTER-V					SEMESTER-VI			
01	CORE ELECTIVE [SPECIAL GROUPS]				01	CORE ELECTIVE [SPECIAL GROUPS]		
	SPECIALIZATION	TITLE OF THE COURSE	CODE			SPECIALIZATION	TITLE OF THE COURSE	CODE
	Banking & Insurance	Financial Market & Services	BNK1501	CE		Banking & Insurance	Health Insurance	BNK1601 CE
02	OPEN ELECTIVE				02	OPEN ELECTIVE		
	TITLE OF THE COURSE		CODE			TITLE OF THE COURSE		CODE
	Banking Laws and Practices		BNK1502	OE		Insurance Laws & Regulations		BNK1602 OE
03	INTERDISCIPLINARY ELECTIVE				03	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE		CODE			TITLE OF THE COURSE		CODE
	Retail Banking		BNK1503	IE		Insurance Products		BNK1603 IE

[CF- COMPULSORY FOUNDATION, CC-CORE COMPULSORY, CE-CORE ELECTIVE, OE-OPEN ELECTIVE, IE-INTERDISCIPLINARY ELECTIVE]

III - DEPARTMENT OF BUSINESS ECONOMICS

FIRST YEAR B COM [F.Y.B.COM]

SEMESTER- I				SEMESTER –II			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No	TITLE OF THE COURSE	CODE	
01	Elements of Economic Theory	BEC-1101	CC	01	Micro Economics	BEC-1201	CC
02	Indian Economic Structure	BEC-1102	CF	02	Indian Economic Policy & Planning	BEC-1202	CF

SECOND YEAR B COM [S.Y.B.COM]

SEMESTER- III					SEMESTER- IV				
Sr. No	TITLE OF THE COURSE		CODE		Sr. No	TITLE OF THE COURSE		CODE	
01	Macro Economic Theory		BEC1301	CC	01	Macro Economic Issues and Policies		BEC1401	CC
02	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]				02	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]			
	SPECIALIZATION	TITLE OF THE COURSE	CODE	CE		SPECIALIZATION	TITLE OF THE COURSE	CODE	CE
	Financial Economics	Fundamentals of Financial Economics	BEC1302			Financial Economics	Financial Markets	BEC1402	
	Open Economy & International Business	Essentials of Open Economy & International Business	BEC1303			Open Economy & International Business	Economic Integration and Globalization	BEC1403	
03	INTERDISCIPLINARY ELECTIVE				03	INTERDISCIPLINARY ELECTIVE			
	TITLE OF THE COURSE		CODE			TITLE OF THE COURSE		CODE	
	Business Environment		BEC1306	IE		Quantitative Economics		BEC1404	IE

THIRD YEAR B COM [T.Y.B.COM]

SEMESTER-V					SEMESTER-VI				
Sr. No	TITLE OF THE COURSE		CODE		Sr. No	TITLE OF THE COURSE		CODE	
01	International Trade		BEC1501	CC	01	International Finance		BEC1601	CC
02	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]				02	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]			
		TITLE OF THE COURSE	CODE			SPECIALIZATION	TITLE OF THE COURSE	CODE	
	SPECIALIZATION	THE COURSE	CODE	CE		Financial Economics	Business Portfolio	BEC1602	CE
	Financial Economics	Fundamentals of	BEC1502			Open Economy & International Business	Analysis	BEC1603	
	Open Economy & International Business	Investment analysis Trade Theories and Policies	BEC1503			Open Economy & International Business	Foreign Exchange Markets: Theory & Practice	BEC1603	

	TITLE OF THE COURSE	CODE			TITLE OF THE COURSE	CODE	
	Indian Industries; Issues & Challenges	BEC1504	OE		Economics of HRD	BEC1604	OE
04	INTERDISCIPLINARY ELECTIVE			04	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE		CODE		TITLE OF THE COURSE		CODE
	Public Finance		BEC1505		IE	Economics of Infrastructure & Industrial Finance	

[CF- COMPULSORY FOUNDATION, CC-CORE COMPULSORY, CE-CORE ELECTIVE, OE-OPEN ELECTIVE, IE-INTERDISCIPLINARY ELECTIVE]

IV - DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

FIRST YEAR B COM [F.Y.B.COM]

SEMESTER- I				SEMESTER- II			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No.	TITLE OF THE COURSE	CODE	
01	Structure & Process of Business	CBM-1101	CF	01	Functional Management	CBM-1201	CF

SECOND YEAR B COM [S.Y.B.COM]

SEMESTER- III				SEMESTER- IV			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No	TITLE OF THE COURSE	CODE	
01	Principles of Management	CBM1301	CC	01	Marketing Management	CBM1401	CC
02	Human Resource Management	CBM1302	CC	02	Entrepreneurship & Small Business Management	CBM1402	CC
03	CORE ELLECTIV [SPECIAL GROUP] [ANY ONE]			03	CORE ELLECTIVE [SPECIAL GROUP] [ANY ONE]		
	Specialization	TITLE OF THE COURSE	CODE		Specialization	TITLE OF THE COURSE	CODE
	Marketing Management	Marketing of Services	CBM1303		Marketing Management	Consumer Behaviour	CBM1403
	Human Resource Management	Human Resource Development, Welfare and Social Security	CBM1304		Human Resource Management	Theory & Practice of Industrial Relations	CBM1404
04	INTERDISCIPLINARY ELECTIVE]			04	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE		CODE		TITLE OF THE COURSE		CODE
	Business Ethics		CBM1305		Retailing Management		CBM1405

THIRD YEAR B COM [T.Y.B.COM]

SEMESTER- V				SEMESTER- VI			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No	TITLE OF THE COURSE	CODE	
01	Organizational Behavior	CBM1502	CC	01	Marketing Research	CBM1601	CC
02	CORE ELLECTIV [SPECIAL GROUP] [ANY ONE]			02	CORE ELLECTIVE [SPECIAL GROUP] [ANY ONE]		
	Specialization	TITLE OF THE COURSE	Code		Specialization	TITLE OF THE COURSE	Code
	Marketing Management	International Marketing	CBM1503		Marketing Management	Marketing Management : Case Studies	CBM1602
	Human Resource Management	Organization Development	CBM1504		Human Resource Management	Human Resource Management: Case Studies	CBM1603

03	OPEN ELECTIVE [ANY ONE]:		03	OPEN ELECTIVE [ANY ONE]:	
	TITLE OF THE COURSE	CODE		TITLE OF THE COURSE	CODE
	Marketing Communication & Advertising	CBM1505		Sales Management & Sales Promotion	CBM1604
	Strategic Human Resources Management	CBM1506		Labour Laws	CBM1605

V - DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

SECOND YEAR B COM [S.Y.B.COM]

SEMESTER – III				SEMESTER – IV			
01	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]		CE	01	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]		CE
	SPECIALIZATION	TITLE OF THE COURSE	CODE		SPECIALIZATION	TITLE OF THE COURSE	CODE
	Rural Entrepreneurship & Management	Rural Economic Environment	CPR1301		Rural Entrepreneurship & Management	Rural Development Interventions	CPR1401
02	INTERDISCIPLINARY ELECTIVE [ANY ONE]			02	INTERDISCIPLINARY ELECTIVE [ANY ONE]		
	TITLE OF THE COURSE		CODE		TITLE OF THE COURSE		CODE
	Cooperative Movement in India		CPR1302 IE		International Cooperative Movement		CPR1402 IE

THIRD YEAR B COM [T.Y.B.COM]

SEMESTER-V				SEMESTER-VI			
01	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]			01	CORE ELECTIVE [SPECIAL GROUPS] [ANY ONE]		
	SPECIALIZATION	TITLE OF THE COURSE	CODE		SPECIALIZATION	TITLE OF THE COURSE	CODE
	Rural Entrepreneurship & Management	Rural Financial Institutions	CPR1501 C E		Rural Entrepreneurship & Management	Micro Finance	CPR1601 CE
02	OPEN ELECTIVE [ANY ONE]:			02	OPEN ELECTIVE [ANY ONE]:		
	TITLE OF THE COURSE		CODE		TITLE OF THE COURSE		CODE
	Rural Entrepreneurship and Management		CPR1502 O E		Rural Marketing		CPR1602 O E
03	INTERDISCIPLINARY ELECTIVE			03	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE		CODE		TITLE OF THE COURSE		CODE
	Rural Institutions		CPR1503 IE		Rural Development Models		CPR1603 IE

[CF- COMPULSORY FOUNDATION, CC-CORE COMPULSORY, CE-CORE ELECTIVE, OE-OPEN ELECTIVE, IE-INTERDISCIPLINARY ELECTIVE]

VI - DEPARTMENT OF ENGLISH

FIRST YEAR B COM [F.Y.B.COM]

SEMESTER- I				SEMESTER –II			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No.	TITLE OF THE COURSE	CODE	
01	Business English & Communication I	ENG-1101	CF	01	Business English & Communication –II	ENG-1202	CF

SECOND YEAR B COM [S.Y.B.COM]

SEMESTER-III				SEMESTER-IV			
01	INTERDISCIPLINARY ELECTIVE			01	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE	CODE			TITLE OF THE COURSE	CODE	
	Developing Professional Skills in English	ENG1309	IE		Developing Soft Skills in English	ENG1409	IE

THIRD YEAR B COM [T.Y.B.COM]

	SEMESTER-V				SEMESTER-VI		
01	INTERDISCIPLINARY ELECTIVE			01	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE		CODE		TITLE OF THE COURSE		CODE
	English for Competitive Examinations		ENG1502 IE		Introduction to English Literature		ENG1601 IE

VII - DEPARTMENT OF LAW

THIRD YEAR B COM [T.Y.B.COM]

SEMESTER-V				SEMESTER-VI			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No	TITLE OF THE COURSE	CODE	
01	Business Law- I	LAW1507	CC	01	Business Law- II	LAW1608	CC

[CF- COMPULSORY FOUNDATION, CC-CORE COMPULSORY, CE-CORE ELECTIVE, OE-OPEN ELECTIVE, IE-INTERDISCIPLINARY ELECTIVE]

VIII - DEPARTMENT OF MATHEMATICS

SECOND YEAR B COM [S.Y.B.COM]

SEMESTER-III				SEMESTER-IV			
01	INTERDISCIPLINARY ELECTIVE [ANY ONE]			01	INTERDISCIPLINARY ELECTIVE [ANY ONE]		
	TITLE OF THE COURSE	CODE			TITLE OF THE COURSE	CODE	
	Business Maths- I	MAT1308	IE		Business Maths-II	MAT1408	IE

THIRD YEAR B COM [T.Y.B.COM]

SEMESTER-V				SEMESTER-VI			
01	INTERDISCIPLINARY ELECTIVE			01	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE	CODE			TITLE OF THE COURSE	CODE	
	Business Maths-III	MAT1501	IE		Business Maths-IV	MAT1061	IE

IX- DEPARTMENT OF STATISTICS

FIRST YEAR B COM [F.Y.B.COM]

SEMESTER-I				SEMESTER-II			
Sr. No	TITLE OF THE COURSE	CODE		Sr. No.	TITLE OF THE COURSE	CODE	
01	Elements of Statistics	STA-1101	CC	01	Business Statistics	STA-1201	CC

SECOND YEAR B COM (S.Y.B.COM)

SEMESTER-III				SEMESTER-II			
Sr. No	INTERDISCIPLINARY ELECTIVE			Sr. No	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE	CODE			TITLE OF THE COURSE	CODE	
1	Regression Analysis and Sampling	STA1303	IE	1	Managerial Decision Making	CBM1406	IE

THIRD YEAR B.COM (T.Y.B.COM)

SEMESTER-V				SEMESTER-VI			
01	INTERDISCIPLINARY ELECTIVE			01	INTERDISCIPLINARY ELECTIVE		
	TITLE OF THE COURSE	CODE			TITLE OF THE COURSE	CODE	
	Operation Research Techniques	STA1501	IE		Statistics for Market Analysis	STA1601	IE

[CF- COMPULSORY FOUNDATION, CC-CORE COMPULSORY, CE-CORE ELECTIVE, OE-OPEN ELECTIVE, IE-INTERDISCIPLINARY ELECTIVE]

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

NOTE:

**OTHER ASPECTS CONCERNING B.COM DEGREE [GENERAL PROGRAMME] [120 CREDITS]
UNDER CBCS COURSE STRUCTURE:**

- ❖ The medium of Instruction shall be English only.
- ❖ B.Com programme to be offered in the CBCS will be of Six Semester duration.
- ❖ The normal Ordinary (O) level B.Com Programme will be of 120 Credits.
- ❖ Each Academic year shall consist of Two Semesters, Each of 15 weeks of teaching Equivalent to 90 Working Days.
- ❖ There shall be Four Units in Each Course/Subject/Paper.
- ❖ Each Course will have 4 units with the First Unit will be of 12 Teaching Hours, and rest 3 Units (Unit No. 2, 3 & 4) will be of 11 Hours each.
- ❖ ***A Student will have to select his or her Core Elective, Open Elective & Interdisciplinary Elective to be studied at S.Y.B.Com & T.Y.B.Com, at the time of seeking admission in the IIIrd Semester at S.Y. B.Com Only.***
- ❖ It would be compulsory for the Student to select at least ONE COURSE from each of the Core Elective, and Interdisciplinary Elective at S.Y. B .Com & at least ONE COURSE from Each of the Core Elective, Open Elective and Interdisciplinary Elective at T.Y. B. Com, if s/he wants to obtain B. Com Degree without any Specialization.
- ❖ It would be Compulsory for the Student to select Same Special Groups of Core Electives at S.Y. B. Com & T.Y. B.Com, if s/he wants to obtain B. Com Degree with Specialization.
- ❖ A student can freely select Any One Course from amongst several Interdisciplinary Electives that shall be offered in each of the semesters at S.Y.B.Com and T.Y.B.Com irrespective of which Course s/he has selected in the Previous Semester.
- ❖ A student shall be evaluated through Comprehensive Continuous Assessment (CCA) /Mid-Semester Examinations and Semester End Examinations. The weight age of CCA/ Mid-Semester Examination shall be 30%, where as the weightage of the Semester end examination shall be 70%.
- ❖ ***The Mid-Semester Examinations shall carry weightage of 30 marks for Each of the Course.***
- ❖ ***The Semester-End Examinations shall carry weightage of 70 Marks for Each of the Course.***
- ❖ ***The duration of the Semester-End Examinations of each course shall be of 03 [Three] Hours.***
- ❖ The Question Paper shall Consist of 02 {First [I] & Second [II]} Sections.
- ❖ **The FIRST SECTION shall consist of following number of Questions.**
 - **The First Question [Q.1] in Section First [I] shall be Compulsory, and it shall carry total weightage of 10 Marks.**
 - The First Question [Q.1] in Section First [I] shall consist of Short Questions [Other than Objective] having Equal Weightage from all the Four Units of the Syllabus.
 - The Second Question [Q.2.] carry total weightage of 15 Marks and it shall be asked with an Internal Option from Unit Number One/First only as Shown follows.
Q.2.
OR Unit – I [15 Marks]
Q.2.
 - The Third Question [Q.3.] carry total weightage of 15 Marks and it shall be asked with an Internal Option from Unit Number Two/Second only as Shown follows.
Q.3.
OR Unit – II [15 Marks]
Q.3.

❖ **The SECOND SECTION shall consist of following number of Questions.**

- The Fourth Question [Q.4.] carry total weightage of 15 Marks and it shall be asked with an Internal Option from Unit Number Three only as Shown follows.

Q.4.

OR Unit – III [15 Marks]

Q.4.

- The Fifth Question [Q.5.] carry total weightage of 15 Marks and it shall be asked with an Internal Option from Unit Number Four only as Shown follows.

Q.5.

OR Unit – IV [15 Marks]

Q.5.

- ***A student shall have to fulfill minimum attendance requirement of 80 % as per the rules prescribed by the befitting authorities.***
- ***A student having deficiency in fulfillment of minimum attendance requirement of 80 % shall not be permitted to appear in Mid- Semester Examinations and or Semester–End Examinations as the case may be.***
- A candidate may avail a maximum of two blank semesters in one stretch. However he/she may have to pay a prescribed fee for maintaining a blank semester. If a candidate takes more than six semesters to complete the requirements of 120 credits, he/she will have to pay a prescribed fee for the credits registered during the spilled over semester.
- A candidate can avail four additional semesters for the completion of the stipulated 120 credit requirement for a B.Com programme. However in special cases, a candidate with the permission of the college/university can avail two more semesters.
- The Comprehensive Continuous Assessment (CCA) is spread through the duration of the Course and is to be done by the Teacher/s teaching the Course.
- The Internal Assessment is to be done by various means including Written Tests, MCQ based quiz, Presentations/Seminars, Project work/Field work, and Group Discussions/Group Activities.
- The Common Grading System, Credit Based System, and AT KT Rules in force shall be followed as prescribed by the befitting authorities of the M S University of Baroda and or that are modified from time to time shall automatically come in force as the case may be.
- All other various rules and regulations as well as procedures that are not covered in this document shall remain unchanged.
- Further, various rules and regulations as well as procedures in force shall be followed as prescribed by the befitting authorities of the M S University of Baroda and or if the same are modified from time to time shall automatically come in force as the case may be.

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE
OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
GUIDELINES FOR MID-SEMESTER EXAMINATIONS [30 MARKS]
(UG COURSE: B.COM)**

- There shall be one internal test to be called as Mid-Semester Examinations of 30 marks.
- There shall be two units of the Syllabus for the purpose of paper setting.
- With effect from academic year 2016-2017, all mid-semester examinations for B. Com. CBCS programme will be of objective type. The guidelines for the same will be notified in due course.

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF
COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
DETAILED SYLLABUS
UNDER CBCS
F. Y. B. COM.**

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	I	CORE FOUNDATION COURSE STA-1101 : ELEMENTS OF STATISTICS			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
COURSE CONTENT / SYLLABUS						
UNIT-I	INTRODUCTION OF STATISTICS				11 hrs.	
	Introduction of Statistics- Meaning and definition of Statistics--Scope and Limitation of Statistics-Review of Data Collection-Primary and Secondary Data--Methods of collecting Primary Data- Sources of Secondary Data. Classification- Function of Classification- Rules for Classification - Basis of Classification- Frequency distribution- Array, Discrete or Ungrouped Frequency Distribution, Grouped Frequency Distribution, Continuous Frequency Distribution-Basic principles for forming a grouped frequency distribution- Cumulative Frequency Distribution. Tabulation - Meaning and importance- Parts of a table - Requisites of a Good Table- Types of Tabulation- Cross tabulation and contingency tables. [2X2 , M XN)					
UNIT-II	MEASURES OF CENTRAL TENDENCY				11 hrs.	
	Meaning and Objectives-Mean (Simple, Weighted, Harmonic, Geometric)-Median-Mode- Partition values-Measures of Dispersion-Meaning and Objectives-Range-Quartile Deviation-- Mean Deviation-Standard Deviation-Moments, measures of Skewness and Kurtosis.					
UNIT-III	PROBABILITY THEORY				12 hrs.	
	Theory--Three approaches to defining Probability- Addition and Multiplication Laws of Probability-Conditional Probability-Bayes' Theorem-Random Variable and its Probability Distribution-Expectation and Variance of a Random variable.					
UNIT-IV	THEORETICAL PROBABILITY DISTRIBUTION				11 hrs.	
	Discrete Probability Distribution: Binomial and Poisson Continuous Probability Distribution: Normal					
REFERENCES						
1.	D. N. Elhance-Fundamentals of Statistics					
2.	S. C .Gupta-Statistical Methods					
3.	J.K.Sharma- Business Statistics					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com (CBCS)					
Year	I	CORE FOUNDATION COURSE ENG-1101 : BUSINESS ENGLISH AND COMMUNICATION – I		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES:					
		The Course will enable students to: • Understand the basic concepts and practices of communication skill • Develop linguistic competence • Listen and speak in various business situations and contexts • Write effectively a C. V. and business letters			
COURSE CONTENT / SYLLABUS					
UNIT-I		FUNDAMENTALS OF COMMUNICATION Definition / Objective- Characteristics / Components- Process of communication - Barriers / Overcoming Barriers Types of Communication i. Verbal communication ii. Written communication [dealt in Unit II and Unit III] iii. Non-verbal communication: i) Kinesics ii) Proxemics iii) Paralanguage iv) Haptics v) Oculistics vi) Olfactory vii) Chronemics Characteristics of Business Communication		11 hrs.	
UNIT-II		VERBAL COMMUNICATION Oral Communication: Definition / Merits and Demerits Speaking skills: Language Functions- Telephone Etiquettes- Art of Small Talk Listening Skills: Listening vs. Hearing- Listening for Facts- Listening for Specific information- Listening for Note Taking- Listening, Leading to writing		11 hrs.	
UNIT-III		WRITTEN COMMUNICATION Letter Writing: Structure / Format-Vocabulary and language-Action words and jargons-Covering letter -Writing Resume Business Letters: Trade Inquiries- Quotations- Purchase Orders- Paragraph Writing: Generating an idea- Gathering information- Sentence structure- Logical Arrangement of Sentences		12 hrs.	
UNIT-IV		TEXT AND LANGUAGE SKILLS Text: Yadava B. Raju, Muralikrishna C., <i>Advantage English</i> , Orient Blackswan, Hyderabad, 2009. Study Skills: Note Making - Using a dictionary – Grammar- Basic grammar - Function words- Tenses Reading Comprehension: Seen (Selection from the text)- Unseen		11 hrs.	
REFERENCES					
1.	Courtland L. Bovee, John V. Thill and Barbara E. Schatzman.-Business Communication Today. Pearson Education. 2008.				
2.	JhaMadhulika, ShekharShashi. - A Course in Business Communication. Orient Blackswan: Hyderabad. 2010.				
3.	Kaul, Asha.-Business Communication. Prentice-Hall of India Pvt. Ltd.: New Delhi. 2004.				
4.	Murphy G. A., Hildebrandt W. H., Thomas J. P.,- Effective Business Communication, Tata McGraw Hill Education: New Delhi, 2008.				
5.	Rai, Urmila and S. M. Rai. - Business Communication. Himalaya Publishing House: Mumbai. 2009.				
6.	Rao, Nageshwar and P. Rajendra Das. - Communication Skills, Himalaya Publishing House: Mumbai, 2006.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	I	CORE FOUNDATION COURSE ACF-1101 : FUNDAMENTALS OF ACCOUNTING			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To impart Basic Accounting Knowledge as applicable to business and developing general proficiency in the area of Accounting				
COURSE CONTENT / SYLLABUS						
UNIT-I						11 hrs.
		Accounting : An Overview Evolution- Definition -Scope- Basic Terminology- Rules of debit and credit - Accounting Equation vs. Traditional Approach- Accounting & Book Keeping-Branches of Accounting- System of Accounting-Users of Accounting Information. Accounting Framework: Concepts- Conventions-Standards-Policies Accounting Cycle: Journal-Ledger-Trial Balance-Adjustments-Final Accounts Reading of Ledger Accounts				
UNIT-II						11 hrs.
		Introduction to Accounting Standards: Meaning-Formation-Preface-Indian and international scenario. Capital & Revenue Items: Financial Statements of Sole Proprietorship & Partnership firm (Manufacturing and Trading concerns)				
UNIT-III						12 hrs.
		Average Due date and Account Current Voyage Account Accounting in computerized environment: Manual vs.Computerised Accounting Accounting from incomplete records: Introduction- Ascertainment of profit by Capital Comparison- Statement of Affairs and determination of profit- preparation of Final Accounts from incomplete records				
UNIT-IV						11 hrs.
		Insurance claims for Loss of Stock and Loss of Profit policy Self Balancing Ledgers: Meaning-Advantages and Types of Ledgers-Preparation of Control Accounts and Ledger Adjustment Accounts				
REFERENCES						
1.		R.L.Gupta and M.Radhaswamy- Advanced Accounting Vol.I and II, S. Chand Publication				
2.		P.C.Tulsian- Financial Accounting, Pearson				
3.		S.Kr.Paul- Advanced Accounting				
4.		S.N. Maheshwari- Advanced Accountancy Vol.I and II,Vikas Publishing House				
5.		Hanif and Mukherjee -Modern Accounting Vol.I and II, (TMH)				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	I	CORE FOUNDATION COURSE CBM-1101 : STRUCTURE AND PROCESS OF BUSINESS (SPB)			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:		To develop basic awareness about the Structure and Process of Business is highly essential among students. - To gain information on basic concepts related to structure and process of business in the real life organizations. - To have a clear understanding of the basic aspect of business and its combinations, organization structure and design and issues and challenges in business. - To understand the importance of effective & efficient utilization of inputs and resources of organization and understand the importance of Rationalization & Automation of business and Business Ethics.				
COURSE CONTENT / SYLLABUS						
UNIT-I	AN INTRODUCTION TO BUSINESS				12 hrs.	
	Evolution of Business [Industrial Revolution and its Socio-Economic Consequences]-Nature, Scope and Characteristics of Business- Objectives-Division of Business- Business System and Essentials of Successful Business					
UNIT-II	BUSINESS COMBINATIONS				11 hrs.	
	Business Combinations [Causes, Types, Forms: An Overview], Distinction between Cartel and Trust, Economics of Combinations]					
UNIT-III	ORGANIZATION STRUCTURE AND DESIGN				11 hrs.	
	Organization Structure- Strategy, Technology, and Environment-Organization Design- Location and Layout Decisions					
UNIT-IV	ISSUES AND CHALLENGES IN BUSINESS				11 hrs.	
	Development of Interpersonal Skills-Environment of Business [Focus on Technology, Ecology, Competition, Consumerism, Consumer Protection] - Rationalization & Automation-Business Ethics					
REFERENCES						
1.	Y. K. Bhushan (2008) 18th Revised Edition; - Business Organization and Management; Sultan Chand & Sons.					
2.	Koontz and Weihrich et al. (2003) 5th Edition; - Essentials of Management; Tata McGraw Hill.					
3.	James A. F. Stoner, R. Edward Freeman and Daniel R. Gilbert (2008) 6TH Edition; -Management; PHI [PEARSON]					
4.	L. M. Prasad (2002) 6th Edition- Principles of Management; Himalaya Publishing House.					
5.	Kumar & Rajan (2006) - Business Ethics and Values; Himalaya Publishing House Pvt. Ltd.					
6.	Murthy, C.S.V. (2009) - Business Ethics; Himalaya Publishing House Pvt. Ltd.					
7.	Sherlekar&Sherlekar (2007) - Modern Business Organization and Management; Himalaya Publishing House Pvt. Ltd.					
8.	Daniel Albuquerque (2010) - Business Ethics; Oxford University Press.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	I	CORE FOUNDATION COURSE BEC-1101 : ELEMENTS OF ECONOMIC THEORY			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To Provide an elementary understanding of underlying concepts and Principles of economic theory.				
COURSE CONTENT / SYLLABUS						
UNIT-I	NATURE AND SCOPE OF ECONOMICS					12 hrs.
	Definitions of Economics: Wealth, Welfare and Scarcity, Basic Assumptions of Economics, Basic Economic Problems, concept of PPC, Price Mechanism, Microeconomics, Macroeconomics, Business Economics					
UNIT-II	BASIC CONCEPTS					11 hrs.
	Wants-Characteristics, Utility-Forms, Goods-Types, Value-Attributes, Price, Equilibrium- Types, Static and Dynamics Analysis, Margin, Scarcity, Competition					
UNIT-III	DEMAND ANALYSIS					11 hrs.
	Demand Analysis: Demand Distinctions, Determinants, Law of Demand and Demand Forecasting, Elasticity of Demand-Price, Income, Cross and Advertisement, Factors affecting Elasticity of Demand, Business Uses of the Concept of Elasticity					
UNIT-IV	COST AND REVENUE ANALYSIS					11 hrs.
	Cost concepts- Cost Output Relationship in the Short Run and Long Run Revenue concepts- Price Elasticity of Demand under different Markets Pricing Policies and Methods- Full Cost Pricing, Marginal Cost Pricing, Skimming Pricing, Penetration Pricing, Administered Prices- Concept of Break-even point					
REFERENCES						
1.	K.K.Dewett and Varma: Elements of Economic Theory					
2.	H. L. Ahuja: Advanced Economic Theory					
3.	Varshney and Maheshwari: Managerial Economics					
4.	D. N. Dwivedi: Managerial Economics					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	I	CORE FOUNDATION COURSE BEC-1102 : INDIAN ECONOMIC STRUCTURE			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:		To acquaint the students with the basic structure of the Indian economy by sectors and challenges of development.				
COURSE CONTENT / SYLLABUS						
UNIT-I	STRUCTURE OF THE ECONOMY				12 hrs.	
	Meaning, Definition and Characteristics of Developing Countries- Structure of Economy: Meaning and Sectoral interrelations- Changing Trends in National Income and Employment by Sectors- Foreign Trade: Meaning, Relevance, Composition and Trends					
UNIT-II	CHALLENGES TO DEVELOPMENT				11 hrs.	
	Population: Trends in Population in the light of Demographic Transition, Declining Sex Ratio and Demographic Dividend- Poverty: Meaning, Concepts- Absolute and Relative Poverty, Poverty Line -Methods- Head Count Ratio and Poverty Gap, Incidence of Poverty- Unemployment: Meaning and Types, Measurement Methods and Estimates					
UNIT-III	SECTORAL STUDIES				11 hrs.	
	Primary Sector: Features, Importance and Components, Trends in Production and Productivity of Major Crops, Secondary Sector: Features, Importance and Components, Productivity Trends of Major Industries, Tertiary Sector: Features, Importance and Components.					
UNIT-IV	INFRASTRUCTURE				11 hrs.	
	Meaning and Importance of Economic Growth, Transportation, Energy Telecommunication, Health and Education.					
REFERENCES						
1.	K. P. M. Sundaram: Indian Economy					
2.	Mishra and Puri: Indian Economy					

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	I	CORE FOUNDATION COURSE STAT-1201 : BUSINESS STATISTICS			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
COURSE CONTENT / SYLLABUS						
UNIT-I	Bivariate Data Analysis-Correlation Analysis-Scatter Diagram-Linear correlation coefficient: properties and uses-Regression Analysis-Simple Linear regression: Least square regression estimation, properties and uses					12 hrs.
UNIT-II	Time Series Analysis: Objective-Components of Time Series-Methods of Measuring Trend: Least Square and Moving Average-Methods of Measuring Seasonal Variation: Simple Averages, Ratio to Trend and Ratio to moving average-Basic idea of Forecasting.					11 hrs.
UNIT-III	Index Number: Meaning, Definition and Types of Index Number-Chain base and fixed base Index Number-Limitations of Index Number					11 hrs.
UNIT-IV	Statistical Inference: Philosophy of Statistical Inference-Estimation: Point and Interval estimation-Testing of Hypothesis: Z-test, t-test and χ^2 - test					11 hrs.
REFERENCES						
1.	D. N. Elhance: Fundamentals of Statistics					
2.	S. C. Gupta - Statistical Methods					
3.	J. K. Sharma - Business Statistics					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com (CBCS)					
Year	I	CORE FOUNDATION COURSE ENG-1202 : BUSINESS ENGLISH AND COMMUNICATION – II		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:					
		The Course will enable students to: • Develop and refine linguistic competence • Hone effective communication skills • Develop confidence in facing interviews Write business reports and business letters			
COURSE CONTENT / SYLLABUS					
UNIT-I		ADVANCED COMMUNICATION		08 hrs.	
		Formal and Informal Networks of Communication-Intercultural Communication Self Development-SWOT Analysis-E - Communication			
UNIT-II		VERBAL COMMUNICATION II		08 hrs.	
		Listening: Process and Types-Barriers / Overcoming Barriers-Listening for Gist-Listening for Comprehension Informal Conversation / Formal Expression-Oral Presentations Interview Skills: Interviewer / Interviewee-Facing Questions and Responding			
UNIT-III		ADVANCED BUSINESS CORRESPONDENCE		09	
		• Writing e – mails Business Letters • Complaints and Adjustments-Sales Offers-Memorandum-Writing Notices, Agenda and Minutes Short Business Reports • Framing Questionnaires, Analyzing, interpreting and presenting information, Writing reports			
UNIT-IV		TEXT AND LANGUAGE SKILLS		08 hrs.	
		Text: Karnard, Girish. Hayavadana. Oxford University Press: New Delhi. 2004. Grammar: • Error Analysis-Transformation of Sentences Study Skills: • Summarizing Skills Reading Comprehension (Seen and Unseen): Skimming			
REFERENCES					
1.	Courtland L. Bovees, John V. Thill and Barbara E. Schatzman. - Business Communication Today. Pearson Education. 2008.				
2.	JhaMadhulika, ShekharShashi.-A Course in Business Communication. Orient Blackswan: Hyderabad. 2010.				
3.	Kaul, Asha.- Business Communication. Prentice-Hall of India Pvt. Ltd.: New Delhi. 2004.				
4.	Murphy G. A., Hildebrandt W. H., Thomas J. P., - Effective Business Communication, Tata McGraw Hill Education: New Delhi, 2008.				
5.	Rai, Urmila and S. M. Rai. - Business Communication. Himalaya Publishing House: Mumbai. 2009.				
6.	Rao, Nageshwar and P. Rajendra Das. - Communication Skills. Himalaya Publishing House: Mumbai. 2006.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com (CBCS)					
Year	I	CORE FOUNDATION COURSE ACF-1201 : FINANCIAL ACCOUNTING		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:					
		To impart Basic Accounting Knowledge as applicable to business and developing general proficiency in the area of Accounting			
COURSE CONTENT / SYLLABUS					
UNIT-I					12
	Advanced Accounts of Partnership Firm-I: Admission of a Partner-Retirement or Death of a Partner (Including simultaneous admission and retirement) Advanced Accounts of Partnership Firm-II: Dissolution of a Partnership Firm, Gradual Realization of Assets and Piece meal Distribution of Cash-Surplus Capital Method-Maximum Loss Method (Garner Vs Murray Rule) Amalgamation, Sale and Conversion of Partnership Firm: Purchase Consideration – Journal – Ledger and Balance sheet				
UNIT-II					11 hrs.
	Hire purchase and Installment Purchase System: Meaning of Hire purchase contract- Legal provisions- Accounting treatment in the books of hire purchaser and Hire Vendor- Meaning of Installment system- Difference between Hire purchase and Installment purchase system- Accounting Entries -Books of buyer and seller. Branch Accounts: Meaning - Objectives- Types of Branches- Preparation of Branch Accounts- Debtors System and Stock & Debtors System.				
UNIT-III					10
	Consignment Accounts: Meaning- Features- Concepts- Distinction between Consignment and Sales- Types of Commission- Valuation of Unsold Stock- Goods in Transit- Abnormal Loss- Normal Loss-Accounting Methods (Cost & Invoice Price) - Journal Entries- Ledger Accounts in books of Consigner and Consignee. Joint Venture: Meaning- Features- Difference between Joint Venture and Partnership- Methods of Accounting-Separate Set of Books- Record in Co-venture's Books and Memorandum Method.				
UNIT-IV					11 hrs.
	Accounting for NOT FOR PROFIT Entities: Meaning- Features- Special terms- Preparation of Receipt & Payment Account, Income & Expenditure; Account and Balance Sheet Final Accounts of Professionals and Service Concerns Modes of Transaction: Classroom interaction including solving of practical problems supplemented by power point presentations. Activities: Discussion of CASE studies				
REFERENCES					
1.	R.L.Gupta and M.Radhaswamy- Advanced Accounting Vol.I and II, S. Chand Publication				
2.	P.C.Tulsian- Financial Accounting , Pearson				
3.	S.Kr.Paul- Advanced Accounting				
4.	S.N.Maheshwari- Advanced Accountancy Vol.I and II,Vikas Publishing House.				

5.	Hanif and Mukherjee - Modern Accounting Vol.I and II, (TMH).
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		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com (CBCS)					
Year	I	CORE FOUNDATION COURSE CBM-1201 : FUNCTIONAL MANAGEMENT		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:		To develop basic understanding of various Management Concepts amongst students. - To develop the foundation for the effective understanding & application of Functional Areas of Management, amongst students. - To guide students for effective & efficient utilization of inputs & resources of organization.			
COURSE CONTENT / SYLLABUS					
UNIT-I	INTRODUCTION TO MANAGEMENT				12 hrs.
	Management As An Art/Science- Management As A Profession-Principles of Management (An Overview)				
UNIT-II	AN OVERVIEW OF FUNCTIONAL AREAS OF MANAGEMENT				11 hrs.
	Personnel Management-Production Management-Materials Management-Inventory Management [Concept, Importance Scope & Functions]				
UNIT-III	FINANCIAL MANAGEMENT & PORTFOLIO MANAGEMENT				11 hrs.
	Financial Management [Sources of Finance & Importance of Ratio Analysis] [In Brief]- Portfolio Management [Concept & Methods - Security Analysis & Securities Market]- Stock Exchange [Functions-Importance & Services-Buying & Selling of Shares-Role of SEBI]				
UNIT-IV	OFFICE MANAGEMENT & MANAGEMENT INFORMATION SYSTEM				11 hrs.
	Office Management [Office Systems-Filing-Indexing-Office Machines and Equipments- Management Information System]				
REFERENCES					
1.	Shelekar&Sherlekar (2000); Modern Business Organization and Management; Himalaya Publishing House.				
2.	Y. K. Bhushan (2008) 18th Revised Edition; Business Organization and Management; Sultan Chand & Sons.				
3.	James A. F. Stoner, R. Edward Freeman and Daniel R. Gilbert (2008) 6TH Edition; Management; PHI [PEARSON].				
4.	L. M. Prasad (2002) 6th Edition; Principles of Management; Himalaya Publishing House.				
5.	Leffenwell; Office Management.				
6.	Monnappa&Saiyadinn; Personnel Management; Himalaya Publications				
7.	C.B.Mamoria&S.C.Mamoria; Personnel Management; Himalaya Publications.				
8.	I.M.Pandey; Financial Management; Vikas Publications.				
9.	Philip Kotler; Principles of Marketing.				
10.	Ashwathappa; Production Management.				
11.	Bhat, S.K. (2010); Total Quality Management; Himalaya Publishing House Pvt. Ltd.				
12.	Bhat, S.K. (2009); Quality Management; Himalaya Publishing House Pvt. Ltd.				
13.	Chopra, R.K. (2009); Office Management; Himalaya Publishing House Pvt. Ltd.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com (CBCS)					
Year	I	CORE FOUNDATION COURSE BEC-1201 : MICRO ECONOMICS		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:					
		To inculcate the sound foundation in the area of Micro Economics			
COURSE CONTENT / SYLLABUS					
UNIT-I	THEORY OF CONSUMPTION				12 hrs.
	Theory of Consumption: Meaning of Consumer's equilibrium- Law of Diminishing Marginal Utility- Law of Equi-Marginal Utility- Limitations of Marginal Utility Analysis- Consumer's Surplus Indifference Curve Analysis.				
UNIT-II	THEORY OF PRODUCTION				11 hrs.
	Theory of Production: Short Run Production Function- Law of Variable Proportions, Long Run Production Function- Laws of Returns to Scale Producer's Equilibrium: Isoquants and Isocosts, Expansion Path Supply: Determinants, Law of Supply				
UNIT-III	MARKET STRUCTURES AND EQUILIBRIUM ANALYSIS				11 hrs.
	Perfect Competition, Monopoly, Monopolistic Competition: Meaning and Features, Short Run and Long Run Equilibrium of Firm and Industry under different Market Structures, Oligopoly- Features, Kinky Demand Curve, Price Leadership.				
UNIT-IV	THEORY OF DISTRIBUTION				11 hrs.
	Factors of Production- Factor Rewards- Ricardian Theory of Rent Risk and Uncertainty Bearing Theory of Profit, Marginal Productivity Theory of Distribution with reference to Wages				
REFERENCES					
1.	K.K.Dewett and Varma: Elements of Economic Theory				
2.	H. L. Ahuja: Advanced Economic Theory				
3.	Varshney and Maheshwari: Managerial Economics				
4.	D. N. Dwivedi: Managerial Economics				
5.	M.L.Seth: Micro Economics				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	I	CORE FOUNDATION COURSE BEC-1202 : INDIAN ECONOMIC POLICY AND PLANNING			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:		To inculcate and impart the importance of planning and current policy changes in the Indian economy.				
COURSE CONTENT / SYLLABUS						
UNIT-I		PLANNING AND ECONOMIC DEVELOPMENT				12 hrs.
		Meaning, Types and Objectives of Planning- Requirements of Planning- Economic Growth and Development including Sustainable Development-Income and Non-income Indicators				
UNIT-II		AGRICULTURAL SECTOR				11 hrs.
		Green Revolution, New Agricultural Policy 2000-Second Green Revolution				
UNIT-III		INDUSTRIAL SECTOR				11 hrs.
		Industrial Classification by Investment, 1956 , Industrial Policy-1991 Industrial Policy, Recent Developments				
UNIT-IV		SERVICE SECTOR POLICY REFORMS				11 hrs.
		Telecommunications, Banking-Insurance, Information Technology				
REFERENCES						
1.	I. C. Dhingra: Indian Economy					
2.	K. P. M. Sundaram: Indian Economy.					

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF
COMMERCE**
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
DETAILED SYLLABUS
UNDER CBCS
S. Y. B. COM.

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE COMPULSORY CBM-1301 : PRINCIPLES OF MANAGEMENT (POM)			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To understand fundamental concepts and principles of management including the historical development, theoretical aspects and practice application of managerial process; - To gain the conceptual understanding of the importance of management thoughts amongst students in the dynamic business environment; - To build students basic understanding on the organizations’ patterns.				
COURSE CONTENT / SYLLABUS						
UNIT-I		AN INTRODUCTION TO MANAGEMENT AND MANAGERIAL FUNCTIONS – I (PLANNING AND ORGANIZING)				12 hrs.
		Definition-Nature & Scope Management-Approaches to Study of Management with focus on Contribution of Taylor and Fayol [In Brief], Management Levels-Roles and Skills of Managers Planning:Meaning, Process and Types; Decision-Making: Process & Techniques; Management By Objectives[MBO] – Organizing: Meaning- Process; Line & Staff-Functional Authority - Delegation and Decentralization of Authority [In Brief]				
UNIT-II		MANAGERIAL FUNCTIONS (DIRECTING AND CONTROLLING)				11 hrs.
		Directing:Motivation, Leadership, Communication; Controlling: Meaning, Importance, Process, Types &Techniques				
UNIT-III		MANAGEMENT OF CHANGE AND LEARNING ORGANIZATION				11 hrs.
		Organizational Change- Resistance to Change-Learning Organization				
UNIT-IV		CONTEMPORARY ISSUES IN MANAGEMENT				11 hrs.
		Total Quality Management [TQM]-Conflict Management-Corporate Social Responsibility-Ethics in Management-Management Challenges in the 21 st Century				
REFERENCES						
1.	Parimal H. Vyas, Priti Nigam, MadhusudanPandya, KalpeshPurohit, Drishti Joshi, NehaTiwari and Keyur Patel (2011);					
2.	Principles of Management; Sheth Publishers Pvt. Ltd., Mumbai.					
3.	Koontz and Weihrich et al. (2003) 5th Edition; Essentials of Management; Tata McGraw Hill.					
4.	L. M. Prasad (2002) 6th Edition; Principles of Management; Himalaya Publishing House.					
5.	Reddy, Tripathi&Appannaiah (2004); Essentials of Management; Himalaya Publishing House Pvt. Ltd.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE COMPULSORY BEC-1301 : MACRO ECONOMIC THEORY			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:		To provide basic understanding of theoretical aspects of Macro-economics.				
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION TO MACRO ECONOMICS AND NATIONAL INCOME ACCOUNTING			12	
		Definitions- Objectives and Instruments of Macro Economics Basic Concepts- Circular flow of Income and Expenditure National Income Accounting				
UNIT-II		THEORIES OF CONSUMPTION AND INTEREST			11.	
		Consumption and Saving Functions- Theories of Consumption Theories of Investment-Theories of Interest				
UNIT-III		THE THEORY OF EMPLOYMENT AND OUTPUT			11	
		Assumptions of Classical Theory- Say's Law of Market Classical Theory of Employment- Keynes' Theory of Employment				
UNIT-IV		THE THEORY OF INCOME DETERMINATION			11	
		Concepts and Functions-Two, Three and Four Sector Models Aggregate Demand and Multipliers- Post Keynesian Model				
REFERENCES						
1.	D N Dwivedi: Macro economics- Theory and policy					
2.	G S Gupta: Macro economics- Theory and application					
3.	H L Ahuja: Modern Economics					
4.	Mankiw Gregory: Macro Economics					
5.	Shapiro Edward: Macro Economics Analysis					
6.	Taxman's: Macro Economics					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE COMPULSORY ACF-1301 : ELEMENTS OF DIRECT TAXES			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES: To equip the students with basic knowledge of Income Tax.						
COURSE CONTENT / SYLLABUS						
UNIT-I	INTRODUCTION: HISTORICAL BACKGROUND				12	
	Introduction: Historical background- Definitions- Meaning of various important terms Residential Status and Incidence of Tax: Determination of Residential Status -Incidence to Tax on the basis of Residential Status of an Assessee and Basis of charge, Exempted Incomes					
UNIT-II	TAXATION OF INCOME UNDER THE HEAD ‘SALARIES’				11.	
	Taxation of Income under the head ‘Salaries’: Determination / Taxation of income under the head ‘Salaries’-Income includible in ‘Salaries’- Taxable and Exempted perquisites- Amount deductible from ‘Salaries’-Professional Tax, etc.					
UNIT-III	TAXATION OF INCOME UNDER THE HEAD ‘HOUSE PROPERTY’				11	
	Taxation of Income under the head ‘House Property’: Determination / Taxation of income under the head ‘House Property’- Deductions available and not available from Income from ‘House Property’. Carry Forward and Set Off of losses under the head Income from ‘House Property’. Taxation of Income under the head ‘Income from Other Sources’: Determination / Taxation of income under the head ‘Income from Other Sources’ –Deductions available and not available from ‘Income from Other Sources.’					
UNIT-IV	TAXATION OF INCOME UNDER THE HEAD ‘PROFITS AND GAINS FROM BUSINESS OR PROFESSION’ (SELECTED PROVISIONS)				11.	
	Taxation of Income under the head ‘Profits and Gains from Business or Profession’ (Selected Provisions) Taxation of Income under the head ‘Capital Gains’. (Introductory Part) Computation of Total Income (Including selected deductions from Gross Total Income- Under Chapter VI-A)Computation of Tax Liability					
REFERENCES						
1.	Dr. Vinod K. Singhania and Ms. Monica Singhania: Students Guide to Income Tax (including Service Tax/VAT) –TAXMANN Publication					
2.	Dr. Girish Ahuja and Dr. Ravi Gupta : Systematic Approach to Income Tax Service Tax and VAT, - BHARAT Publication					
3.	CA T. N. Manoharan: Direct Tax Laws– SNOW WHITE Publication					
4.	Study Material issued by ICAI on Direct Taxes.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE COMPULSORY ACF-1302 : COST ACCOUNTING			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES: To ensure working knowledge amongst the students for the subject.						
COURSE CONTENT / SYLLABUS						
UNIT-I		Introduction: Cost Concepts, Cost Classification (CAS-01), Cost Organization and Its Relationship with other Departments. Material Cost – Procurement Procedure, Stores Procedure and Documentation in respect of Receipts and Issues of Stock, Perpetual Inventory and Physical Stock Taking, ABC Analysis, VED Analysis, Levels of Inventories and Economic Order Quantity (EOQ) Analysis.				12
UNIT-II		Labour Costs — Remuneration Methods, Monetary and Non-Monetary Incentive Schemes, Analysis of Non-Productive Time, Overtime - Cost & its Treatment, Labour Turnover and Remedial Measures. Overheads - Nature, Collection, Classification, Apportionment and Absorption, (CAS – 03) Production Overheads — Collection, Apportionment, Absorption, Use of Predetermined Recovery Rates, Treatment of Under and Over Absorption, Fixed, Variable and Semi Variable Overhead, Report for Control of Overhead cost. Administration, Selling and Distribution Overheads — Analysis, Accounting and Control, Treatment of Miscellaneous items in Cost Accounting.				11.
UNIT-III		Preparation of Cost Sheet Cost Accounting Records - Cost Accounting Systems - Integrated and Non-integrated, Reconciliation of Cost and Financial Accounts				11
UNIT-IV		Specific Order Costing —Determination of Cost In Job and Batch Costing, Valuation of Work-In-Progress in Job Costing Process Costing — Treatment of Normal and Abnormal Losses and Gains, Valuation of Opening and Closing Stock of Raw materials, Finished goods, Valuation of Work-In-Progress using First-In -First-Out and Average Methods (Equivalent Production), Inter-Process transfer and Pricing, Concept and Accounting for Joint Products , By-Products, Waste, Packing Materials (Empties), Scrap, Spoilage and Defectives Contemporary Issues and Developments				11.
REFERENCES						
1.	M.N Arora:A Text book of Cost Accounting (Vikas Publishing House Ltd.)					
2.	M.N Arora:Cost Accounting – Principles and Practice (Vikas Publishing House Ltd.)					
3.	Ravi M. Kishore : Cost & Management Accounting (Taxman Publications)					
4.	Jawaharlal Lal&SeemaSrivastava: Cost Accounting (Tata McGraw-Hill Publishing Co.Ltd)					
5.	P.C Tulsian: Cost Accounting (Tata McGraw-Hill Publishing Co.Ltd)					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE		ACADEMIC YEAR 2016-2017	
		The Maharaja Sayajirao University of Baroda			
		STATION ROAD, PADRA.			
B. Com (CBCS)					
Year	II	CORE COMPULSORY		CREDIT	3
Semester	I			HOURS	45
		CBM-1302 : HUMAN RESOURCE MANAGEMENT(HRM) □ To impart the students with the basic conceptual and practical foundations of Human Resource Management; □ To develop managerial skills for decision making on various HRM Plans, Programs & Strategies; □ To enable students to face the challenges imposed by the Employees' needs and expectations from the organization, specifically HRM aspects; □ To provide the students an understanding on situational analysis, thereby framing of appropriate HRM Strategies;			
COURSE CONTENT / SYLLABUS					
UNIT-I		AN INTRODUCTION TO HUMAN RESOURCE MANAGEMENT Meaning & Definition of HRM-Functions & Roles of Personnel Manager-Personnel Management versus HRM			12 hrs.
UNIT-II		MOTIVATION AND MAINTENANCE OF HUMAN RESOURCES Motivation: Meaning-Process-Theories of Motivation Performance Appraisal: Meaning-Methods or Techniques of Performance Appraisal-Maintenance of Human Resources Wage and Salary Administration: Meaning-Wage Concepts-Factors Influencing Wage and Salary Structures] Fringe Benefits: Meaning-Need-Objectives-Types of Fringe Benefits Attrition and Employee Retention (In Brief)			11 hrs.
UNIT-III		PLACEMENT, INDUCTION, INTERNAL MOBILITY & SEPARATION Placement-Induction and or Orientation-Induction Training in India-Internal Mobility-Transfer-Employee Separations (In Brief)			11 hrs.
UNIT-IV		JOB EVALUATION AND TEAM & TEAM WORK Job Evaluation: Meaning Concept - Job Evaluation versus Performance Appraisal-Essentials for Success of Job Evaluation Programme-Job Evaluation Methods-Limitations of Job Evaluation (In Brief) Teams & Team Work-Teams versus Group-Team Work-Team Building-Team Development (In Brief)			
REFERENCES					
1.		Decenzo& Robbins (2009) 6th Edition; Essentials of Human Resource Management; Prentice Hall OF India, (2009)			
2.		Prasad L.M. (2009); Managing Human Resources; Sultan Chand Publication, Reprint 2009.			
3.		Aswathappa K.; Human Resource Management – Text & Cases; 5th Edition; Tata McGraw Hill.			
4.		P. Subba Rao (2010); 4th Revised Edition; Personnel and Human Resource Management; Himalaya Publishing House Pvt. Ltd.			
5.		C.B. Mamoria, S.V. Gankar (2010); 7th Edition; A Text Book of Human Resource Management; Himalaya Publishing House Pvt. Ltd.			
6.		Rajesh Vishvanathan (2010); 1st Edition; Strategic Human Resource Management; Himalaya Publishing House Pvt. Ltd.			
7.		Subba Rao, P. (2009); Personnel and Human Resource Management — (Text and Cases); Himalaya Publishing House Pvt. Ltd.			

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP – A: SPECIALISATION IN ACCOUNTING AND AUDITING ACF-1303 : HIGHER FINANCIAL ACCOUNTING SPECIAL PAPER-I			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To impart accounting knowledge as applicable to business and developing general proficiency in the area of accounting				
COURSE CONTENT / SYLLABUS						
UNIT-I		Departmental Accounts: Introduction- Basis of allocation of Common Expenditure- Inter Departmental Transfers-Preparation of Departmental Accounts.			12 hrs.	
		Investments Accounts: Classification - Cost determination-Valuation - Disposal – Re-classification-Disclosures-As per relevant Accounting Standard				
UNIT-II		Accounting for Leases: Meaning-Types-Accounting for various types- Disclosure- As per relevant Accounting Standard			12 hrs	
		Accounting for Depreciation and Property, Plant and Equipment: As per Relevant Accounting Standard				
UNIT-III		Introduction to Company Accounts: Books of Accounts, Statutory Records, Statistical Records			11 hrs.	
		Shares and Share Capital: – Issue, Forfeiture and Reissue of Forfeited Shares Acquisition of Business: Profit/Loss Prior to Incorporation Buy back of Shares and Redemption of Preference Shares: Legal provisions - Accounting Treatment in the Books of Company				
UNIT-IV					11 hrs.	
		Accounting for Debentures: Meaning- Types- Issue of Debentures- Redemption (Various Methods)-Bonus Debentures				
REFERENCES						
1.	Dr. S.N.Maheshwari: Advanced Accounting -Vikas Publishing House					
2.	Ashok Sehgal: Advanced Accounting - Taxman Publication					
3.	M.C.Shukla and T.S.Grewal: Advanced Accounting– Sultan Chand Publication					
4.	Hanif and Mukherjee : Modern Accounting - Tata McGrawHill Publication					
5.	R.L.Gupta and M. Radhaswamy: Advanced Accounting– Chand Publication					
6.	Relevant study material issued by ICAI, ICWAI and ICSI					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP-B: SPECIALISATION IN ACCOUNTING AND FINANCE ACF-1304 : HIGHER FINANCIAL ACCOUNTING SPECIAL PAPER-I			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To impart accounting knowledge as applicable to business and developing general proficiency in the area of accounting				
COURSE CONTENT / SYLLABUS						
UNIT-I		Departmental Accounts: Introduction- Basis of allocation of Common Expenditure- Inter Departmental Transfers-Preparation of Departmental Accounts.				12 hrs.
		Investments Accounts: Classification - Cost determination-Valuation - Disposal – Re-classification-Disclosures-As per relevant Accounting Standard				
UNIT-II						13 hrs.
		Accounting for Leases: Meaning-Types-Accounting for various types- Disclosure- As per relevant Accounting Standard Accounting for Depreciation and Property, Plant and Equipment: As per Relevant Accounting Standard				
UNIT-III						11 hrs.
		Introduction to Company Accounts: Books of Accounts, Statutory Records, Statistical Records Shares and Share Capital: – Issue, Forfeiture and Reissue of Forfeited Shares Acquisition of Business: Profit/Loss Prior to Incorporation Buy back of Shares and Redemption of Preference Shares: Legal provisions - Accounting Treatment in the Books of Company				
UNIT-IV						11 hrs.
		Accounting for Debentures: Meaning- Types- Issue of Debentures- Redemption (Various Methods)-Bonus Debentures				
REFERENCES						
1.	Dr. S.N.Maheshwari: Advanced Accounting -Vikas Publishing House					
2.	Ashok Sehgal: Advanced Accounting - Taxman Publication					
3.	M.C.Shukla and T.S.Grewal: Advanced Accounting– Sultan Chand Publication					
4.	Hanif and Mukherjee : Modern Accounting - Tata McGrawHill Publication					
5.	R.L.Gupta and M. Radhaswamy: Advanced Accounting– Chand Publication					
6.	Relevant study material issued by ICAI, ICWAI and ICSI					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE SPECIALISATION IN BANKING AND INSURANCE BNK-1301 : INDIAN BANKING SYSTEM			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To provide Students knowledge of functions, working & operations of existing banking and financial institutional arrangements & its regulatory mechanisms				
COURSE CONTENT / SYLLABUS						
UNIT-I	RESERVE BANK OF INDIA					12 hrs.
	Reserve Bank of India (RBI)- Its constitution- General working- Conventional and Promotional functions, Objectives and Instruments of Monetary Policy - ‘H’ Theory of money supply- Types of Money & Measures of money supply NABARD: Rationale for its Establishment, Objectives, Major functions and its Role in Economic Development					
UNIT-II	BUSINESS OF BANKING					11 hrs.
	Regulation of Banking Business in India- Various Provisions under Indian Contract Act, 1872 relevant to Banking Business and Banking Regulation Act, 1949- Permitted and Prohibited activities of Banks in India.					
UNIT-III	FORMS OF BANKING SYSTEMS IN INDIA					11 hrs.
	Branch Banking and Unit Banking- General Features, Merits and limitations -Present Banking and Institutional Structure- Role, Functions and Working of Scheduled Commercial Banks - Cooperative Credit System; All-India Financial Institutions and State level financial institutions					
UNIT-IV	BANKING OPERATIONS					11 hrs.
	Deposits: Opening, operations and closure of different types of bank deposit accounts, KYC norms, Mandate and Power of Attorney, Facility of nomination, Deposit Insurance Advances: Principles of sound bank lending, Types of securities, Methods of charging various securities, Features, merits and de-merits of various types of bank advances; Viz Loans, Overdraft, Cash credit and Bill discounting Concept of Foreign Exchange: Types of transactions and various rates of exchange, Methods of quotations and calculation mechanisms.					
REFERENCES						
1.	P N Varshney& D K Mittal : Indian Financial System Published by Sultan Chand & sons					
2.	H R Machiraju: Indian Financial System Published by Vikas Publishing House Pvt. Ltd.					
3.	V A Avdhani: Marketing of Financial Services Published by Himalaya					
4.	Bharati V Pathak. : Indian Financial System Published by Pearson Education Pvt. Ltd.					
5.	M Y Khan. : Indian Financial System by Tata McGraw- Hill Publishing Company Limited					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com (CBCS)					
Year	II	CORE ELECTIVE GROUP-A: SPECIALISATION IN FINANCIAL ECONOMICS BEC-1302 : FUNDAMENTALS OF FINANCIAL ECONOMICS		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES:					
		To provide the fundamental concepts of financial economics with an objective to acquaint the students with tools of financial analysis.			
COURSE CONTENT / SYLLABUS					
UNIT-I		INTRODUCTION		12 hrs.	
		Definition and Subject matter- Financial Decisions of Households and Firms, Fundamental Concepts- Financial System, Product and Services, Moral Hazard, Financial Markets, Liquidity, Derivatives, Options and Forward- Financial Market Rates and Other Issues- Interest rate, Factors Determining Interest Rate, Rates of Return on Risky assets, Capital gain or loss, Market Indexes and Market Indexing, Determination of Rate of Return			
UNIT-II		SAVING AND INVESTMENT		11 hrs.	
		Finance as Basic Economic Activity- Financial Assets versus Physical Assets- Investment Characteristics of Financial Assets- Sources of Savings and Investments- Differing taxes through voluntary retirement plans- Inflation and Real Rate of Interest			
UNIT-III		FINANCIAL HEALTH AND PERFORMANCE		11 hrs.	
		Functions and Reviews of Financial Statements- Accounting versus Economic Measures of Income- Analysis using Financial Ratios- Working Capital Management- Liquidity and Cash Budgeting.			
UNIT-IV		VALUATION TECHNIQUES		11 hrs.	
		Principles of Market Valuation- Efficient Market Hypothesis-Valuation of known Cash Flows (Bonds)- Valuation of Common Stocks.			
REFERENCES					
1.		Bodie, Merton and Cleenton: Financial Economics, Second Edition, Pearson Publication.			
2.		Leroy and Werner: Principles of Financial Economics, Cambridge University Press.			
3.		B.V.Pathak: Indian Financial System: Markets Institutions and Services, Pearson Education.			
4.		L.M.Bhole: Financial Institutions and Markets; Structure, Growth and innovations, Tata McGraw Hill.			

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE			CREDIT	3
Semester	I	GROUP-B: SPECIALISATION IN OPEN ECONOMY & INTERNATIONAL BUSINESS BEC-1303 : ESSENTIALS OF OPEN ECONOMY AND INTERNATIONAL BUSINESS			HOURS	45
OBJECTIVES:						
		To introduce a theoretical framework of Open Economy and International Business to undergraduate Students				
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION				12 hrs.
		Introduction to Open Economy- Circular Flow in the Open Economy- Output and Employment Determination in Open Economy Model- Foreign Trade Multiplier				
UNIT-II		INTERNATIONAL BUSINESS CONCEPTS				11 hrs.
		Nature of International Business - Drivers of International Business- Stages of Internationalization- Various Approaches to International Business -International Business and Domestic Business Compared- Limitations of International Business				
UNIT-III		SOURCES OF INTERNATIONAL BUSINESS				11 hrs.
		International Business Entry and Exit- International Technological Transfers- International competition and Markets- Multinational Corporations				
UNIT-IV		ISSUES IN INTERNATIONAL BUSINESS				11 hrs.
		Social and Ethical issues in International Business- Managing and Negotiating across Cultures in International Business- International Strategic Alliances- Future of International Business				
REFERENCES						
1.	D. N. Dwivedi :Macroeconomics					
2.	RudigerDornbush and C.H.Helmerts: Open Economy, Oxford University Press.					
3.	Hendrik Van Den Berg: International finance and Open Economy Macro Economics, World Scientific, 2010.					
4.	P.Subbarao: International Business, Himalaya Publishing House, 2011.					
5.	K.Aswathappa :International Business, Tata McGraw Hill, 2011.					
6.	Francis Cherruliam: International Business, Himalaya Publications house, 2010					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP-A: SPECIALISATION IN MARKETING MANAGEMENT CBM-1303 : MARKETING OF SERVICES (MOS):			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES: • To provide students with impart advanced knowledge in the field of Commerce, Trade, Business and Management, in the Services Sectors in the globalized competitive era; • To develop and enhance within students understanding as well as skills for applications of the Marketing Concepts in the variety of Services Sectors; • To provide better growth opportunities and career prospects in the booming Services Sector of India & worldwide; • To acquaint students in basic conceptual as well as implementing of various marketing tools to improve their decisions making ; • To impart the students with the basic conceptual and practical foundations on aspects of marketing of services; • To enable students to face the challenges imposed by the consumers’ in satisfying their needs and fulfill expectations by the marketers on aspects of marketing of services; • To provide the students an understanding on situational analysis, thereby formulation of proper marketing strategies on aspects of marketing of services; • To provide students an understanding on the conceptual applications of marketing of services.						
COURSE CONTENT / SYLLABUS						
UNIT-I		AN INTRODUCTION: MARKETING OF SERVICES An Introduction to Services: Meaning-Definition-Characteristics-Classification-Scope- After-Sales Service-Consumer Behaviour for Services-Relationship Marketing in Marketing of Services-Marketing Management-Operations & Services in Different Industries & Contexts-Effects on Brand Image-Impact on Buyer Behaviour and Customer Care				12 hrs.
UNIT-II		MARKETING MIX STRATEGIES: MARKETING OF SERVICES The 7-Ps Model-Product- Service Attributes-Life Cycle- Positioning of Service-Price: Pricing Concepts & Issues For Services-Pricing Policy & Framework For Pricing Decisions- Promotion: Internal & External Communication-Promotional Message & Communications Mix- Advertising Medias & Monitoring & Evaluation –Place: Direct & Channel Decisions -Distribution-Accessibility- Availability & Channel Selections- People: Role of Employees-Staff Selection, Training & Motivation-Process: Use of Technology & Way of Delivery of Service-Physical Evidence: Corporate Image-Identity & Environment of Delivery of Services				11 hrs.
UNIT-III		DESIGNING SERVICES & QUALITY Meaning-Definition-Service Quality-Quality Standards-Benchmarks-Implementation & Monitoring of Service Quality-Models of Service Quality [In Brief] Delivering Services: Employees’ Roles in Service Delivery-Delivering Service Through Intermediaries and Electronic Channels-The Role of the Customer in Service Delivery				11 hrs.
UNIT-IV		ORGANIZING MARKETING OF SERVICES Role of Marketing-Understanding the Marketing-Functions of Marketing-Customer Orientation & Marketing by Non-Marketers-Marketing Research Process; Internal Marketing-Relationship Marketing				11 hrs.
REFERENCES						
1.		Irene NG (2007) : Service Marketing.				
2.		Shajahan, S. (2008) : Services Marketing — Concepts, Application and Cases; Himalaya Publishing House Pvt. Ltd.				

3.	Jha, S.M. (2008) : Services .Marketing Himalaya Publishing House Pvt. Ltd.
4.	Venugopal& Raghu (2010) : 5th edition; Services Marketing; Himalaya Publishing House Pvt. Ltd.
5.	Sahoo&Sinha (2008) : Services Marketing: Text and Readings; Himalaya Publishing House Pvt. Ltd.
6.	Venugopal& Raghu (2007) : Services Management; Himalaya Publishing House Pvt. Ltd.
7.	Reddy &Appannaiah (2008) : Services Marketing; Himalaya Publishing House Pvt. Ltd.
8.	Vinnie Jauhari, KirtiDutta (2009) : Services, Marketing, Operations and Management; Oxford University Press.
9.	GovindApte (2004) :Services Marketing; Oxford University Press.

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP-B: SPECIALISATION IN HUMAN RESOURCE MANAGEMENT CBM-1304 : HUMAN RESOURCE DEVELOPMENT,WELFARE & SOCIAL SECURITY (HRD&SS)			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
• To provide participants with a body of knowledge which will enable them to: • understand and apply human resource theory in the working environment understand the importance of human resource development to the success of a business • Make a positive contribution to the work of a human resource management department increase and enhance employment opportunities within the human resource development industry.						
COURSE CONTENT / SYLLABUS						
UNIT-I		CONCEPTUAL FRAMEWORK OF HRD & TRAINING SYSTEM				12 hrs.
		Meaning, Process, & Scope of HRD -Organizational Strategy & HRD Intervention- Identifying Training Needs- Developing Training Modules- Training at different level& Evaluating Training- Development Initiative- Developing Leadership; Motivation & Collaboration				
UNIT-II		PERFORMANCE APPRAISAL & CAREER DEVELOPMENT				11 hrs.
		Multi-Source Assessment or 360 - Degree Feedback System - Career Development - Succession Planning - Mapping Competencies for Development				
UNIT-III		WELFARE				11 hrs.
		Working Condition- Occupational Health- Safety				
UNIT-IV		SOCIAL SECURITY				11 hrs.
		Social Security System in an Organized Sector- Indian Constitution & Legal Framework Social Security Reforms during the Period of Structural Adjustment				
REFERENCES						
1.	C S VenkataRatnam (2010) 13TH Impression; Industrial Relation; Oxford University Press.					
2.	Kalyani, Iyer&Paranjpe (2005); Management and Human Resource Development; Himalaya Publishing House Pvt. Ltd.					
3.	Bhattacharyya, D.K. (2009); Human Resource Development; Himalaya Publishing House Pvt. Ltd.					
4.	LalithaSrividya (2007); Human Resource Development; Himalaya Publishing House Pvt. Ltd.					
5.	David Mankin (2009); Human Resource Development; Oxford University Press					
6.	Rashmi, T.K. (2010); Recruitment Management; Himalaya Publishing House Pvt. Ltd.					
7.	Uday Kumar Haldar (2009); Human Resource Development; Oxford University Press.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE SPECIALISATION IN RURAL ENTREPRENEURSHIP & MANAGEMENT CPR-1301 : RURAL ECONOMIC ENVIRONMENT			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To create awareness among the students regarding the Rural Economic Environment & Socio Economic Problems of Rural India.				
COURSE CONTENT / SYLLABUS						
UNIT-I		RURAL ENVIRONMENT				12 hrs.
		Environment-Definition, Meaning of Rural Environment - Overview of Economic, Political, Social & Cultural Environment and its Impact on Rural Development, Size and Structure of Indian Rural Economy- Agriculture Sector – Production Trends in Agriculture, Causes of Low Productivity				
UNIT-II		RURAL INDUSTRIES				11 hrs.
		Meaning and Definition - Its Role in Indian Economy, Different Forms of Rural Industries Cottage and Village Industries, their Problem and Prospects, Government Policy for Rural Industries; Urban-Rural Linkage and Interdependence. Rural Industries under Five Year Plan				
UNIT-III		RURAL POVERTY AND UNEMPLOYMENT				11
		Basic problems of Rural Economy Population -Unemployment and Poverty - Rural Migration -Other Problems				
UNIT-IV		PUBLIC UTILITIES IN RURAL ECONOMY				11 hrs.
		Infrastructure and Economic Development- Irrigation Facilities- Transport and Communication- Rural Electrification				
REFERENCES						
1.		B.S. Mathur – Cooperation in India				
2.		RuddarDatt and KPM Sundharam: Indian Economy				
3.		T.N. Hajella – Principles, Problems & Practice in Cooperation				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE			CREDIT	3
Semester	I	ACF-1305 : ACCOUNTING AND FINANCE FOR SERVICES			HOURS	45
OBJECTIVES:						
To impart working knowledge with reference to accounting and finance aspects of specified services						
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION				12 hrs.
		Introduction: Concept of Service – Importance of Service sector in Indian Economy-Service vs. Manufacturing- various types of Services-Accounting issues related to Services. Accounting for Tourism and Hospitality Services: Peculiar terms and transactions – Visitors’ Guest Ledger- Occupancy Rate-Accounting System-Preparation of Financial Statements and their analysis- Relevant Cost concepts and cost management- Financial Management				
UNIT-II		ACCOUNTING FOR HEALTHCARE SERVICES				11 hrs.
		Accounting for Healthcare Services: Peculiar terms and transactions- Accounting System-Preparation of Financial Statements and their analysis-Relevant cost concepts and Finance related issues Accounting for Real Estate Developers: Peculiar terms and transactions- Accounting System-Preparation of Financial Statements and their analysis-Relevant cost concepts and Finance related issues				
UNIT-III		ACCOUNTING FOR MUTUAL FUND				11 hrs.
		Accounting for Mutual Fund: Meaning and organization of Mutual Fund – Types of Mutual Funds – SEBI Regulations- Statutory books and records – Preparation of Annual Report, Balance sheet and Revenue Account Accounting for Leases: Meaning – Peculiar terms and transactions –Types of Leases – Accounting aspects in the books of lessor and lessee – Application of relevant Accounting Standard				
UNIT-IV		ACCOUNTING FOR NON -GOVERNMENT ORGANIZATION				11 hrs.
		Accounting for Non Government Organization: Meaning and definition of NGO –Formation and classification of NGO- Importance of Accounting – Objectives of NGO accounting- Types of books and records maintained by NGO- Accounting Standards applicable to NGO – Taxation related issues Accounting for Stock Brokers: Meaning and definition- SEBI (Stock broker and Sub brokers) Regulations, 1992- Registration – Maintenance of proper books of accounts, records and documents.				
REFERENCES						
1.	S.N.Maheswari:Advance Accounting , Vikas Publications.					
2.	Shukla&Grewal: Advance Accounting, S.Chand Publications					
3.	CA D.S.Rawat: Students’ Guide to Accounting Standards, Taxman Publications					
4.	Anoop Pant : Accounting for Hospitality Industries					
5	ShyamlalArora: A Text Book of Hotel Accounting, Vedmas Publications					
6.	Metti M.C.: Hotel Accounting, Anmol Publications					
7.	G.R.Kulkarni,P.Satyashankar: Financial Management for Hospital Administration, Jaypee Publications					
8.	D.K.Chatterji:A Handbook for Accounting for Hospital Management, Himalaya Publishers.					
9.	NGO Accounting and Regulation- Account Aid Team (2002),Account Aid Publication, New Delhi.					
10.	Financial Accountability of NGOs- Account Aid Team (2006),Account Aid Publication, New Delhi.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE			CREDIT	3
Semester	I	ACF-1306 : EVENT MANAGEMENT ACCOUNTING			HOURS	45
OBJECTIVES: To equip the students with the basics of accounting in specialized business activities for enhancing their skills and employability.						
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION TO EVENT MANAGEMENT AND ITS ACCOUNTING Introduction to Event Management and its Accounting : Event Management : Meaning, Types of Events : Leisure Events (e.g. leisure, sport, music, recreation), Cultural Events (e.g. ceremonial, religious, art, fashion, heritage, and folklore), Personal Events (e.g. weddings, birthdays, anniversaries), and Organizational Events (e.g. commercial, political, charitable, sales, product launch, expo., Road Shows, Conference)- Special Aspects of Event Industry- Accounting Basics (Chart of Accounts; Cash vs. Accrual; etc.) - Tax aspects of Event Management.				12 hrs.
UNIT-II		EVENT BUDGETING & COSTING Event Budgeting & Costing: Event Budget Planning – Key Elements of Budget – Forecasting Expenditure and determining Supplier Fees and Deposits Cost Sheet Preparation				11 hrs.
UNIT-III		BASIC EVENT ACCOUNTING Basic Event Accounting: Accounting of Event Income and Event Expenses, Sponsorship Incomes, Indirect Expenses, Accounts Payable and Accounts Receivable, etc. End-to-End Revenue Accounting, Payment and Revenue Reports, Cash Flow Reports, etc.,				11 hrs.
UNIT-IV		FINANCIAL STATEMENTS Financial Statements: Income Statement (Event Specific and Year- end) and Balance Sheet Event Finance Issues				11 hrs.
REFERENCES						
1. Howard Givner: Accounting & Finance for Event Companies Length : 1hr 26min.						
2. Sita Ram Singh (2009) : Event Management MotilalBanarsidas Pub., New Delhi						
3. www.eventleadershipinstitute.com						
4. Study Material on ‘Basic Event Accounting’ (www.niemindia.com)						
5. Study Material on Event Finance Management, Budgeting & Costing’ (www.naemd.com)						

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com (CBCS)					
Year	II	INTERDISCIPLINARY ELECTIVE CBM-1305 : BUSINESS ETHICS		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES:					
		After studying this course, students will be able to get following: - To familiarize students with the important ethical issues that arise in business - To make the student understand about the theoretical concepts involved in Business ethics and developing students' ability to discuss ethical issues extemporaneously.			
COURSE CONTENT / SYLLABUS					
UNIT-I		INTRODUCTION TO BUSINESS ETHICS		12 hrs.	
		Meaning of Business Ethics- Relationship between Morality and Ethics- Importance of Business Ethics- Sustainability a Key Goal for Business Ethics- Principles of Business Ethics			
UNIT-II		FRAMING BUSINESS ETHICS AND ETHICAL THEORIES		11 hrs.	
		Corporate Responsibility, Stakeholder Theory of Firm, Corporate Accountability- Normative Ethical Theories, Western Modernist Ethical Theories, Alternative Perspectives on Ethical Theories			
UNIT-III		MAKING DECISIONS IN BUSINESS ETHICS		11 hrs.	
		Meaning of Ethical Decisions- Models of Ethical Decision Making- Individual Influences on Ethical Decision Making- Situational Influencing on Decision Making			
UNIT-IV		MANAGING BUSINESS ETHICS		11 hrs.	
		What is Business Ethics Management?- Setting Standards of Ethical behavior- Managing Stakeholder Relations- Assessing Ethical Performance- Organizing for Business Ethics Management			
REFERENCES					
1.		Andrew Crane & Dirk Matten (2010); 'Business Ethics'; Oxford University Press; 3rd Edition, 2010.			
2.		S. K. Mandal (2012); 'Ethics in Business and Corporate Governance'; Tata McGraw Hill Education Private L, td., New Delhi, 2nd Edition, 2012.			
3.		J. C. Vohra (2011); 'Business Ethics'; SBS Publishers and Distributors Pvt. Ltd., New Delhi, 1st Edition, 2011.			

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com (CBCS)					
Year	II	INTERDISCIPLINARY ELECTIVE BNK-1302 : BANK CREDIT		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES:		To provide Students knowledge of various bank credit facilities under C and I, priority sector and Government sponsored Schemes & its regulatory mechanisms.			
COURSE CONTENT / SYLLABUS					
UNIT-I		BANK ADVANCES Establishing Bank Lending Policies under Changing Environments-Monetary and Credit Policy of Bank & RBI, Principles of Sound Lending, Various Types of Borrowers and Credit Facilities Provided by Banks, Forms of Securities and Methods of Charging Them, Documentations in Respect of Various Types of Borrowers and Securities		12 hrs.	
UNIT-II		PROJECT FINANCING Term Loan Project Appraisal –Viability Aspects, Appraisal and Monitoring through Ratios, Consortium Financing; Multiple Banking- Non-Performing Assets, Industrial Sickness, Revival of Sick Units- Recovery Mechanisms		11 hrs.	
UNIT-III		SMALL AND MARGINAL ENTREPRENEURS (SME) Introduction, Importance to Indian Economy, Financing of SME- Refinance from SIDBI, Project funding Techniques and requirement Assessment, MSE Cluster Development Program (MSE- CDP), Credit Guarantee fund Scheme for Micro and Small enterprises, Risk Rating of SME Proposals- CART, Role of Rating Agencies and Rating Methodology- Debt Restructuring Mechanisms for SMEs		11 hrs.	
UNIT-IV		AGRICULTURE FINANCE Single Agency V/S Multi Agency Approach- Financial Inclusion & Inclusive Growth For Rural Development - Concept of Business Facilitators & Business Correspondents in Rural Financing - NABARD as a Apex Institution for Rural and Agriculture Development- Priority Sector Lending- Lead Bank Scheme- Service Area Approach- Government Sponsor Program for Socio-Economic and Poverty Alleviation - SGSY, SGSJY, PMSRY, DRI Scheme -Self Help Group, Current Issues and Challenges in Bank Credit		11	
REFERENCES					
1.		Rural Banking by Indian Institute of Banking & Finance			
2.		G.Vijayraghavan: Bank Credit Management, Texts and cases			
3.		P N Varshney: Banking Law and practice			

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE BEC-1306 : BUSINESS ENVIRONMENT			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To make the students familiar with the concepts of business environment.				
COURSE CONTENT / SYLLABUS						
UNIT-I	AN OVERVIEW OF BUSINESS ENVIRONMENT				12 hrs.	
	Concept and Meaning of Business Environment- Economic and Non-Economic Environment- Economic Environment and Business Environment- Business and Society, Social Responsibility of Business- Components and Features of Indian Business Environment					
UNIT-II	REGULATORY FRAMEWORK OF BUSINESS				11 hrs.	
	Nature and system of Indian economy- The need for economic regulations- Government and Business-IDRA-1951, MRTP-1969, FEMA-1999- Competition act -2002					
UNIT-III	FOREIGN TRADE- POLICY PERSPECTIVE				11 hrs.	
	The Foreign trade development and Regulation Act, 1992 - Export Promotion: EPZ, SPZ and 100% EOU - Critical evaluation of Exim policy					
UNIT-IV	BUSINESS ENVIRONMENT –INDIAN PERSPECTIVE				11 hrs.	
	Inward looking at and State Dominated Industrial Development Strategy - New Economic Policy- 1991, Disinvestment in PSUs, Privatization - International Economic Institutions: IMF, World Bank - Indian economy in WTO regime					
REFERENCES						
1.	Francis Cherunilam: Business Environment and Policy					
2.	K.Chidabaram& V. Alagappan : Business Environment					
3.	S. K. Misra&Puri: Economic Environment of Business					
4.	BiswanathGhosh: Economic Environment of Business					
5.	Francis Cherunilam: International Business Environment					
6.	AswathappaK: Business Environment					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE CPR-1302 : COOPERATIVE MOVEMENT IN INDIA			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To acquaint the students with the co-operative movement and to develop the capability for understanding different types of Cooperatives in India.				
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION TO COOPERATIVES				12 hrs.
		Genesis, The Concept of Cooperation, Definition of Cooperation, Objectives of the Cooperation - Characteristics of Cooperative Enterprise - Cooperatives & Other Forms of Enterprises				
UNIT-II		CREDIT COOPERATIVES IN INDIA				11 hrs.
		Agricultural credit cooperative structure: PACS, DCCB's AND ARDB's				
UNIT-III		NON CREDIT COOPERATIVES				11 hrs.
		Definition, Objectives Function and Structure of Cooperative Marketing -Fisheries Cooperative- Dairy Cooperative-Sugar Cooperatives				
UNIT-IV		EVALUATION OF COOPERATIVES MOVEMENT IN INDIA				11 hrs.
		Overall Progress, Short Comings of Cooperative Movement-Suggestions and its Future				
REFERENCES						
1.	B.S. Mathur – Cooperation in India					
2.	R.D. Bedi – Theory, History & Practice of Cooperation					
3	T.N. Hajella – Principles, Problems & Practice in Cooperation					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com (CBCS)					
Year	II	INTERDISCIPLINARY ELECTIVE ENG-1309 : DEVELOPING PROFESSIONAL SKILLS IN ENGLISH		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES: The course is an attempt to integrate the different skills learners need at the undergraduate level that makes them job ready. This course seeks to develop in learners: (1) Linguistic Competence (2) Communicative competence.					
COURSE CONTENT / SYLLABUS					
UNIT-I		ADVANCED LANGUAGE FUNCTIONS IN VARIOUS BUSINESS SITUATIONS Asking and Giving Information: Saying you know about something/ do not know about something; Saying something is correct/ not correct; correcting someone. Dealing with Attitudes: Calming and reassuring someone; Expressing likes, dislikes and preferences; Asking and expressing approval and disapproval; Asking and Giving opinions; Comparing and giving reasons. Undertaking Actions: Suggesting and advising; Requesting; Persuading; Complaining; Encouraging. Making Communication work: Asking someone to say something; Checking that you have understood/someone has understood you; Saying something again and in another way; Changing the subject; Summing up.		12 hrs.	
UNIT-II		TELEPHONING & TELE-CONFERENCING SKILLS Telephone Calls - Business Situations: Answering the phone; Answering on behalf of a colleague; Taking a message; Telephone numbers and spelling; Leaving clear messages. Conference Calls-Organization/Participation/Involvement;SMS-Etiquettes		11 hrs.	
UNIT-III		PRESENTATION SKILLS Making Presentation: Planning,Structuring, Developing Range of Styles - Powerful/ balancing/ questioning/ Personal. Language for Presentation:Language for the introduction; Language for making things clear; Language for focusing; Language for handling questions; Language for closing. Presentation skills in Meetings: Stating objectives; Reporting progress; Interrupting and dealing with interruptions; Asking for comments and contributions; Expressing strong and tentative opinions; Summarizing the results of the meeting.		11 hrs.	
UNIT-IV		WRITING REVIEWS AND BUSINESS REPORTS Memo/ Letter/ Manuscript Report; Reviewing Book/ Movies.		11 hrs.	
REFERENCES					
1.		Blundell, Jon, Jonathan Higgins and Nigel Middlemiss.: Function in English. Oxford University Press. 1982.			
2.		Chapman, Rebecca. : English for Emails. Oxford University Press: New Delhi.2007.			
3.		Dignen, Bob.:Fifty ways to Improve your Presentation Skills in English. Orient BlackSwan: Hyderabad. 2011.			
4.		Grundy, Peter.:Newspapers. Oxford University Press: New Delhi. 1993.			
5.		Grussendorf, Marion. : English for Presentations. Oxford University Press New: Delhi. 2007.			
6.		Naterop, Jean B. and Rod Revel :Telephoning in English. Cambridge University Press: Cambridge. 2007.			
7.		Taylor, Ken. : Fifty ways to improve our Telephoning and Teleconferencing Skills. Orient BlackSwan: Hyderabad. 2011.			
8.		Thomson, Kenneth :English for Meetings. Oxford University Press: New Delhi. 2007.			
9.		Wright, Jon :Dictionaries. Oxford University Press: Delhi. 1998.			
10.		Taylor, Ken :Fifty ways to improve your Business English. Hyderabad: Orient Blackswan. 2011.			
11.		Baber, Eric :Business English Using the Internet. Hyderabad: Orient Blackswan. 2011.			

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE STA-1303 : REGRESSION ANALYSIS AND SAMPLING			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
COURSE CONTENT / SYLLABUS						
UNIT-I	MATRIX ALGEBRA					12 hrs.
	Definition and notation for Matrices - Types of Matrices - Matrix Operations (Algebra of Matrices) Transpose of Matrix, Symmetric and Skew Symmetric Matrices, -Computation of Determinant, Minor and cofactor of Determinant, Adjoint of Matrices, Inverse of matrix, -Application of Matrices-solving linear equations.					
UNIT-II	MULTIPLE LINEAR REGRESSION -MULTIPLE CORRELATION					11 hrs.
	Analysis of Variance for Regression Analysis					
UNIT-III	SAMPLING THEORY					11 hrs.
	Basic Concepts of Sampling -Objectives of Sampling - Principles of Sampling - Probabilistic and Non-Probabilistic Sampling Methods					
UNIT-IV	SAMPLING TECHNIQUES					11 hrs.
	Simple Random Sampling -Stratified with Proportional and Optimal Allocation - Systematic Sampling -Basic Concept of Cluster Sampling					
REFERENCES						
1.	Anderson: Multivariate Analysis					
2.	J.K.Thakaral: Business Mathematics					
3.	Indra Gupta: Business Statistics					
4.	Montgomery: Regression Analysis					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE COMPULSORY CBM-1401 : MARKETING MANAGEMENT (MM)			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:		After studying this course, students will be able to get following: - To understand and review the major functions of marketing which aims at providing an overview on marketing activities within organizations; To understand the theoretical foundation of marketing, its processes, tools and implementation within corporations; - To recognize and analyze marketing related issues and get an overview of relevant marketing activities and able to develop managerial skills for decision making on various Marketing Plans Programs & Strategies.				
COURSE CONTENT / SYLLABUS						
UNIT-I	MARKETING PLANNING AND STRATEGIES				12 hrs.	
	Marketing Environment [in Brief]-Strategic Marketing Planning and Marketing Management Process- STP Model [An Overview] - Market Segmentation-Consumer Behaviour [Meaning-Model of Factors Affecting Consumer Behaviour-Buying Decision Process-Basic Concepts only]					
UNIT-II	PRODUCT AND PRICING STRATEGIES				11 hrs.	
	Product [Product Mix-Product Life Cycle-New Product Development]-Pricing-[Price Setting Procedure-Pricing Policies & Strategies]					
UNIT-III	PLACE AND PROMOTION STRATEGIES				11 hrs.	
	Place Strategies [Meaning-Channel Design Decisions]-Promotion Strategies [Five M's of Advertising (Mission, Money, Message, Media, & Measurement) - An Overview of Sales Promotion, Personal Selling, Publicity & Public Relations, Direct Marketing]					
UNIT-IV	CONTEMPORARY ISSUES IN MARKETING				11 hrs.	
	Marketing of Services-Rural Marketing-Consumerism and Consumer Protection Act, 1986-Retailing					
REFERENCES						
1.	Kotler, Keller, Koshy and Jha (2009) 13th Edition; Marketing Management A South Asian Perspective; Pearson Education.					
2.	Philip Kotler, Kevin Lane Keller (2006) 12th Edition; Marketing Management, Prentice-Hall of India Limited, New Delhi.					
3.	Philip Kotler; Gray Armstrong (2008) 12th Edition; Principles of Marketing; Pearson Education.					
4.	William F. Stanton & others (1994); Fundamentals of Marketing; Tata McGraw Hill, Xth Edition.					
5.	V. S. Ramaswamy& S. Namakumari (2009) 4th Edition; Marketing Management: Macmillan India Ltd.					
6.	Saxsena, (2009) 4th Edition; Marketing Management, Tata McGraw Hill.					
7.	Arun Kumar, N. Meenakshi; Marketing Management; Vikas Publishing House N. Delhi.					
8.	Joel R. Evans, Barry Berman; Marketing Management; Ceangage Learning.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE COMPULSORY BEC-1401 : MACRO ECONOMIC ISSUES AND POLICIES			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
To develop the ability to understand Macro economic problems macro-economic policy implication.						
COURSE CONTENT / SYLLABUS						
UNIT-I	MONEY AND BANKING					12 hrs.
	Meaning and Measurement of Money- Meaning and Measurement of Value of Money- Concept of Money Supply and Related Issues- Operation of Commercial Banks					
UNIT-II	MONETARY POLICY					11 hrs.
	Objectives of Central Bank-Instruments of Central Bank- Meaning, Scope, objectives and Limitations of Monetary Policy-The Role of Monetary Policy in developing countries					
UNIT-III	INFLATION AND UNEMPLOYMENT					11 hrs.
	Meaning, Measures and Types of Inflation- Effects of Inflation-Meaning, Kinds and Measurement of Unemployment-Relationship between Inflation and Unemployment					
UNIT-IV	PUBLIC FINANCE					11 hrs.
	Meaning and Scope of Public Finance -Public Revenue and Budget, Budgetary Deficits - Fiscal Policy- its Scope, Objectives and Limitation					
REFERENCES						
1.	D N Dwivedi: Macro economics- Theory and Policy					
2.	G S Gupta: Macro economics- Theory and Application					
3.	H L Ahuja: Modern Economics					
4.	Shapiro Edward: Macro Economics Analysis					
5.	Mankiw Gregory: Macro Economics					
6.	Taxman's: Macro Economics					

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B. Com (CBCS)						
Year	II	CORE COMPULSORY			CREDIT	3
Semester	II	ACF-1401 : ELEMENTS OF INDIRECT TAXES			HOURS	45
OBJECTIVES:						
		To make the students understand basic concepts and preliminary procedures.				
COURSE CONTENT / SYLLABUS						
UNIT-I		Introduction, Direct Indirect Taxes Compared- Advantages and limitations of Indirect Taxes Customs Duty: Introduction to Customs Duty- Types of Customs Duties- Valuation for Customs Duty, Customs Procedures				12 hrs.
UNIT-II		Central Excise: Nature of Excise Duty including Incidence of Tax -Types of Excise Duties - Excisable Goods, Manufacture and Production- Valuation of Goods -Introduction to CENVAT Credit.				11 hrs.
UNIT-III		Service Tax:Background of Service Tax, Taxable Event, Value of Taxable Service- General Exemptions from Service Tax- Registration, Payment of Service Tax, Filing of Returns, Penalties under Service Tax, etc.				11 hrs.
UNIT-IV		Gujarat Value Added Tax: Historical background, Important Definition- Incidence of Tax, Procedure for Registration, Payment of Tax; Filing of Returns, etc - Levy of Penalties for Various defaults, Input Tax Credit - Records & Documents				11 hrs.
REFERENCES						
1.	V.S. Datey: Indirect Taxes Laws & Practice -TAXMANN Publication					
2.	Dr. C. Parthasarathy& Dr. SanjeevAgarwal: A Hand Book of SERVICE TAX- Law, Practice & Procedure– SNOW WHITE Publication					
3.	Balachandran:Indirect Taxes – SULTAN CHAND Publications.					
4.	R. P. Shah:The Gujarat Value Added Tax Act, 2003 -The Tax Publications.					
5.	Study Material issued by ICAI.					

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B. Com (CBCS)						
Year	II	CORE COMPULSORY ACF-1402 : MANAGEMENT ACCOUNTING			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:		To ensure working knowledge amongst the students for the subject.				
COURSE CONTENT / SYLLABUS						
UNIT-I	INTRODUCTION TO MANAGEMENT ACCOUNTING				12 hrs.	
	Introduction to Management Accounting: Meaning, Definition, Importance in Business Decisions, Comparison of Management Accounting with Financial Accounting and Cost Accounting, Classification of Costs in relation to business decisions. Marginal Costing And Break-Even Analysis — Basic Concepts, Marginal Costing and Absorption Costing, Cost-Volume-Profit Analysis, Break-Even Analysis, Limitations of Break-Even Analysis, Differential Cost Analysis and Relevant Cost Analysis, Application For Management Decision Making.					
UNIT-II	ACTIVITY BASED COSTING				11 hrs.	
	Activity Based Costing: Definition, Meaning, Objectives, Steps in Activity Based Costing, Cost Pools and Cost Drivers, Activity Based Information and Decision making. Service Costing — Meaning, Definition, Application, Identification of Cost Unit, Cost Determination and Cost Control					
UNIT-III	UNIFORM COSTING AND INTER FIRM COMPARISON				11 hrs.	
	Uniform Costing and Inter Firm Comparison Budgetary Control — Basic Concepts- Functional Budgets and Master Budgets, Preparation of Flexible Budget, Zero Based Budgeting					
UNIT-IV	STANDARD COSTING				11 hrs.	
	Standard Costing — Concept, Uses/Advantages and Establishing a Standard Costing system, Variance analysis, Interpretation and Investigation of variances. Contemporary Issues and Developments					
REFERENCES						
1.	M.N Arora:A Text book of Cost Accounting (Vikas Publishing House Ltd.)					
2.	M.N Arora:Cost Accounting – Principles and Practice (Vikas Publishing House Ltd.)					
3.	Ravi M. Kishore : Cost & Management Accounting (Taxmann Publications)					
4.	Jawaharlal Lal&SeemaSrivastava: Cost Accounting (Tata McGraw-Hill Publishing Co.Ltd)					
5.	Colin Drury : Management and Cost Accounting (Taxmann Publications)					
6.	Khan &Jain :Management Accounting (Tata McGraw-Hill Publishing Co.Ltd.)					
7.	Jain S.P &Narang K L: Cost Accounting (Kalyani Publishers)					

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B. Com (CBCS)						
Year	II	CORE COMPULSORY			CREDIT	3
Semester	II	CBM-1402 : ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT			HOURS	45
OBJECTIVES:		The Main objective of the course in Entrepreneurship is to generate in the students initiative, self reliance and enthusiasm so as to empower them to become entrepreneurs both in spirit and performance. The Course is aimed at following: • An understanding of Entrepreneurship that is, initiating an innovative new business venture and developing it into a self-sustaining and profitable enterprise; • An understanding of the process whereby a person decides to become an entrepreneur, screens opportunities, selects an appropriate product/market target, obtains the necessary resources, and launches a new enterprise; • The practical knowledge for the preparation of drafts of business plans for the development of new products, processes and services and for the Financing of New Enterprises; Strategies for Growth & Ending the Venture.				
COURSE CONTENT / SYLLABUS						
UNIT-I		FUNDAMENTALS OF ENTREPRENEURSHIP			12 hrs.	
		Nature & Importance of Entrepreneurs-Entrepreneur Versus Manager-Difference between Entrepreneur & Intrapreneurs-Perspectives of Entrepreneurship-Characteristics & Skills required of an Entrepreneur-Barriers to Entrepreneurship				
UNIT-II		CREATING & STARTING THE VENTURE			11 hrs.	
		Creativity & the Business Idea- Legal Issues for the Entrepreneur & Developing the Business Plan;				
UNIT-III		FINANCING THE NEW VENTURE			11 hrs.	
		Sources of Capital-Informal Risk Capital and Venture Capital				
UNIT-IV		MANAGING, GROWING & ENDING THE VENTURE			11 hrs.	
		Human Resource Management issues in Small Business-Marketing issues in Small Business; Strategies for Growth and Managing the implications for Growth- Accessing Resources for Growth from External Sources-Ending the Venture				
REFERENCES						
1.	Thomas W. Zimmer and Norman M. Scarborough; Essentials of Entrepreneurship and Small Business Management; (PHI), 4th Edition.					
2.	Robert Hisrich, Michael Peters and, Dean Shepherd; Entrepreneurship; TATA McGraw Hill.					
3.	Donald Kuratto and Richard Hodgetts; Entrepreneurship; 6TH Edition.					
4.	MadhurimaLall and ShikhaSahai; Entrepreneurship; Excel Books.					
5.	David Holt; Entrepreneurial Development; (PHI).					
6.	Vasant Desai (2011); 1st Edition; Entrepreneurship and Management of Small and Medium Enterprises; Himalaya Publishing House Pvt. Ltd.					

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B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP-A: SPECIALISATION IN ACCOUNTING AND AUDITING ACF-1403 :CORPORATE ACCOUNTING			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES: To impart working knowledge of accounting as applicable to corporate entities						
COURSE CONTENT / SYLLABUS						
UNIT-I		FINAL ACCOUNTS OF JOINT STOCK COMPANY				12 hrs.
		Final Accounts of Joint Stock Company : Preparation and Presentation of Final Accounts in Compliance of Provisions of Companies Act and relevant Accounting Standards				
UNIT-II		CASH FLOW STATEMENTS				11
		Cash Flow Statements: Preparation of Cash Flow Statements as per relevant Accounting Standard Funds Flow Statement				
UNIT-III		VALUATION OF GOODWILL				11 hrs.
		Valuation of Goodwill: Meaning- Definition- Factors affecting Goodwill- Determination of Future Maintainable Profits- Normal rate of return- Avg. Capital Employed- Methods of Valuation of Goodwill Valuation of Shares: Need for Valuation- Methods of Valuation of Shares				
UNIT-IV		LIQUIDATION OF JOINT STOCK COMPANY				11 hrs.
		Liquidation of Joint Stock Company: Meaning-Modes of Winding Up- Statement of Affairs- Deficiency/Surplus A/c- Liquidator's Final statement of Accounts- Receiver for Debenture holders-B list of Contributories.				
REFERENCES						
1.	Dr. S.N.Maheshwari: Advanced Accounting -Vikas publishing House					
2.	Ashok Sehgal: Advanced Accounting - Taxman Publication					
3.	M.C.Shukla and T.S.Grewal: Advanced Accounting– Sultan Chand Publication					
4.	Hanif and Mukherjee: Modern Accounting - Tata McGrawHill Publication					
5.	R.L.Gupta and M. Radhaswamy: Advanced Accounting– S.Chand Publication					
6.	D.S.Rawat: Students Guide to Accounting Standards- - Taxman Publication					
7.	Relevant study material issued by ICAI, ICWAI and ICSI.					
8.	Dr.T.P.Ghosh:Introduction to IFRS - Taxman publication.					

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B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP-B: SPECIALISATION IN ACCOUNTING AND FINANCE ACF-1404 :CORPORATE ACCOUNTING			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES: To impart working knowledge of accounting as applicable to corporate entities						
COURSE CONTENT / SYLLABUS						
UNIT-I		FINAL ACCOUNTS OF JOINT STOCK COMPANY				12 hrs.
		Final Accounts of Joint Stock Company : Preparation and Presentation of Final Accounts in Compliance of Provisions of Companies Act and relevant Accounting Standards				
UNIT-II		CASH FLOW STATEMENTS				11
		Cash Flow Statements: Preparation of Cash Flow Statements as per relevant Accounting Standard Funds Flow Statement				
UNIT-III		VALUATION OF GOODWILL				11 hrs.
		Valuation of Goodwill: Meaning- Definition- Factors affecting Goodwill- Determination of Future Maintainable Profits- Normal rate of return- Avg. Capital Employed- Methods of Valuation of Goodwill Valuation of Shares: Need for Valuation- Methods of Valuation of Shares				
UNIT-IV		LIQUIDATION OF JOINT STOCK COMPANY				11 hrs.
		Liquidation of Joint Stock Company: Meaning-Modes of Winding Up- Statement of Affairs- Deficiency/Surplus A/c- Liquidator's Final statement of Accounts- Receiver for Debenture holders-B list of Contributories.				
REFERENCES						
1.	Dr. S.N.Maheshwari: Advanced Accounting -Vikas publishing House					
2.	Ashok Sehgal: Advanced Accounting - Taxman Publication					
3.	M.C.Shukla and T.S.Grewal: Advanced Accounting– Sultan Chand Publication					
4.	Hanif and Mukherjee: Modern Accounting - Tata McGrawHill Publication					
5.	R.L.Gupta and M. Radhaswamy: Advanced Accounting– S.Chand Publication					
6.	D.S.Rawat: Students Guide to Accounting Standards- - Taxman Publication					
7.	Relevant study material issued by ICAI, ICWAI and ICSI.					
8.	Dr.T.P.Ghosh:Introduction to IFRS - Taxman publication.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE SPECIALISATION IN BANKING AND INSURANCE BNK-1401 : INSURANCE THEORY AND PRACTICES PAPER VI			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
To provide Students knowledge of evolution, principles, functions, working & operations of insurance companies, existing institutional arrangements & its regulatory mechanisms.						
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION TO INSURANCE				12 hrs.
		Definition, Importance and Principles of Insurance- Role of Insurance in Development of Industry and Commerce - Difference between Life and General Insurance, Insurance Products, Concept of Reinsurance, Coinsurance and Double Insurance- Advantages and Limitations of Insurance.				
UNIT-II		INSURANCE IN INDIA: PRE-REFORM				11 hrs.
		Historical Evolution of Life & General Insurance Business in India- Nationalization of Life Insurance Business (1956) and General Insurance Business (1972) - Post Nationalization Scenario of Insurance Business in India- Essential Elements of a Contract of Insurance- Various Insurance Documents and their Special Features- Various Conditions & Privileges for affecting Life Insurance Policies				
UNIT-III		INSURANCE IN INDIA – POST REFORM PERIOD				11 hrs.
		Malhotra Committee Recommendations- Establishment of IRDA; Its Constitution, Objectives, Major Functions & Powers, Duties & Obligations- Present Insurance Scenario Including Growth of Insurance Industry in India				
UNIT-IV		INSURANCE AND RISK MANAGEMENT				11 hrs.
		Risk Management & Business Administration- Objectives, Scope & Relationship of Risk Management to Insurance- Types of Risks: Financial and Non Financial, Definition, Role Methods & Benefits; Theories of Risk Management Viz. Classical, Collective Risk & Modern Theory; Impact of Liberalization and Globalization of Insurance Sector in India; Issues & Concerns. Current Issues & Problems in Insurance Sector in India.				
REFERENCES						
1.	Dr. P. Periasamy:Principles & Practices of insurance. Published by Himalaya Publishing House, Mumbai. 2005.					
2.	M J Mathew :Insurance; Published by RBSA Publishers. Jaipur 1998					
3.	James T Gleason :Risk; The New Management Imperative in Finance Published By Jaico Publishing House. Mumbai.					
4.	Chaturvedi, Singh & others:India Insurance Report. Series- I. Edited. Published by Birla Institute of Management Technology, Noida. India.					
5.	P K Gupta:Fundamentals of Insurance. Published by Himalaya Publishing House. Mumbai.					
6.	Dr. S.L. Karve:Principles of Life Insurance Published by Himalaya Publishing House. Mumbai.					

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B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP-A. SPECIALISATION IN FINANCIAL ECONOMICS BEC-1402 : FINANCIAL MARKETS			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
		The present paper enhances the understanding of students in the specialized field of Indian financial market				
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION TO FINANCIAL MARKETS				12 hrs.
		Financial Market as Part of Financial System- Structure of Financial Markets, Organized and Unorganized Financial Market- Characteristic, Features and Problems of Unorganized Financial Markets in Developing Countries - Primary Market and Secondary Market- Money Market and Capital Market				
UNIT-II		MONEY MARKET				11 hrs.
		Meaning and Features of Money Market -Call Money Market- Treasury Bill Market- Commercial Papers Markets-Market for Government Securities				
UNIT-III		CAPITAL MARKET				11 hrs.
		Meaning and Features of Capital Markets- New Issue Market- Role of Merchant Banks in Managing Public Issues- Meaning Features and Advantages of Stock Exchange Market- Listing and classification of listing of Public Issues -Pricing and Yields of Industrial Securities New Instruments traded in Stock market- Growth of Stock Exchange Market in India.				
UNIT-IV		SUPPORTING AND REGULATING INSTITUTIONS OF FINANCIAL MARKET				11 hrs.
		Participating Institutions: Role of Discount and Finance House of India- State Trading Corporation of India- Role of Rating Institutions Regulating Institutions: Reserve Bank of India- Security and Exchange Board of India-Financial Market Reforms				
REFERENCES						
1.	VasantDesai:Financial Markets and Financial Services, Himalaya Publishing House,					
2.	L M Bhole: Financial Institutions and Markets; Structure, Growth and Innovations, Tata McGraw Hill					
3.	Ajay Shah: Susan Thomas and Michel Gortham Indian financial Marke					
4.	B V Pathak: Indian Financial System: Markets Institutions and Services (Pearson Education)					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP-B. SPECIALISATION IN OPEN ECONOMY AND INTERNATIONAL BUSINESS BEC-1403 : ECONOMIC INTEGRATION AND GLOBALISATION			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
To develop an insight into the postulates, principles, decision making, planning and control in international business environment.						
COURSE CONTENT / SYLLABUS						
UNIT-I		ECONOMIC INTEGRATION				12 hrs.
		Concept and Meaning of Economic Integration- Forms of Economic Integration- Advantages and Disadvantages- Impact of Economic Integration- Experience of Developing Countries				
UNIT-II		REGIONAL TRADE BLOCS				11 hrs.
		Cross-National Cooperation and agreements- Types of Economic Blocs- Organization of Petroleum Exporting Countries (OPEC) - European Union (EU) - Asia Pacific Economic Cooperation (APEC) - ASEAN Free Trade Area- South Asian Free Trade Area -Recent Developments in Trade Blocks				
UNIT-III		GLOBALIZATION				11 hrs.
		Meaning and Definition, Features and Factors Responsible for Globalization - Stages of Globalization and Globalization of Markets, Production, Investment and Technology- Advantages and Disadvantages of Globalization- Hurdles and Effects of Globalization				
UNIT-IV		SOME ISSUES AND PROSPECTS				11 hrs.
		Competition and Comparative Advantage- Primary Products- Exports of New Industries Manufacture -Regional Grouping in Developing Countries - Regional Versus Multilateralism: A case of Developing Countries.				
REFERENCES						
1.	D.M.Mithani: Economics of Global Trade and Finance.					
2.	Francis Cherunilam: International Trade and Export Management.					
3.	Misra and Puri: Business Economics and Business Environment.					
4.	V.K.Bhalla and S. Shivaramu: International Business Environment and Management.					
5.	K.Aswathapa: Essential of Business Environment.					
6.	M.K.Bhat: International Trade and Financial Environment.					
7.	P.Subbarao: International Business.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP-A: SPECIALISATION IN MARKETING MANAGEMENT CBM-1403 :CONSUMER BEHAVIOUR (CB)			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
		- To provide students basic understanding of Consumer& its behavior. - To provide students an understanding of factors influencing Consumer Behaviour. - To provide an insight in to the Ethics in Consumer Behaviour.				
COURSE CONTENT / SYLLABUS						
UNIT-I	AN INTRODUCTION TO CONSUMER BEHAVIOUR				12 hrs.	
	Meaning-Definition & Scope of Consumer Behaviour-Marketing Applications of Consumer Behaviour-CB & Non-Marketing Application-Social Marketing & CB					
UNIT-II	SOCIO- CULTURAL INFLUENCES OF CONSUMER BEHAVIOUR				11 hrs.	
	Family-Reference Group-Social and Cultural Aspects-Opinion Leaders-Post Purchase Behaviour of Consumers					
UNIT-III	PERSONAL& PSYCHOLOGICAL INFLUENCES				11 hrs.	
	Needs and Motives-Personality-Demographic and Psychographics Factors-Buyer as a Perceiver & as a Learner-Attitude Formation-Life Style Influences-Life Cycle Influences					
UNIT-IV	CONTEMPORARY ISSUES IN CONSUMER BEHAVIOUR				11 hrs.	
	Diffusion Process-Stages in Adoption Process-On-line Buying Behaviour; Ethics in Consumer Behaviour					
REFERENCES						
1.	Leon G. Schiff man and Leslie Lazar Kaunk (2002) 7th Edition; Consumer Behaviour; Prentice Hall of India Pvt. Ltd., New Delhi.					
2.	Roger D. Blackwell, PaulW. Miniard and James F. Engel (2007) 10th Edition; Consumer Behaviour; Thomson South-Western					
3.	Loudon & Albert Della, Consumer Behaviour, Tata McGraw-Hill Publishing, 2001.					
4.	RamanuajMajmudar (2010); Consumer Behaviour; PHI Ltd., New Delhi.					
5.	J. Paul Peter and Jerry C. Olson (2009) 7th Edition; Consumer Behavior and Marketing Strategy; Tata McGraw-Hill, New Delhi.					

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B. Com (CBCS)						
Year	II	CORE ELECTIVE GROUP-B: SPECIALISATION IN HUMAN RESOURCE MANAGEMENT CBM-1404 : THEORY AND PRACTICE OF INDUSTRIAL RELATIONS (IR)			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
- To provide participants with a body of knowledge which will enable them to understand and apply theory and practice of Industrial Relations in the working environment. - To understand the importance of Industrial Relations to the success of a business.						
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION TO INDUSTRIAL RELATIONS				12 hrs.
		Growth of Industrial Labour Force – Sectoral Labour Force – Characteristics of Indian Labour				
UNIT-II		INDUSTRIAL RELATION AND LEGISLATION:				11 hrs.
		Evolution of Industrial Relations-Concept, Importance and Scope – Legislation Related to Industrial Relations				
UNIT-III		DISPUTE SETTLEMENT MACHINERY				11 hrs.
		Settlement of Industrial Disputes – Conciliation – Arbitration – Adjudication				
UNIT-IV		PARTICIPATIVE MANAGEMENT PRACTICES				11 hrs.
		Labour Welfare and Education – Concept- Scope-Approaches-Workers’ Education and Training; Workers’ Participation in Management				
REFERENCES						
1.	M.E. ThukaramRao :Industrial Management –.					
2.	P. Subba Rao (2010); 3rd Edition; Essentials of Human Resource Management and Industrial Relations (Text, Cases, and Games); Himalaya Publishing House Pvt. Ltd.					
3.	C.B. Mamoria, SatishMamoria and S.V. Gankar (2010); 13th Edition; Dynamics of Industrial Relations; Himalaya Publishing House Pvt. Ltd.					
4.	Sharma, A.M. (2009); Industrial Relations — Conceptual and Legal Framework; Himalaya Publishing House Pvt. Ltd.					
5.	Subba Rao, P. (2009); Essentials of HRM and Industrial Relation — (Text and Cases); Himalaya Publishing House Pvt. Ltd.					
6.	S.C.Srivastava; Industrial Relations & Labor Laws; Vikas Publishing House Pvt Ltd. Delhi; 4th Edition.					

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B. Com (CBCS)						
Year	II	CORE ELECTIVE SPECIALIZATION IN: RURAL ENTREPRENEURSHIP & MANAGEMENT CPR-1401 : RURAL DEVELOPMENT INTERVENTIONS			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
		To make the students conversant with the Government and other institutions interventions for Rural Development.				
COURSE CONTENT / SYLLABUS						
UNIT-I					12 hrs.	
	Rural Development –Definition, Objectives, Significance Rural Development under the Five Year Plan, Issues in Rural Development					
UNIT-II					11 hrs.	
	Nature and Estimates of Poverty and Unemployment in India Programmes for Rural Development – Jawahar Rojgar Yojana, Sampoorna Grameen Rojgar Yojana, Swarna Jayanti Gram Swarajgar Yojana					
UNIT-III					11 hrs.	
	Policies and Programmes for Strengthening Agriculture Sector Land tenure system, Size of farm and productive efficiency, Problem of sub-division and fragmentation of land holding- Need, Scope and Critical analysis of Land Reform Programmes					
UNIT-IV					11 hrs.	
	New Agriculture Strategy and Modernization of Agriculture – Meaning, Features, Achievements and Criticisms; New Thrust Areas in Agriculture, Agriculture under the Five-year Plans					
REFERENCES						
1.	MathurBL:Rural Development and Cooperation					
2.	RuddarDatt and KPM Sundharam: Indian Economy					
3.	Vasant Desai: Rural Development in India					

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B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE ACF-1405 : INCOME TAX RETURN PREPARATION			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
		Equipping the students for E-filing of Income Tax Return for an individual and for filing of TDS returns.				
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION				12 hrs.
		Introduction: E-filing of Income Tax Returns and E-Payment of Income Tax. Application for PAN; Online Registration of PAN Income Tax Returns of Individuals: Overview of provisions of the Income Tax Act for computation of GTI AND TI of an Individual				
UNIT-II		ONLINE FILING OF RETURN OF INCOME OF INDIVIDUALS				11 hrs.
		Utility Available for Preparation of Return-.Viewing of Tax Credit Available in Form 26AS - Filing of Various Returns of Income for an Individual I.E. ITR-1 to ITR-4 - Filing of Returns with Digital Signatures and Without Digital Signatures				
UNIT-III		TDS				11 hrs.
		Overview of TDS provisions related with TDS from Salaries and payments other than Salaries				
UNIT-IV		ONLINE FILING OF TDS STATEMENTS				11 hrs.
		Application for TAN - E-payments of TDS - Utilities available for Preparation of Statements - Preparation of TDS Statements -TDS Certificates - E-filing of TDS Statements				
REFERENCES						
1.	Dr. Vinod K. Singhania – Dr. KapilSinghania: Direct Taxes Law & Practice –TAXMANN Publication					
2.	Dr. GirishAhuja: Direct Taxes Law & Practice– Dr. Ravi Gupta BHARAT Publication					
3.	CA T. N. Manoharan: Direct Tax Laws– SNOW WHITE Publication					

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B. Com (CBCS)					
Year	II	INTERDISCIPLINARY ELECTIVE ACF-1406 : VALUE ADDED TAX: ACCOUNTING, LAW AND PROCEDURES		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:		To equip the students with provisions of GVAT Act and Rules, to make student familiar about day to day VAT procedure like Registration, Self -assessment, Preparation of Tax & retail Invoice, Filling of Return etc.			
COURSE CONTENT / SYLLABUS					
UNIT-I		Historical Background, Constitutional support to VAT- Pre & post VAT situation, Salient features of VAT-Definitions u/s Section 2 of Gujarat Value Added Tax Act 2003, Incidence of Tax u/s 3, Compulsory registration u/s 21, Voluntary registration u/s 22, Other issues on registration u/s 23 to 28		12 hrs.	
UNIT-II		Non taxable Sales & Purchases, Exemptions (Schedule-I goods) u/s 4& 5-Dealer liable to pay tax u/s 6, Levy of tax on Scheduled – II & III goods u/s 7 (Schedule II goods rate of taxes 1, 4, 15, 20, 60, percent & entry 87 residuary goods 12.5 %) (Schedule III goods petrol diesel 24 & 26%) Input Tax Credit (Admissibility, Reduction, Time to obtain & Tax invoice) u/s11 & 12. (set-off) Tax Deducted at Source u/s 59A & 59B)		11 hrs.	
UNIT-III		Lump sum Tax payment (optional), Deemed Sales, Composition Scheme of Tax on Works Contract u/s 14, Lease Agreement, Food served in hotels u/s 14A to 14D, Burden of proof u/s 15 u/s 19-20 Submission and filling of Returns u/s 29, Payment of tax and interest on delayed payment u/s30, Types of Assessments u/s 32-35 Refund u/s 36-40		11 hrs.	
UNIT-IV		VAT Accounting : Preparation of Journal, Subsidiary Books, Day books on Goods on Sale or Return, VAT Registers, Ledgers & Trial balance. Guidance Note on Accounting for State Level Value Added Tax.		11 hrs.	
REFERENCES					
1.	S.N.Maheshwari:Advanced Accountancy Vol-I, Vikas Publication House.				
2.	M.C.Shukla –T.S.Grewal- S.C.Gupta:Advanced Accounts Vol-I, S.Chand Publication.				
3.	Bharat L. :Principle and Practice of Accounts & VAT Audit (Under GVAT) ShethKarnavati Publications.				
4.	R.P.Shah: GVAT Act, 2003 Tax Publication Abad				
5.	R.P.Shah: GVAT Rules 2003 Tax Publication Abad				

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B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE CBM-1405 : RETAILING MANAGEMENT (RM)			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES: - To understand and review the major functions of Retailing which aims at providing an overview on activities performed in retailing management To understand the theoretical foundation of Retailing Management, its processes, tools and implementation in the retail stores; - To recognize and analyzes issues related to and get an overview of Management of Retailing activities and able to develop managerial skills for decision making on various Plans, Programs & Strategies related with Retailing Management.						
COURSE CONTENT / SYLLABUS						
UNIT-I	INTRODUCTION TO RETAIL MANAGEMENT					12 hrs.
	Meaning of Retail and Retailing- Types of Retailers- Changes Impacting Retailing in India- Retailing in India					
UNIT-II	PLANNING AND MERCHANDISE MANAGEMENT FOR RETAIL OUTETS					11 hrs.
	Meaning of Merchandise Management- Categorizing the Buying Process- Setting Objectives for Merchandizing Plan- Sales Forecasting for Retailing- Determining the Assortment Planning Process- Buying Systems- Open to Buy System					
UNIT-III	STORE MANAGEMENT					11 hrs.
	Managing the Store- Store Layout, Design, and Visual Merchandizing- Customer Service					
UNIT-IV	MARKETING MANAGEMENT AND RELATED ISSUES IN RETAILING					11 hrs.
	Meaning of Retail Marketing- Understanding Consumer Behaviour- Stages in the Buying Process- Factors Influencing Customers’ Buying Decisions- Role of Pricing in Retail Market- Factors Affecting Retail Pricing- Pricing Strategies and Approaches- Importance of Promotion in Retailing- Forms of Retail Promotion and Communicating with Customers- Factors Affecting Choice of Communication Methods- Campaign Management					
REFERENCES						
1.	Suja Nair; Retail Management; Himalaya Publishing House.					
2.	Michael Levy, Barton A. Weitz and Ajay Pandit; Retailing Management; Tata McGraw Hill Publishing Company Ltd.					
3.	A. J. Lamba; The Art of Retailing; Tata McGraw Hill Publishing Company Ltd.					

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B. Com (CBCS)					
Year	II	INTERDISCIPLINARY ELECTIVE BNK-1402 : INSURANCE PRODUCTS, SERVICES AND MARKETING		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES: To provide students the knowledge of basic concepts, institutional scenario, various insurance products/policies, importance of insurance & emerging issues in insurance marketing and services at the national level in the light of the policies of liberalization and globalization.					
COURSE CONTENT / SYLLABUS					
UNIT-I	INTRODUCTION TO INSURANCE				12 hrs.
	Concept of Insurance: Introduction to Insurance, Significance, Basic Principles- Insurance Structure, Organization, Functions- Regulation and Legislation Applicable to Insurance: History and Regulation of Insurance Business In India - Insurance Act, 1938, LIC Act, 1956, GIBNA Act 1972 And IRDA Act, 1999				
UNIT-II	INSURANCE PRODUCTS				11 hrs.
	Life Insurance Products in India: Term Insurance, Whole Life Insurance, Endowment Insurance, Group Insurance, Annuities, Unit Linked Policies. Riders, Premium Calculation, Concept of Surrender Value, Claims: Death and Maturity Claims, Assignment and Nomination of Policies				
UNIT-III	GENERAL INSURANCE PRODUCTS IN INDIA				11 hrs.
	Fire Insurance Policies: Standard Fire Insurance Policy and Special Peril Policy- Marine Insurance Policies and Products- Misc. Insurance Policies -Current Trends and Issues				
UNIT-IV	INSURANCE MARKETING IN INDIA				11 hrs.
	Introduction, Special Features, Need, Objectives and Scope - Marketing Mix in Insurance Industry- Marketing Strategies of Selected Insurance Players in Life as well as Non-Life Sector, their Features & Merits- Difference Between Sales & Marketing/Strategies of Different Insurance Companies - Double Insurance & Reinsurance- Marketing Intermediaries – Need & Role of Intermediaries, their Duties, various Types – Agents, Brokers and Banks, Current Scenario -IRDA (General Insurance & Reinsurance) Regulations – Introduction, Various Provisions.				
REFERENCES					
1.	Bodla, MC Gaeg, K. P. Singh:Insurance, Fundamental, Environments & Procedures, published by Deep and Deep Pub. Pvt. Ltd.				
2.	Indian Institute of Bankers: Insurance Products & Services, published by Taxman’s				
3.	IIBF : Insurance products				

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B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE BEC-1404 : QUANTITATIVE ECONOMICS			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
		To equip students with necessary expertise regarding quantitative techniques for the purpose of decision making.				
COURSE CONTENT / SYLLABUS						
UNIT-I		FUNCTIONS AND THEIR APPLICATION				12 hrs.
		Function: Meaning, Types of Functions, Diagrammatic Representation of Functions, Application: Demand and Supply Function, Market Equilibrium, Cost, Revenue and Profit Functions, Tax and Subsidy.				
UNIT-II		DIFFERENTIAL CALCULUS				11 hrs.
		Differential Calculus: Concept of Differentiation, Limit and Continuity, Rules of Derivation, Concavity and Convexity, Maxima and Minima, Application of Calculus for the analysis of Utility, Revenue, Cost, Profit and Elasticity of Demand.				
UNIT-III		LINEAR PROGRAMMING				11 hrs.
		Linear Programming: Meaning, Application, Limitations, Graphical and Simplex method				
UNIT-IV		INPUT-OUTPUT ANALYSIS				11 hrs.
		Input-Output Analysis: Flow tables, Technological Assumptions, Feasibility, Solution to Input-Output System, Applications, Limitations, Elementary Matrix Algebra				
REFERENCES						
1.		R.G.D.Allen: Mathematical Analysis for Economics				
2.		C.R.Kothari: Quantitative Techniques				
3.		S.C.Srivasatava and S.Srivastava: Quantitative Techniques				
4.		Edward T.Dowling: Mathematical Methods for Business and Economics				
5.		J.K.Sharma: Operation Research- Theory and Applications				
6.		G. S Gupta: Managerial Economics				

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B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE CPR-1402 : INTERNATIONAL COOPERATIVE MOVEMENT			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
To acquaint the students with the Genesis and Growth of the Cooperative Movement Worldwide.						
COURSE CONTENT / SYLLABUS						
UNIT-I						12 hrs.
		Cooperative movement in England Cooperative movement in Sweden				
UNIT-II						11 hrs.
		Danish and Irish cooperative movement Indian cooperative movement				
UNIT-III						11 hrs.
		Labor cooperatives of Italy Consumer cooperatives of France Kibbutz of Israel				
UNIT-IV						11 hrs.
		Cooperative movement in USA Cooperative movement in Canada				
REFERENCES						
1.	Review of International Cooperation – official journal of I.C.A					
2.	Saxena&Mammoria – Cooperation in Foreign Lands					
3.	T.N. Hajella – Principles, Problems & Practice in Cooperation					

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B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE ENG-1409 : DEVELOPING SOFT SKILLS IN ENGLISH			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES: The course is an attempt to integrate soft skills learners need at the undergraduate level that makes them job ready. The course focuses on equipping the graduating students with skills essential at the workplace. This course seeks to develop in learners: Interpersonal Communication skills and Employability skills.						
COURSE CONTENT / SYLLABUS						
UNIT-I		NEGOTIATION SKILLS				10 hrs.
		Definition and Phases of Negotiation - Approaches to Negotiation- Language for Negotiation- Handling Problems during negotiations- Cross-cultural Challenges.				
UNIT-II		CONFLICT RESOLUTION SKILLS				11 hrs.
		Sources and Effects of Conflict- Approaches to Managing Conflict - Language for Conflict Resolution- Dealing with Conflict across Cultures: Parochialism & Ethnocentrism				
UNIT-III		INTERVIEW SKILLS				12 hrs.
		Strategies and Techniques for various types of Interviews: Employment Interview - Appraisal Interview - Stress Interviews - Telephonic Interviews				
UNIT-IV		SKILLS FOR SELF- DEVELOPMENT				12 hrs.
		Emotional Intelligence Skills- Adaptability Skills- Assertive Skills: How to Say 'No'				
REFERENCES						
1.	Dhanavel, S.P.: English and Soft Skills. Hyderabad: Orient BlackSwan. 2010.					
2.	Fisher, Dalamer. : Communication in Organisations. Mumbai: Jaico Publishing House. 2006.					
3.	Hayes, John. : Interpersonal skills at Work. 2nd ed. East Sussex: Routledge. 2002					
4.	Juneja, O. P. and MujumdarAarti. : Business Communication: Techniques and Methods. Hyderabad: Orient BlackSwan. 2010.					
5.	Kaul, Asha. : Business Communication. 2nd Ed. New Delhi: PHI Learning Pvt. Ltd. 2009.					
6.	Laws Anne. : Negotiations. Hyderabad: Orient BlackSwan. 2011.					
7.	Parikh J.P., SurveAnshu, Swarnabharati and AsmaBaharainwala. : Business Communication: Basic Concepts and Skill. Hyderabad: Orient BlackSwan. 2011.					
8.	Thill, Bovee and Cazamian. : Business Communication Today. New Delhi: Pearson India. 2006.					
9.	Taylor, Ken. : Fifty ways to improve your Business English. Hyderabad: Orient Blackswan. 2011.					

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B. Com (CBCS)						
Year	II	INTERDISCIPLINARY ELECTIVE CBM-1406 : MANAGERIAL DECISION THEORY			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
COURSE CONTENT / SYLLABUS						
UNIT-I		MANAGERIAL DECISION THEORY				12 hrs.
		Forecasting And Methods -Forecasting - Concept, Types and Importance -General Approach to Forecasting -Forecasting Demand -Industry V/S Company Sales Forecasts -Factors Affecting Company Sales				
UNIT-II						11 hrs.
		Forecasting By Exponential Smoothing Method, Forecasting Using Time series. - Types of forecasting.				
UNIT-III		GAME THEORY				11 hrs.
		Introduction to Game Theory - Two Person Zero Sum Game -Games with saddle point Game without saddle point: - Principle of Dominance - Graphical Method				
UNIT-IV		DECISION THEORY				11 hrs.
		Elements of Decision Theory Different criterions: (i) Under Certainty: Maximax, Maximum, Minimax Regret, (ii) Under Uncertainty: EMV, EOL				
REFERENCES						
1.	J.K.Sharma: Operation Research					
2.	S.C.Gupta and V.K.Kapoor: Fundamental of Applied Statistics					
3.	Kantiswarup: Operation Research					

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF
COMMERCE**
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
DETAILED SYLLABUS
UNDER CBCS
S. Y. B. COM.

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	CORE COMPULSORY AFC1501 : FINANCIAL MANAGEMENT			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:		To impart basic knowledge of Financial Management.				
COURSE CONTENT / SYLLABUS						
UNIT-I						12 hrs.
	Financial Management: Introduction, Core Concepts, Objectives- Finance Functions- Organization of Finance Function Statements of Financial Information and Financial Statements Analysis					
UNIT-II						11 hrs.
	Working Capital Management					
UNIT-III						11 hrs.
	Capital Structure Planning Leverages					
UNIT-IV						11 hrs.
	Cost of Capital Capital Budgeting					
REFERENCES						
1.	M. Pandey: Financial ManagementI (Vikas Publishing House)					
2.	Prasanna Chandra: Fundamentals of Financial Management (TMH)					
3.	Ravi M. Kishore: Financial Management (Taxmann)					

4.	Jim McMenamin: Financial Management; An Introduction (OUP)
5.	Aswath Damodaran: Corporate Finance – Theory and Practice (John Willey & Sons)
6.	I. M. Pandey: Financial Management (Vikas Publishing House)

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.				ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)							
YEAR	III	CORE COMPULSORY				CREDIT	3
Semester	I	LAW1507 : BUSINESS LAW - I				HOURS	45
OBJECTIVES:		To provide basic knowledge of business laws with emphasis on their applications in business decision making.					
COURSE CONTENT / SYLLABUS							
UNIT-I	THE INDIAN CONTRACT ACT, 1872						12 hrs.
	Object of the Act - Nature of Contract- Offer and Acceptance – Consideration - Capacity to contract - Free Consent- Legality of object						
UNIT-II	INDIAN CONTRACT ACT, 1872 (CONTD.)						11 hrs.
	Void Agreements - Contingent Contracts- Performance of Contract- Discharge of Contract – Remedies for Breach of Contract - Quasi-Contracts						
UNIT-III	THE INDIAN CONTRACT ACT, 1872 (CONTD.): CONTRACTS						11 hrs.
	Indemnity and Guarantee Bailment and Pledge Contract of Agency						
UNIT-IV	THE SALE OF GOODS ACT, 1930						11 hrs.
	Object of the Act Formation of Contract of Sale - Subject-matter of Contract of Sale - The Price and Stipulations as to Time • Conditions and Warranties - Caveat Emptor • Transfer of Property • Performance of Contract • Rights of an unpaid Seller						
REFERENCES							
1.	N.D. Kapoor: Elements of Mercantile Law, 33 rd Ed., 2012 (Sultan Chand & Sons)						
2.	R K Bangia: Business Law						
3.	M C Kucchal: Business Law						

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B. Com. (CBCS)						
YEAR	III	CORE COMPULSORY CBM1502 : ORGANIZATIONAL BEHAVIOUR			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:		• To impart the students with the basic conceptual and practical foundations of behavioural aspects of employees in real life organizations; • To develop managerial skills for decision-making on various behavioural aspects of employees in real life organizations; • To enable students to face the challenges imposed by the Employees’ needs and expectations from the organization; • To understand potentials of employees in real life organizations in the Globalized Business Environment and to analyze its implications on current HRM practices in the organizations; • To provide students an understanding on the conceptual applications of behavioural aspects of employees in real life organizations.				
COURSE CONTENT / SYLLABUS						
UNIT-I	FOUNDATIONS OF OB				12 hrs.	
	Definition-Need and Importance of Organizational Behaviour [OB]-Nature and scope - Framework of OB- Organizational Behaviour Models					
UNIT-II	THE INDIVIDUAL BEHAVIOUR				11 hrs.	
	Foundations of Individual Behaviour [Personality, Perceptions & Individual Decision Making- Values, Attitudes & Job Satisfaction]					
UNIT-III	THE GROUP BEHAVIOUR				11 hrs.	
	Foundations of Group Behaviour [Group Dynamics-Communications & Group Decision Making Leadership-Power & Politics-Conflict & Inter-Group Behaviour]					
UNIT-IV	HORIZONS FOR ORGANIZATIONAL BEHAVIOUR				11 hrs.	
	Organization Culture-Work Stress-Organizational Development-Foundations of Organizational Change					
REFERENCES						
1.	Stephen P. Robbins (2001) 9th Edition; Organizational Behavior, Prentice Hall of India.					
2.	Hellriegel, Slocum and Woodman (2001) 9th Edition; Organizational Behavior, South-Western, Thomson Learning.					
3.	Luthans Fred - Organizational Behavior –Int. Edition McGraw Hill-10 th Edition.					
4.	Aswathappa K. (2009) 8th Edition; Organizational Behavior; Himalaya Publications.					
5.	Subba Rao, P. (2010); Organizational Behaviour; Himalaya Publishing House Pvt. Ltd.					
6.	K. Ashwathappa (2010); 9 th Edition; Organizational Behaviour; Himalaya Publishing House Pvt. Ltd.					

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.				ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)							
YEAR	III	CORE COMPULSORY BEC1501 : INTERNATIONAL TRADE				CREDIT	3
Semester	I					HOURS	45
OBJECTIVES:							
		To develop an understanding of underlying concepts, strategies and issues in international trade.					
COURSE CONTENT / SYLLABUS							
UNIT-I	THEORIES OF INTERNATIONAL TRADE						12 hrs.
	Significance of International Trade- Distinction of Internal and External Trade Classical Theories of International Trade- Doctrine of Reciprocal Demand- Offer Curve Analysis						
UNIT-II	THEORY AND TERMS OF TRADE						11 hrs.
	Heckscher- Ohlin Theories, New Trade Theory of Krugman, Terms of Trade- Concepts, Factors affecting Terms of Trade						
UNIT-III	TRADE POLICIES AND GAINS FROM TRADE						11 hrs.
	Gains from Trade, Measurement, Nature and Sources of Gains, Factors Determining Size of Gains, Obstacles to Trade and Trade Restrictions, Free Trade v/s Protection, Economic and Non-Economic Arguments, Role of Protection in Developing Economy.						
UNIT-IV	ECONOMIC INTEGRATION						11 hrs.
	Forms and Rationale of Economic Integration, Pure Theory of Custom Union EEC: Nature and Impact, WTO: Meaning, Structure, Objectives and Functions Globalization						
REFERENCES							
1.	D. M. Mithani: Introduction to International Economics						
2.	H. G. Mannur: International Economics						
3.	Francis Cherunilam: International Economics						
4.	M. C. Vaish and Sudaman Singh: International Economics						

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE ELECTIVE GROUP-A: SPECIALISATION IN ACCOUNTING AND AUDITING AFC1502 : AUDIT & ASSURANCES		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES: To have a fundamental and basic knowledge in the field of Audit.					
COURSE CONTENT / SYLLABUS					
UNIT-I					12 hrs.
	Principles of Auditing (with reference to SA) Definition- An overview of Auditing & Assurance Standards (SA) - Objects (with reference to SA) - Advantages and different classes of Audit- Qualities of a Good Auditor				
UNIT-II					11 hrs.
	Preparation before commencement of Audit, Audit Programme (with reference to SA) - Audit Notebook- Audit Files- Working papers (with reference to SA)				
UNIT-III					11 hrs.
	Internal Check, Internal Control (with reference to SA) and Internal Audit Special Audit Techniques: Analytical Procedures (with reference to SA) - Types of sampling, Test check system of Audit (with reference to SA)				
UNIT-IV					11 hrs.
	Meaning and Object of Vouching (with reference to SA) - Vouching of various types of transactions Meaning of Verification and Valuation -Verification and Valuation Principles - Verification and Valuation of Assets and Verification of Liabilities- Contemporary issues on Auditing				
REFERENCES					
1.	Aruna Jha: Auditing and Assurance (Taxmann)				
2.	Ravindra Kumar Virendra Sharma: Auditing – Principles and Practice (PHI)				
3.	P.G. Saxena: Principles and Practice of Auditing (Himalaya Publishing House)				
4.	B.N. Tandon: Practical Auditing (S.Chand & Co.Ltd.)				
5.	S.D. Sharma: Auditing Principles and Practice (Taxmann)				
6.	D.S. Rawat: Student Guide to Auditing Standards (Taxmann)				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	CORE ELECTIVE			CREDIT	3
Semester	I	GROUP-B: SPECIALISATION IN ACCOUNTING AND FINANCE AFC1503 : CAPITAL MARKET			HOURS	45
OBJECTIVES: To provide basic and practical knowledge of the activities of the Indian Capital Market						
COURSE CONTENT / SYLLABUS						
UNIT-I		CAPITAL MARKET: AN INTRODUCTION				12 hrs.
		Overview of Indian Financial System - Capital Market: Functions, Classification, Participants and Products, Institutions: Regulators, Exchanges, Depositories and Banking Institutions - Sources of Market Information - Regulatory Framework.				
UNIT-II		PRIMARY & SECONDARY EQUITY MARKET				11 hrs.
		Equity Shares - DIP Guidelines 2000 - Public Issue (Fixed Price & Book Building) –IPO Grading, Merchant Banking - Online IPOs – ‘Demat’ & ‘Remat’ - Key Contents of Prospectus and Composite Share Application / Bidding Form - How to apply using Share Application Form ? - Rights Issue – Preferential Allotment - Other Regulations. Stock Exchanges (NSE and BSE) - Listing – Trading and Settlement – Trading Rules - KYC - Contract Note – Market Quotations & Indices (Sensex and Nifty50) - Circuit Filters – Investor Protection Fund –Transaction Costs – Risk Management – Market Grievances and Arbitration Mechanism - Understanding the Corporate Data Bank from investors’ magazines / economic dailies				
UNIT-III		DEBT AND DERIVATIVE MARKETS: BASICS				11 hrs.
		Corporate Debt Market – Government Securities Market – Credit Rating - Regulations Derivatives : Definition – Products – Participants and Functions – Trading Mechanism – Contract Specifications – Clearing & Settlement – Types of Derivatives – Futures and Options : Features, Differences - Futures and Options on Individual Stock and Indices – How Option works - Call and Put Options - Payoffs - Market Data : Turnover, Open Interest etc.				
UNIT-IV		Mutual Funds				11 hrs.
		Concept - Types of Schemes / Funds – Special Funds such as Exchange Traded Funds, Fund of Funds, Commodity Funds - Fund Structure and Constituents - Regulations on the Investments of a Mutual Fund – Role of Fund Manager - Key Financial Numbers				
REFERENCES						
1.		Prasanna Chandra: Investment Analysis & Portfolio Management (TMH)				
2.		Study Material on Securities Market (Basic) Module (NCFM - NSE)				
3.		Study Material on Financial Markets : A Beginner’s Module (NCFM - NSE)				
4.		L. M. Bhole: Financial Institutions and Markets (TMH)				
5.		Dhanesh Khatri: Security Analysis & Portfolio Management (Macmillan)				
6.		Dr. V.A. Avadhani: Indian Capital Market (Himalaya)				
7.		N. Gopalsamy: Capital Market : The Indian Financial Scene (MacMillan)				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	CORE ELECTIVE SPECIALISATION IN BANKING AND INSURANCE BNK1501 : FINANCIAL MARKET & SERVICES			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:		Objective of this paper is to provide students broad framework of financial markets, various instruments, financial services and innovations & its regulatory arrangements.				
COURSE CONTENT / SYLLABUS						
UNIT-I	INDIAN FINANCIAL MARKET- MONEY MARKET				12 hrs.	
	Structure, Institution and Operating Mechanism- Role in Economic Development -Money Market - Need, Features, Instruments and Measures to Strengthen the Money Market, Money Market Mutual Funds- Recommendations of Various Committee like Vaghul Working Group, Basu Task Force					
UNIT-II	INDIAN FINANCIAL MARKET-Capital Market				11 hrs.	
	Organizational Differences & Functions of NIM and Stock Exchanges -Methods of Floating new issues in Capital Market- Capital Market Instruments – Types and Features of Shares & Debentures - Establishment of SEBI and SEBI Regulations, Guidelines & Capital Market reforms - Working of various Stock Exchanges- BSE, NSE & OTCEI, NASDAQ- Recent Trends & Stock indices					
UNIT-III	FINANCIAL SERVICES				11 hrs.	
	Importance and Role of Financial Services in Economic Development- Regulations of Financial Services- Features of Ideal Financial Services- Credit Rating- Meaning need for Credit Rating – Benefit to Investors, Brokers and Banks. Limitations, Profile of various accredited Credit Rating Agencies- SMERA and its Role					
UNIT-IV	FINANCIAL INNOVATIONS				11 hrs.	
	General introduction to Depository Services, Mutual funds, Credit and Debit cards, Leasing and Hire purchase, Venture capital, Merchant banking, Micro financing, Bank Mergers, Takeovers & Amalgamations					
REFERENCES						
1.	Dr. G Ramesh Babu.Indian Financial System. Published by Himalaya Publishing House.					
2.	P N Varshney & D K Mittal Indian Financial System Published by Sultan Chand & sons.					
3.	S P Singh & S Singh. Financial Analysis for Bank Lending in liberalized economy. Published By Himalaya Publishing House.					
4.	H R Machiraju Indian Financial System Published by Vikas Publishing House Pvt. Ltd.					
5.	V A Avdhani Marketing of Financial Services Published by Himalaya Publishing House.					
6.	Bharati V Pathak. Indian Financial System Published by Pearson Education (Singapore) Pvt. Ltd.					
7.	M Y Khan. Indian Financial System by Tata McGraw-Hill Publishing Company Limited.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE ELECTIVE GROUP-A: SPECIALISATION IN FINANCIAL ECONOMICS BEC1502 : FUNDAMENTALS OF INVESTMENT ANALYSIS		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES:		To provide an understanding and analytical tools in the area of investment analysis.			
COURSE CONTENT / SYLLABUS					
UNIT-I	INTRODUCTION AND CONCEPTUAL ANALYSIS				12 hrs.
	a. Theories on investment b. Theories of Interest Rates c. Term Structure and Determinants of Interest Rates d. Interest Rates; Features, Trends and Policies				
UNIT-II	ALLOCATING RESOURCE OVER TIME				11 hrs.
	a. Compounding, Discounting and Present Value b. Alternative Discounted Cash Flow Decision Rules c. Multiple Cash Flows d. Annuities and Perpetual Annuities				
UNIT-III	ANALYSIS OF INVESTMENT PROJECTS				11 hrs.
	a. The Nature of Project Analysis b. The Net Present value Investment Rule c. Estimating a Project's Cash Flow d. Ranking mutually Exclusive Projects				
UNIT-IV	FINANCIAL STRUCTURE OF THE FIRM				11 hrs.
	a. Internal versus External Financing b. Equity Financing c. Debt Financing d. Dealing with Conflicts of Interest e. Financing Decisions in Practice				
REFERENCES					
1.	Zvi Bodie, Robert C. Merton, David L. Cleeton: Financial Economics, Pearson Education, Second Edition, 2011.				
2.	L.M. Bhole: Financial Markets and Institutions, Tata McGraw Hill Education Pvt. Ltd., New Delhi, Fifth Edition.				
3.	Stephen F. Leroy and Jan Werner: Principles of Financial Economics, Cambridge University Press.				
4.	Robert A. Haugen: Modern Investment Theory, Prentice – Hall of India, New Delhi, Fifth Edition.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)							
YEAR	III	CORE ELECTIVE				CREDIT	3
Semester	I	GROUP-B: SPECIALISATION IN OPEN ECONOMY & INTERNATIONAL BUSINESS BEC1503 : TRADE THEORIES AND POLICIES				HOURS	45
OBJECTIVES:							
		To provide special emphasis on trade related issues at both theoretical and policy making levels.					
COURSE CONTENT / SYLLABUS							
UNIT-I		INTRODUCTION TO THEORIES					12 hrs.
		Rationale and Importance of Foreign Trade, Realist Perspective, Basic Tenets of the Realist Analysis, Different Perspectives in Realisms					
UNIT-II		LIBERAL AND STRUCTURALIST’S THEORIES					11 hrs.
		Basic Framework, Various forms of Liberal and Structuralist’s Theories- North-South relations under various Perspectives, Business Conflict Model					
UNIT-III		EXPORT PROMOTION AND IMPORT SUBSTITUTION					11 hrs.
		Import Substitution – Meaning, Rationale, Hurdles and Arguments Against Import Substitution, Precondition for Success Export Promotion – Rationale, Importance and Promotion Strategies, Institutional Support for Export Promotion					
UNIT-IV		CURRENT POLICIES AND OTHER ISSUES					11 hrs.
		Export Import Policies since Liberalizations: Objectives, Various Features, Amendments, Highlights some Export Industries; Export Finance and Logistic Support for Exports; State Trading; Export Procedure and Documentation					
REFERENCES							
1.		Theodore H. Cohn: Global Political Economy: Theory and Practice, Pearson Education, 2009.					
2.		H. L. Bhatia: International Economics, Vikas Publication, 2008.					
3.		M. K. Bhat: International trade and Financial Environment, Ane books Pvt. Ltd. 2009.					
4.		Francis Cherunilam: International Trade and Management, Himalaya Publishing House, 2011.					

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	CORE ELECTIVE			CREDIT	3
Semester	I	GROUP-A: SPECIALISATION IN MARKETING MANAGEMENT CBM1503 : INTERNATIONAL MARKETING			HOURS	45
OBJECTIVES:						
		Several reasons have compelled companies to go international like saturated domestic market, possibility of higher profitability in international markets, opportunity in terms of huge potential, risk reduction, competition from overseas companies in local markets, etc. The purpose of this course is: To educate students to meet international challenges and to make the student understand the fundamental principles/ theoretical framework associated with international activities.				
COURSE CONTENT / SYLLABUS						
UNIT-I		INTERNATIONAL MARKETING: NATURE PROCESS AND BENEFITS AND ENVIRONMENT				12 hrs.
		Definition, Process of Internationalization, Benefits, Trade Theories, marketing barriers-tariff and non-tariff Barriers, Organization and control for International Marketing				
UNIT-II		INTERNATIONAL MARKETING AND WORLD ENVIRONMENT				11 hrs.
		Political Factors-legal Factors-Cultural Factors-Technological Factors-Regional Trade Areas (RTAs) and it's implication for International Marketers-Research in International Marketing-Consumer Behavior-Psychological and Social Aspects-Marketing Research and Information System-Market Entry Strategies				
UNIT-III		INTERNATIONAL MARKETING MIX DECISIONS				11 hrs.
		Product Strategies-Branding & Packaging Decisions-Pricing Strategies-Sales Promotion and Advertising Strategies-Distribution and Logistics-Documentation in International Trade				
UNIT-IV		FINANCIAL DECISIONS IN INTERNATIONAL MARKET				11 hrs.
		Sources of Finance-Financial Institution/Govt. Agencies-World Bank, IMF, WTO, ECGC, IFC etc., Currencies & Foreign Exchange Market-Exchange Rate System				
REFERENCES						
1.		Paul, Justine (2008) 2 nd Edition; Business Environment: Text & Cases; Tata McGraw- Hill.				
2.		Cherunilam Francis (2006); International Business Environment; Himalaya Publishing House.				
3.		Rakesh Mohan Joshi; International Marketing Management; Oxford.				
4.		P K Vasudeva; International Marketing; Excel.				
5.		Mithani D.M. (2005); International Economics; Tata McGraw Hill.				
6.		Rakesh Mohan (2005); International Marketing; Oxford University Press.				
7.		Justin Paul and Rajiv Aserkar (2008); Export Import Management; Oxford University Press.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE ELECTIVE		CREDIT	3
Semester	I	GROUP-B: SPECIALISATION IN HUMAN RESOURCE MANAGEMENT CBM1504 : ORGANIZATIONAL DEVELOPMENT (OD)		HOURS	45
OBJECTIVES:					
- To provide students' an overall view of the relations amongst the employees, employers and the other interest groups involved in management; - To build an understanding amongst students on the legal aspects governing the HR and Organizational Development issues; - To provide the broad outlook of the development of any organization and the factors affecting, concerns and trends to the students governing the HR and Organizational Development issues; - To impart the students with the basic conceptual and practical foundations of Organizational aspects of real life organizations; - To provide students an understanding on the conceptual applications of the HR and Organizational Development issues.					
COURSE CONTENT / SYLLABUS					
UNIT-I	INTRODUCTION TO ORGANIZATION DEVELOPMENT [OD]				12 hrs.
	An Introduction: Meaning –Definition-History & Underlying Values in Organization Development- Theory & Practice of Organization Development-Process of Organization Development				
UNIT-II	PERSONAL, INTERPERSONAL & GROUP PROCESS INTERVENTIONS IN OD				11 hrs.
	Process Consultation Interventions-Sensitivity Training-Transactional Analysis-Life & Career Planning Intervention-Third Party Peacemaking Intervention				
UNIT-III	TEAM AND STRUCTURAL INTERVENTIONS IN OD				11 hrs.
	Team Building Intervention-Role Analysis Technique Interventions-A Role Negotiation Technique-Survey Feedback-Quality Circles-MBO				
UNIT-IV	CONTEMPORARY ISSUES IN OD				11 hrs.
	OD & Diversity Management; Research on OD; Power & Politics in OD; Future of OD				
REFERENCES					
1.	French. W., Bell C. Jr., (2007), Organization Development. Behavioral Science Interventions for Organizational Development, Prentice Hall of India.				
2.	Bhattacharya, B.K. (2009); Organizational Systems, Design, Structure and Management; Himalaya Publishing House Pvt. Ltd.				
3.	Pattanayak & Ravi Shankar (2000); Organizational Development Skills for Competitive Edge; Himalaya Publishing House Pvt. Ltd.				
4.	Pattanayak & Ravi Shankar (2000); Organizational Development Skills for Competitive Edge; Himalaya Publishing House Pvt. Ltd.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)							
YEAR	III	CORE ELECTIVE				CREDIT	3
Semester	I	SPECIALISATION IN RURAL ENTREPRENEURSHIP & MANAGEMENT CPR1501 : RURAL FINANCIAL INSTITUTIONS				HOURS	45
OBJECTIVES:							
To impart knowledge about the importance, need and sources of rural credit.							
COURSE CONTENT / SYLLABUS							
UNIT-I		Need and Importance of Rural Finance, Sources of Rural Credit, Defects of Non-Institutional Credit, Salient Features and Characteristics of Rural Finance, Institutional arrangement for rural credit in India - Multi Agency Approach					12 hrs.
UNIT-II		The Role and Functions of Reserve Bank of India [RBI], National Bank for Agriculture and Rural Development [NABARD] and Small Industries Development Bank of India [SIDBI] in Rural Credit					11 hrs.
UNIT-III		Role of Commercial Banks in Agriculture Credit - Social control over Commercial Banks, Lead Bank Scheme, Service Area Approach, Problems of Commercial Banks in Rural Credit; GrameenVikas Kendra					11 hrs.
UNIT-IV		Regional Rural Banks - Objectives, Functions, Capital, Management, and Progress, Committees on RRBs, Problems of RRBs and Recent policy changes relating to RRBs; Rural credit cooperatives – Structure, Functions, Working, Problems & Recent Trends					11 hrs.
REFERENCES							
1.		Desai S.S.M: Agriculture and Rural Banking in India					
2.		Hajela. T.N.: Principles, Problems and Practice of Cooperation					
3.		RuddarDatt and KPM Sundharam: Indian Economy Development in India.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	OPEN ELECTIVE AFS1504 : ADVANCED ACCOUNTING		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
UNIT-I					12 hrs.
	Amalgamation: Meaning- Types of Amalgamation-Legal provisions- Accounting Treatment as per Relevant Accounting Standard Reconstruction of Companies: External Reconstruction - Internal Reconstruction-Legal provisions				
UNIT-II					11 hrs.
	Holding Company Accounts (with one subsidiary company) Preparation and presentation of Consolidated Profit & Loss Account and Balance Sheet as per relevant Accounting Standard				
UNIT-III					11 hrs.
	Companies: Legal Provisions relating to Final Account of Banking Companies- Disclosure of Accounting Policies- Prescribed Format of Profit & Loss a/c and Balance Sheet- Norms of Income recognition- NPAs- Asset Classification- Provisioning Norms-Capital Adequacy Norms Accounting for Foreign Currency Transactions – as per relevant Accounting Standard				
UNIT-IV					11 hrs.
	Accounts of Insurance Companies: Meaning- Life Insurance – General Insurance- Terminology- Statutory Financial Statements of Life and General Insurance Business as per prescribed Formats (IRDA) Accounting for Intangible Assets- as per relevant Accounting Standard				
REFERENCES					
1.	Advanced Accounting by Dr. S.N.Maheshwari-Vikas publishing House				
2.	Advanced Accounting by Ashok Sehgal- Taxman Publication				
3.	Advanced Accounting by M.C.Shukla and T.S.Grewal – Sultan Chand Publication				
4.	Modern Accounting by Hanif and Mukherjee- Tata McGrawHill Publication				
5.	Advanced Accounting by R.L.Gupta and M. Radhaswamy – S.Chand Publication				
6.	Students Guide to Accounting Standards- By D.S.Rawat- Taxman Publication				
7.	Relevant study material issued by ICAI, ICWAI and ICSI.				
8.	Introduction to IFRS by Dr.T.P.Ghosh- Taxman publication				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	OPEN ELECTIVE AFS1505 : E-ACCOUNTING			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
To enable students to have working knowledge of prevailing IT environment and to provide practical exposure to Computerized Accounting.						
COURSE CONTENT / SYLLABUS						
UNIT-I		THEORY AND PRACTICAL				12 hrs.
		Computers and Information Technology : Information processing tools- Operating System- Basic concepts of Operating system and its functions- Introduction to MS Office Tools- Communication Technology- Content Technology.				
UNIT-II		THEORY AND PRACTICAL				11 hrs.
		An Overview of Computerized Accounting System Masters: Concept of Grouping of Accounts (Creation of Accounts Master- Creation of Ledger- Cost –Group-Budgets- Voucher and Inventory – Creation of Inventory Master- Stock Item- Unit Measurement) . Transactions: Accounts Voucher Entry- Contra- Receipt-Journal- debit and credit notes- Sales, Purchase, etc. Inventory Voucher Entry- Types- Delivery Challan- Goods Receipt Note- Sales and Purchase Returns- Invoice- Stock Transfer, etc.				
UNIT-III		THEORY AND PRACTICAL				11 hrs.
		Accounting Reports-Bank Reconciliation Statement- Adjusting Entries- Rectification entries-Trial Balance- Profit & Loss Account- Balance Sheet - Stock Statement – Account Books- Cash and Bank Books- Ledger Summaries- Bills Receivable and Payable Statements- Statutory Reports- Inventory Reports – Stock Summaries- Group Summaries – Order Books and Summary-Order Status – Sales Order Summary- Purchase Order Summary- Printing – Reports on Printer- Reports to File				
UNIT-IV		THEORY AND PRACTICAL				11 hrs.
		Computer Software in Accounting E-Filing				
REFERENCES						
1.		O.P.Nagpal: Computers Fundamentals (paperback),(S.Chand and Co.)				
2.		Pradeep K. Singh: Computer Fundamentals (Information Technology), Paper back				
3.		Anita Goel: Computer Fundamentals (Pearson Education India)				
4.		K.K.Nidhani: Implementing Tally.				
5.		Namrata Agarwal: Financial Accounting using Tally (Dream Tech Publishers).				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	OPEN ELECTIVE			CREDIT	3
Semester	I	BNK1502 : BANKING LAWS AND PRACTICES			HOURS	45
OBJECTIVES:		To provide students the general understanding of banker & customer relationships, various important legislations and decided cases and their impact upon the banking business in general. At the end of the course Students therefore, must be fairly get acquainted with the legal aspects having a bearing on banking business and transactions, both theory & practices.				
COURSE CONTENT / SYLLABUS						
UNIT-I		RELATIONSHIP BETWEEN BANKER AND CUSTOMER				12 hrs.
		Definition & Meaning of Banker and Customer- General and Special Features of Banker-Customer Relationships, Their Rights and Duties- Bank Procedures and Practices in Opening, Operations and Closure of Various types of Domestic & NRI Deposit Accounts- Nomination Facilities- Insurance of Bank Deposits- Legal Aspects of Entries in the Passbook/Account Statement				
UNIT-II		DIFFERENT TYPES OF BANK CUSTOMERS				11 hrs.
		Minor, Illiterate Person, Blind Person, Married Women, Lunatic Person, Joint Account Holders, Partnership Firm, Joint Hindu Family, Firms, Clubs, Societies, Joint Stock Company, Unincorporated Associations, Trusts-Steps to be taken by a Bank on Customer’s Death, Lunacy, Bankruptcy, Winding Up Or in Case of Garnishee Orders				
UNIT-III		NEGOTIABLE INSTRUMENT ACT				11 hrs.
		Main Provisions and Definitions, Features, Types, Parties: Their Rights and Duties- Crossing, Endorsements, Payments and Collection of Cheques- Statutory Protections, Precautions and Duties of Banker, Negligence and Cases Where Banker Must Refuse Payment, Forged Instruments- Bouncing of Cheques and its Implications				
UNIT-IV		PRACTICAL ISSUES IN BANKING				11 hrs.
		Current Developments and Case Studies relating to Banker Customer Relationship, Different types of Bank Customers, Negotiable Instruments and Remittance services.				
REFERENCES						
1.	P N Varshney Banking Law & Practice. Published by Sultan Chand & Sons.					
2.	Gordan & Natarajan, Banking Theory, Law & Practice. Published by Himalaya Publishing House.					
3.	P K Srivastava. Banking Theory & Practices. Published by Himalaya Publishing House					
4.	Indian Institute of Banking. Legal Aspects of Banking Operations & Finance Published by Macmillan India Ltd; New Delhi.					
5.	H L Bedi and V K Hardikar. Practical Banking Advances. Published by UBS Publishers;					
6.	M L Tannan. Banking Law and Practice in India Published by India Law House, New Delhi.					
7.	The Indian Institute of Bankers. Laws and Practice Relating to Banking Published by Macmillan India Ltd; New Delhi.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	OPEN ELECTIVE BEC1504 : INDIAN INDUSTRIES: ISSUES AND CHALLENGES		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES:					
		To impart adequate knowledge to the students for the understanding of the structure, performance, issues and challenges of the Indian industries.			
COURSE CONTENT / SYLLABUS					
UNIT-I		ROLE AND STRUCTURE OF INDIAN INDUSTRIES		12 hrs.	
		Role of Industries in the Development Process-An overview of the India’s Industrial Progress-General Classification of Industries: cottage and tiny industries, small and medium industries, large scale industries- Use based classification: Basic goods, Intermediate goods, Capital goods and Consumer goods industries- Organized and Unorganized sector –Infrastructure Industries-Role and Importance of Public and Private sectors Industries			
UNIT-II		PERFORMANCE OF INDIAN INDUSTRIES		11 hrs.	
		Causes for Industrial Backwardness in India-Production and Employment Scenario in All Industries, Growth and Performance of SME Industries- Meaning and Definitions of Unorganized Sector -Size and Employment in Unorganized Sector Importance and Problems of Unorganized Sector, Public Sector Industries- Objectives, Performance And Limitations			
UNIT-III		ISSUES AND PROBLEMS OF INDIAN INDUSTRIES		11 hrs.	
		Share of Public and Private Sectors In National Income and Employment-Public Sector Industries- Objectives, Performance and Limitations - Importance of Productivity In Competitive Environment- Factors Affecting Productivity, Measures Required For Improving Productivity.- Growth, Performance, Competitiveness and Problems of Private Sector Industries - Problems Of Industrial Finance			
UNIT-IV		GOVERNMENT REGULATION OF INDUSTRY		11 hrs.	
		Overview of the Industrial Development Strategy before Reforms - Industrial Policy of 1991 and Liberalization- The Legal Framework of Industrial Regulation in India - the Industrial Regulation Acts, Industrial Disputes Act 1947- Definition of Lay-off & Retrenchment - Special provisions relating to Lay-off, Retrenchment & Closure, Labour legislation wage policy.			
REFERENCES					
1.		R.P. Bertha: Industrial Economics, New age International (P) Ltd.			
2.		Francis Cherunilam: Industrial Economics, Himalaya Publishing House			
3.		S.S.M. Desai: Industrial Economy of India Himalaya Publishing House			
4.		S.C. Kuchhal: Industrial Economy of India.			

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	OPEN ELECTIVE			CREDIT	3
Semester	I	CBM1505 : MARKETING COMMUNICATION AND ADVERTISING MANAGEMENT			HOURS	45
OBJECTIVES:		The objective is to enable students to build a sound theoretical and practical understanding of the formulation of promotional strategy and the management of the marketing communication process; to develop an understanding of the economic and creative justifications for marketing communications and to be sensitive in the formulation and the implementation of marketing communications strategy.				
COURSE CONTENT / SYLLABUS						
UNIT-I		INTEGRATED MARKETING COMMUNICATION (IMC): AN OVERVIEW				12 hrs.
		Integrated Marketing Communication (IMC) [Concept-Elements-Process-Evaluation of IMC], Communication Response Models-Advertising & Strategic Marketing Planning-Advertising Planning Process				
UNIT-II		ADVERTISING AGENCY & COPY				11 hrs.
		Advertising Agency [Types-Functions-Structure-Agency - Client Relationship], Creativity in Advertising [Creative Thinking-Process-Creative Theories]-Advertising Copy [Components -In Brief]-Advertising Appeals and Styles				
UNIT-III		MEDIA DECISIONS & ADVERTISING APPROPRIATIONS				11 hrs.
		Media decisions [Media Planning-Types-Features-Suitability-Scheduling-Trends & Challenges in Media Decisions], Advertising Budget [Methods and Implications]				
UNIT-IV		EVALUATING ADVERTISING EFFECTIVENESS & RESEARCH				11 hrs.
		Evaluating Advertising Effectiveness [Methods in brief], Advertising Research, Contemporary issues in Advertising [In Brief]				
REFERENCES						
1.	George Belch, Michael Belch, Keyur Purani (2009) 7 th Edition; Advertising and Promotion: An Integrated Marketing Communications Perspective; McGraw Hill.					
2.	Chunawala (2005): Advertising Management, Himalaya Publishing House.					
3.	David Aakar, Batra R Myers J.G; Advertising Management.					
4.	Clow and Baack - Integrated Advertising, Promotion and Marketing Communication. (Pearson Education, 3rd Ed.).					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	OPEN ELECTIVE			CREDIT	3
Semester	I	CBM1506 : STRATEGIC HUMAN RESOURCES MANAGEMENT (SHRM)			HOURS	45
OBJECTIVES:						
• To provide participants with a body of knowledge which will enable them to: • Understand and apply human resource theory in the working environment understand the importance of human resource development to the success of a business. • Make a positive contribution to the work of a human resource management department increase and enhance employment opportunities within the human resource development industry.						
COURSE CONTENT / SYLLABUS						
UNIT-I		AN OVERVIEW OF STRATEGIC HRM				12 hrs.
		Understanding HRM in Context with Organizational Environment.				
UNIT-II		ALIGNING SYSTEMS WITH BUSINESS STRATEGY				11 hrs.
		HR As a Sustained Competitive Advantage-Balance Scorecard-Linking HRM Practices with Organizational Outcomes-Auditing Practices; Strategy Formulation-Strategic Planning-Strategies for Workforce Utilization-Training & Development-Performance Management				
UNIT-III		HR IN GLOBAL PERSPECTIVE				11 hrs.
		Strategy in International Context-HRM Practices in Different Countries-Global Challenges-International Context of Business-Role of Global Managers; IHRM Model				
UNIT-IV		DESIGNING & MANAGING SYSTEMS				11 hrs.
		Concept-Competency Mapping-Issues in Designing System-Technology Applications in HRM-Uses Applications of HRIS- Integrating the HRIS With organizational Systems				
REFERENCES						
1.	Dreher, George & Thomas (2009); Human Resource Strategy: A Behavioral Perspective for the General Manager; Mc-Grew Hill.					
2.	Schuler Randall S. & Jackson Susan E.; Strategic HRM; Wiley India.					
3.	Beardwell &Hold (2009); HRM - A Contemporary Perspective; Cengage.					
4.	Aswathappa K. (2009) 5 th Edition; HRM \Text &Cases; Tata McGraw Hill.					
5.	Tanuja Agarwala (2007); Strategic Human Resource Management; Oxford University Press.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	OPEN ELECTIVE CPR1502 : RURAL ENTREPRENEURSHIP AND MANAGEMENT		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES:					
		To provide the understanding on various prospects and issues related to rural entrepreneurship and management.			
COURSE CONTENT / SYLLABUS					
UNIT-I					12 hrs.
	Entrepreneurship in Rural India-An Introduction Rural Entrepreneurship-A Unique Emerging Concept Skills for Making Rural Entrepreneurship a Success Significance of entrepreneurship in Economic development & Barriers to entrepreneurship				
UNIT-II					11 hrs.
	Government Policies and Institutional Framework for Promoting Rural Entrepreneur- Government Agencies & Institution Supporting Small & Medium Enterprises- Financial Institutions Supporting Entrepreneur Activities-NABARD'S Innovations in Development Rural Entrepreneurship - Export Promotion Policies				
UNIT-III					11 hrs.
	Financial Issues In Managing the Enterprise, Sources of Financing - Preparing Projected Financial Statement, Preparing Business Plan Statement - Managing Human Resource				
UNIT-IV					11 hrs.
	Dairy Cooperatives and Rural Development with Special Reference to Gujarat (Anand Model)- Khadi and Village Industries in North East India with Special Reference to Arunachal Pradesh: Retrospect and Prospect - ITC's Choupal Sagar-An Innovative Rural Mall- Case Studies of successful Rural Enterprises				
REFERENCES					
1.	G Jegadeesan: Entrepreneurship and Rural Development in India				
2.	G.S.Batra: Development of Entrepreneurship.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	INTERDISCIPLINARY ELECTIVE BNK1503 : RETAIL BANKING			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:		To provide Students knowledge of various bank retail products and different types of facilities provided to their customers & its regulatory mechanisms.				
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION TO RETAIL BANKING IN INDIA				12 hrs.
		Introduction, Meaning, Features and Significance of Retail Banking in India, History, Evolution and Product Models in Retail Banking, Retail Banking v/s Wholesale Banking				
UNIT-II		RETAIL PRODUCTS				11 hrs.
		Need and Requirements of Customers -Product Management and Policy, Product Development Process, Branding, Advertisements – Deposit and Credit Products - Stages in New Product Development, Retail Asset Products, Credit Card And Debit Card				
UNIT-III		MARKETING IN RETAIL BANKING				11 hrs.
		Introduction, Delivery Channels, Marketing Mix, Delivery Models, Technology in Retail Banking				
UNIT-IV		OTHER ISSUES RELATED IN RETAIL BANKING				11 hrs.
		Recovery of Retail Loans, Defaults and Rescheduling, Recovery process, SARFAESI Act, Securitization of Assets, Third Party distribution in Retail Banking, Private Banking. Role of DICGC				
REFERENCES						
1.	Retail Banking – Indian Institute of Banking and Finance – Macmillan					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	INTERDISCIPLINARY ELECTIVE BEC1505 : PUBLIC FINANCE			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES:						
		To provide fundamental knowledge about public finance so as to enable the students to have understanding about the role of government policy.				
COURSE CONTENT / SYLLABUS						
UNIT-I	NATURE AND SCOPE OF PUBLIC FINANCE				12 hrs.	
	Government Activity in a Modern State- the Principle of Maximum Social Advantage, Public (Social) Goods- Mixed and Merit Goods, Functions of Public Finance- Allocative, Distributive, Stabilization and Development Functions					
UNIT-II	SOURCES OF GOVERNMENT REVENUE				11 hrs.	
	Types of Taxes, Principles of Taxation, Incidence of Taxation, Effect of Taxation on Production and Distribution of Goods Public Expenditure: Principles, Classification and Growth of Public Expenditure, Effect of Public Expenditure on Production, Distribution and Employment					
UNIT-III	PUBLIC DEBT				11 hrs.	
	Types of Public Debt, Burden of Public Debt and its Effect on the Economy Fiscal Policy, Role of Fiscal Policy in a Developing Economy.					
UNIT-IV	BUDGETS				11 hrs.	
	Components of Budget - Balanced and Deficit Budget - Their Effects on the Economy - Role of Finance Commissions and the Planning Commission in the Devolution of Financial Resources					
REFERENCES						
1.	H.L.Bhatia: Public Finance					
2.	H.Dalton: Principles of Public Finance					
3.	T.L.Hajela: Public Finance					
4.	R.K.Lekhi: Public Finance					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	INTERDISCIPLINARY ELECTIVE CPR1503 : RURAL INSTITUTIONS			CREDIT	3
Semester	I				HOURS	45
OBJECTIVES: To impart knowledge, develop skills and orientation towards rural scenario in India.						
COURSE CONTENT / SYLLABUS						
UNIT-I					12 hrs.	
	Rural Development Administration: Ministry of Rural Development, Organization structure of District Administration-District Rural Development Agency, its salient features, working- District Industries centre					
UNIT-II					11 hrs.	
	Panchayati Raj Institutions: history – Structure – Present scenario- Rural – E Governance through the Panchayati Raj Institution					
UNIT-III					11 hrs.	
	Role of Voluntary Agencies- Non government Organizations (working particularly in Rural India) - Aims and Objectives - IT Kiosks in villages (through leading Indian IT & Telecom Companies)					
UNIT-IV					11 hrs.	
	Rural Development Institutions –National Council of Rural Institution (NCRI): Origin, Model, Objective & Thrust- NABARD- IRMA – Anand- Institute of Integrated Rural development- National Institute of Rural Development- Khadi and Village Industries Commission					
REFERENCES						
1.	Ahuja R. – Indian Social System					
2.	G. Palanithurai – Dynamics of new Panchayati Raj System in India.					
3.	Mathur M.V. – Panchayati Raj Administration					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	INTERDISCIPLINARY ELECTIVE ENG1502 : ENGLISH FOR COMPETITIVE EXAMINATIONS		CREDIT	3
Semester	I			HOURS	45
OBJECTIVES:		The course is an attempt to equip different skills learners need at the undergraduate level and prepare them for competitive exams. The focus being on learner and teacher being a facilitator, the course attempts to develop in learners: 1. Linguistic Competence 2. Grammatical Competence 3. Communicative Competence			
COURSE CONTENT / SYLLABUS					
UNIT-I	INTRODUCTION TO ENGLISH LANGUAGE				12 hrs.
	History of Language - Phonology – Morphology – Syntax – Semantics				
UNIT-II	VOCABULARY & GRAMMAR				11 hrs.
	Word Building - Synonyms/ Antonyms – Homonyms - Idioms & Phrasal Verbs Error Analysis: a) lexical/semantic b) Syntactic.				
UNIT-III	STUDY SKILLS				11 hrs.
	Dictionary Skills - Reference Skills – Summarizing - Note-Making/Taking				
UNIT-IV	READING AND WRITING SKILLS				11 hrs.
	Reading Comprehension - Expansion of Proverbs/Notes - Paragraph Writing.				
REFERENCES					
1.	Achar, Deeptha, et al. <i>Basics of Academic English J</i> . Orient Blackswan: Hyderabad. 2012.				
2.	Achar, Deeptha, et al. <i>English for Academic Purposes Book-1</i> . University Granthnirman Board: Ahemdabad. 2011.				
3.	Achar, Deeptha, et al. <i>English for Academic Purposes Book-2</i> . University Granthnirman Board: Ahemdabad. 2011.				
4.	Aggarwal, N. D. <i>A Senior English Grammar and Composition</i> . New Delhi: Goyal Brothers Prakashan. 2003.				
5.	Bhatnagar, R .P. <i>English for Competitive Exams</i> . Delhi: MacMillan Publications. 2009.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	INTERDISCIPLINARY ELECTIVE			CREDIT	3
Semester	I	STA1501 : OPERATION RESEARCH TECHNIQUES			HOURS	45
OBJECTIVES:						
COURSE CONTENT / SYLLABUS						
UNIT-I						12 hrs.
		Introduction to Operation Research- Operation Research approach to decision making Linear Programming: - Application and Modal formulation: Graphical method for solving Linear Programming (two variables) and Simplex method for solving Linear Programming (three variables)				
UNIT-II						11 hrs.
		Transportation Problem -Introduction Methods for finding Initial solution:-North West Corner rule Vogel's Approximation Methods for finding Optimal solution:-MODI method Assignment Problem -Introduction -Hungarian Method -Enumeration Method -Transportation Method				
UNIT-III						11 hrs.
		Inventory Management -Introduction Deterministic Basic Models:-EOQ with and without shortages -Rate of replenishment Finite and Instantaneous rate of replenishment -Idea of probability Inventory Models				
UNIT-IV						11 hrs.
		Project Management (PERT &CPM) - Introduction. Basic concepts of Network Analysis -Time estimates in critical path method -Critical path method Programme Evaluation and Review techniques (PERT) – Distinction between PERT and CPM				
REFERENCES						
1.	Operation Research by J.K.Sharma					
2.	Operation Research by Kantiswarup					

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	CORE COMPULSORY AFC1601 : PERSONAL FINANCE & INVESTMENT			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:		To equip learners with basic knowledge of Personal Finance and Life-cycle Investing.				
COURSE CONTENT / SYLLABUS						
UNIT-I						12 hrs.
	Personal Finance: Introduction, Goals, Importance of Personal Financial Management Personal Financial Statements (Income Statement and Balance Sheet)					
UNIT-II						11 hrs.
	Spending money wisely, Tax Planning for Personal Incomes Financial Planning and Budgeting Borrowings for Short term and Long term Personal needs					
UNIT-III						11 hrs.
	Insurance: Life, Health, Property and Liabilities, etc. Retirement & Estate Planning					
UNIT-IV						11 hrs.
	Life-cycle Investing, Savings and Investments, Investing Fundamentals Avenues for Investments: Financial Assets, Real Estate, Gold, Silver, Art Objects, etc.					
REFERENCES						
1.	Jeff Madura, 3 rd Ed: Personal Finance (Pearson)					
2.	Kapoor, Dlabay & Hughes:Personal Finance (McGraw-Hill College)					
3.	Richard J. Stillman: Guide to Personal Finance : A Life Time Programme of Money Management (PH)					
4.	Arthur J. Keown : Personal Finance - (PH)					
5.	Robert S. Rosefsky : Personal Finance (John Wiley)					
6.	Personal Financial Planning (ICFAI Textbook)					
7.	Preeti Singh: Investment Management (Himalaya Pub. House)					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE COMPULSORY LAW1608 : BUSINESS LAW - II		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:		To provide basic knowledge of business and allied laws with emphasis on their applications in business decision making.			
COURSE CONTENT / SYLLABUS					
UNIT-I					12 hrs.
	The Negotiable Instruments Act, 1881: Object of the Act - Definition of Negotiable Instrument- Types of Negotiable Instrument- Promissory Note, Bill of Exchange and Cheque The Information Technology Act, 2000: Object of the Act -Important Provisions				
UNIT-II					11 hrs.
	The Indian Partnership Act, 1932: Object of the Act, Important Provisions The Consumer Protection Act, 1986: Object of the Act, Important Provisions				
UNIT-III					11 hrs.
	The Companies Act, 1956: Object of the Act- Important Definitions - Kinds of Company - Formation of Company - Memorandum of Association, Articles of Association and Prospectus- Membership in a Company - Company Management- Meetings and Proceedings				
UNIT-IV					11 hrs.
	The Limited Liability Partnership Act, 2008: Object of the Act - Important Provisions The Micro, Small and Medium Enterprise Development Act 2006- Object of the Act- Important Provisions				
REFERENCES					
1.	N.D. Kapoor: Elements of Mercantile Law, 33 rd Ed., 2012 (Sultan Chand & Sons)				
2.	R K Bangia: Business Law				
3.	M C Kucchal: Business Law.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE COMPULSORY CBM1601 : MARKETING RESEARCH (MR)		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:		• To provide students with the fundamental skills in marketing research, various research design; • To provide students with the ability to analyze marketing research activities necessary for making sound marketing decisions; • Students are able to understand the proper use of various research techniques and able to know at least some of the techniques used for different research objectives.			
COURSE CONTENT / SYLLABUS					
UNIT-I	AN INTRODUCTION TO MARKETING RESEARCH				12 hrs.
	Marketing Research [Definition-Scope-Types-Applications-Limitations] Marketing Research & MKIS- Marketing Research Process- Research Design (In Brief)				
UNIT-II	SOURCES OF INFORMATION AND METHODS OF DATA COLLECTION				11 hrs.
	Secondary Data [Meaning-Sources-Evaluating SD (In Brief)]-Primary Data [Drafting of Questionnaire; Scaling Techniques (In Brief)]				
UNIT-III	SAMPLING DECISIONS				11 hrs.
	Basic Terms of Sampling-Sampling Process-Methods of Sampling-Limitations of Sampling-Sample Size Decisions [Theoretical Concepts only-In Brief]				
UNIT-IV	DATA ANALYSIS, INTERPRETATION AND REPORT WRITING				11 hrs.
	Editing-Coding-Tabulation [An Overview]-Testing of Hypothesis [Meaning-Types& Procedure; [Theoretical Concepts Only-In Brief]-Report Preparation and Presentation				
REFERENCES					
1.	G. C. Beri (2000) 3 rd Edition; Marketing Research; Tata McGraw-Hill Publishing Company Limited.				
2.	Luck and Rubin, Marketing Research - Prentice Hall of India 7 th Edition.				
3.	Boyd and West fall; Marketing Research.				
4.	Richard Irain Churchill; Marketing Research.				
5.	C.R. Kothari (2004) 2 nd Edition; Research Methodology: New Age International (P) Limited, Publishers; Reprint, 2004.				
6.	Naresh Malhotra (2007) 5 th Edition; Marketing Research; Pearson Education.				
7.	Marketing Research (1991); Text, Applications and Case Studies; Ramanuj Majmudar; New Age International (p) Ltd.				
8.	Naresh Malhotra & Others (2010) 6 th Edition; Marketing Research; An Applied Orientation; Pearson Education.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE COMPULSORY BEC1601 : INTERNATIONAL FINANCE		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:					
		To acquaint with the problem of international monetary and financial institutions and their role in the era of globalization.			
COURSE CONTENT / SYLLABUS					
UNIT-I	FOREIGN EXCHANGE AND BALANCE OF PAYMENTS				12 hrs.
	Foreign Exchange: Meaning and Instruments, Foreign Exchange Rate Determination- Concepts and Equilibrium Exchange Rate, Mint Par Theory, Purchasing Power Parity Theory; Balance of Payments: Balance of Trade and Balance of Payments, Components of Balance of Payments, Autonomous and Accommodating Transactions in the Balance of Payments, Equilibrium in the Balance of Payments				
UNIT-II	BALANCE OF PAYMENT AND ITS ADJUSTMENTS				11 hrs.
	Disequilibrium in the Balance of Payments, Measures to correct deficits in the Balance of Payments- Current Accounts, Devaluation: Meaning, Effects, Conditions, J- Curve, Direct Controls, Automatic Adjustments in Balance of Payment with flexibility in Prices, Interest and Income levels, Controlled Floating, Adjustable Peg, Crawling Peg, Clean and Dirty Floating, Breton Woods System				
UNIT-III	INTERNATIONAL LIQUIDITY AND INVESTMENT				11 hrs.
	Composition of International Reserve, Inadequacy of International Liquidity IMF and International Liquidity, SDR, Foreign Direct Investment: Meaning, Types, Significance and Impact				
UNIT-IV	INTERNATIONAL BANKING AND EURO CURRENCY				11 hrs.
	Factors leading to the growth of International Banking-Types of International Banking, Offshore Financial Centers, Non-Banking Financial Companies, Asian Development Bank, Euro Currency Market: Meaning, Origin, Growth, Features &Evaluation.				
REFERENCES					
1.	D. M. Mithani: Introduction to International Economics				
2.	H. G. Mannur: International Economics				
3.	Francis Cherunilam: International Economics				
4.	M. C. Vaish and Sudaman Singh: International Economics				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE ELECTIVE GROUP-A: SPECIALISATION IN ACCOUNTING AND AUDITING AFC1602 : COMPANY AUDIT SPECIAL		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES: To have a fundamental and basic knowledge in the field of Audit under various statutes					
COURSE CONTENT / SYLLABUS					
UNIT-I	Provision relating to auditors under The Companies Act: Appointment, Reappointment, Remuneration and Removal of Auditors, Qualifications and Disqualifications- Rights, Powers, Duties and Liabilities of an Auditor				12 hrs.
	Statutory Report to be placed before Statutory Meeting- Dividend and Appropriation of Profits including Divisible Profits - Share Capital and Debenture Audit- Investigation – Meaning, Difference between Investigation and Audit, various Types of Investigation				11 hrs.
UNIT-III	Provisions of the Companies Act pertaining to: Books of accounts to be kept by the Company- Annual Accounts & Balance Sheet- Auditors Report- Branch Audit-Power of Central government to direct special audit in certain cases- Cost audit				11 hrs.
	Audit under Fiscal Laws: Tax Audit, VAT Audit- Auditing in Computerized Environment- Recent Trends in Company Audit				11 hrs.
REFERENCES					
1.	Aruna Jha: Auditing and Assurance (Taxman)				
2.	Ravindra Kumar Virendra Sharma: Auditing – Principles and Practice (PHI)				
3.	P.G. Saxena: Principles and Practice of Auditing (Himalaya Publishing House)				
4.	B.N. Tandon: Practical Auditing (S.Chand & Co.Ltd.)				
5.	S.D. Sharma: Auditing Principles and Practice (Taxman)				
6.	D.S. Rawat: Student Guide to Auditing Standards (Taxman)				
7.	Study Material of Institute of Chartered Accountants of India.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE ELECTIVE GROUP-B: SPECIALISATION IN ACCOUNTING AND FINANCE AFC1603 : SECURITY ANALYSIS & PORTFOLIO MANAGEMENT		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:		To provide fundamental and application oriented knowledge about the basic tools and techniques of Security Analysis and Portfolio Management.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Investment, Investment vs. Speculation vs. Gambling, Investment Alternatives, & Criteria for Evaluation				12 hrs.
	Risk and Return: Sources of Risk, Types of Risk, Components of Return, Measuring Historical Return and Risk, and Measuring Expected Return and Risk				
UNIT-II	Equity Valuation				11 hrs.
	Fundamental Analysis (Economy-Industry-Company Analysis)				
UNIT-III	Technical Analysis: Basic Premises, Dow Theory, Charting Techniques, Technical Indicators - Efficient Market Hypothesis (EMH): Three levels of market efficiency, and Implications for Investment Analysis- Capital Asset Pricing Model (CAPM).				11 hrs.
UNIT-IV	Bond Prices and Yields- Portfolio Theory: The Benefits of Diversification, Portfolio Return and Risk, Measurement of Movements in Security Returns, Efficient Frontier, Optimal Portfolio - Portfolio Management Framework: The Grand Design				11 hrs.
REFERENCES					
1.	Investment Analysis & Portfolio Management - Prasanna Chandra (TMH)				
2.	Investment Management - Preeti Singh (Himalaya Pub.)				
3.	Security Analysis & Portfolio Management - Dhanesh Khatri (Macmillan)				
4.	Investments - Bodie, Kane, Marcus and Mohanty (TMH)				
5.	Fundamentals of Investments – Alexander, Sharpe & Bailey (PHI)				
6.	Study Material on Investment Analysis & Portfolio Management Module (NCFM – NSE)				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	CORE ELECTIVE SPECIALISATION IN BANKING AND INSURANCE BNK1601 : HEALTH INSURANCE			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
To provide Students knowledge of current aspects in health insurance segment as an emerging general insurance product & its regulatory mechanisms.						
COURSE CONTENT / SYLLABUS						
UNIT-I						12 hrs.
		Introduction to Health Insurance: Concept, Evolution, Health Financing Models and Health Financing in India				
UNIT-II						11 hrs.
		Health Insurance Products in India- Policies: Individual Mediclaim Policy, Bhavishya Arogya Policy, Jan Arogya Bima Policy, Cancer Insurance, Group Mediclaim Policy, Overseas Medical Cover-Floater Policies, Top-Up Plans and Other Plans and Policies				
UNIT-III						11 hrs.
		Health Insurance Data, Pricing and Reserving, Regulatory and Legal Aspects of Health Insurance, Customer Service in Health Insurance				
UNIT-IV						11 hrs.
		Health Insurance Fraud, Reinsurance, Health Insurance Underwriting, Health Insurance Policy Forms and Clauses- Current Health Insurance Scenario in India and Global- Current Issues in Health Insurance				
REFERENCES						
1.		Insurance Products – IIBF				
2.		Health Insurance(IC – 27) – Insurance Institute of India.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE ELECTIVE SPECIALISATION IN BANKING AND INSURANCE BEC-1602: BUSINESS PORTFOLIO ANALYSIS		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES: To Equip the students with the foundation of portfolio analysis.					
COURSE CONTENT / SYLLABUS					
UNIT-I	The Investment Environment				12 hrs.
	a. Some basic concepts in portfolio analysis b. Investment alternatives and attributes, c. Investment profile d. Markets for financial assets e .Risk analysis f. Hedging and insurance				
UNIT-II	Strategies of Equity Analysis				11 hrs.
	a .Fundamental analysis b. Technical analysis c. Share valuation d. Portfolio analysis				
UNIT-III	Strategies for Debt Instrument Analysis				11 hrs.
	a. Meaning and types of debt instruments b. Their attributes c. Bond valuation and their ratings				
UNIT-IV	Derivatives and Risk Analysis				11 hrs.
	a. Meaning and types of derivatives b. Analysis of futures and options c. Risk Assessment d. Factors affecting risk e. Risk reductions strategies				
REFERENCES					
1.	John Hull: Fundamental of Futures and Options				
2.	Kevin S: Portfolio Management				
3.	Prasanna Chandra: Investment Analysis and Portfolio Management				
4.	Fischer and Jordan: Security Analysis and portfolio Management				
5.	Zvi Bodie and others; Financial Economics				
6.	Damodaran A: Investment Valuation				
7.	Paramseshwaran S: Fundamentals of Financial Instruments				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	CORE ELECTIVE			CREDIT	3
Semester	II	GROUP-B: SPECIALISATION IN OPEN ECONOMY & INTERNATIONAL BUSINESS BEC1603 : FOREIGN EXCHANGE MARKETS: THEORY AND PRACTICE			HOURS	45
OBJECTIVES:		Introducing the tools for analyzing the foreign exchange market and providing theoretical and practical perspectives.				
COURSE CONTENT / SYLLABUS						
UNIT-I		INTRODUCTION TO FOREIGN EXCHANGE MARKET				12 hrs.
		Concept and Meaning of Foreign Exchange and Foreign Exchange Market, Determination of Exchange Rate, Types of Exchange Rate and Factors Affecting Exchange Rate, Changes in the Exchange Rate with Reference to Disequilibrium in BOP				
UNIT-II		FOREIGN EXCHANGE, PPP AND INTEREST RATE				11 hrs.
		Foreign Exchange Rate and Purchasing Power Parity (PPP).Forward foreign exchange rate and Currency Swaps, Foreign Exchange rate and interest rate				
UNIT-III		FOREIGN EXCHANGE EXPOSURE AND MANAGEMENT				11 hrs.
		Foreign Exchange Operating Exposure, Debt and Foreign Exchange Exposure, Foreign Exchange Reserve Management in India.				
UNIT-IV		FOREIGN EXCHANGE POLICIES				11 hrs.
		Foreign Exchange Risks, Strategies for Managing Exchange Rate Risks, Objectives of Exchange Control, Methods and effects of Exchange Control, Foreign Exchange Regulation Act (FERA) and Foreign Exchange Management Act (FEMA).				
REFERENCES						
1.		Thomas J. O'Brien: International Finance, Oxford University Press.				
2.		Francis Cherunilam: International Economics.				
3.		Misra and Puri: International Economics.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	CORE ELECTIVE GROUP-A: SPECIALISATION IN MARKETING MANAGEMENT CBM1602 : MARKETING MANAGEMENT: CASE STUDIES: (MM: CS)			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:		The objective is to enable students to build a sound practical understanding and inculcating the analytical ability to handle the real marketing situation.				
COURSE CONTENT / SYLLABUS						
UNIT-I	AN INTRODUCTION TO MARKETINGMANAGEMENT				12 hrs.	
	Introduction to Case Method of Learning- What is Case? (Meaning)- Case Study Process- Case Evaluation-Marketing Mix-Market Segmentation- Consumer Behavior (Influences on Buying Behavior-Buying Decision Process-Life Style Marketing					
UNIT-II	PRODUCT & PRICING STRATEGIES				11 hrs.	
	Product Strategy (With a focus on New Product Development, Product positioning) Pricing Strategy					
UNIT-III	PLACE & PROMOTION STRATEGIES				11 hrs.	
	Place Strategy (Selection of Channel, Channel Management Decision, Retailing) Promotion Strategy (With a focus on Advertising: Preparation of an Ad copy, Ad - Campaign, Selection of Media-Determination of Media-Mix-Allocation of Promotion Budget)					
UNIT-IV	CONTEMPORARY ISSUES OF MARKETING				11 hrs.	
	Societal Marketing-Emerging Issues in Marketing- Sales Management and Sales Promotion Marketing of Services					
REFERENCES						
1.	Subhash C Mehta; Marketing: Environment, Concepts and Cases.					
2.	Majmudar; Product Management in India.					
3.	Khurana, Dholakia, Bhandari and Jain (1997); Marketing Management: Cases and Concepts; MacMillan India Limited, Reprinted 1997.					
4.	M.L.Bhasin; Cases in marketing management.					
5.	S.L.Gupta, M.K.Rampal; Cases in Sales and Distribution.					
6.	R. Srinivasan (2003) 2 nd Edition; Cases Studies in Marketing; Prentice Hall of India.					
7.	Mukesh Pandey (2009); Contemporary Indian Cases in Marketing; Biztantra, New Delhi, Reprint 2009.					

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.				ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)							
YEAR	III	CORE ELECTIVE				CREDIT	3
Semester	II	GROUP-B: SPECIALISATION IN HUMAN RESOURCE MANAGEMENT CBM1603 : HUMAN RESOURCE MANAGEMENT: CASE STUDIES: (HRM: CS)				HOURS	45
OBJECTIVES:							
		The objective is to enable students to build a sound practical understanding and inculcating the analytical ability to handle the real Human Resource Management situation.					
COURSE CONTENT / SYLLABUS							
UNIT-I		HR EFFECTIVENESS & INTERVENTION					12 hrs.
		Effectiveness-Interventions					
UNIT-II		PROCUREMENT					11 hrs.
		Manpower Planning-Recruitment-Selection					
UNIT-III		COMPENSATION & PERFORMANCE MANAGEMENT					11 hrs.
		Wage & Compensation Management-Performance Management Systems					
UNIT-IV		CONTEMPORARY ISSUES OF HRM & IR					11 hrs.
		Mergers-Collective Bargaining & Other Related Issues					
REFERENCES							
1.		R.K. Suri and S.L. Gupta (2007); Case Studies in Human Resource Management, Pentagon Press.					
2.		S.K. Bhatia (2010); Case Studies in Human Resource Management; Deep and Deep.					
3.		Nageshwar Rao & Das (2010); Cases in Human Resource Management; Himalaya Publishing House Pvt. Ltd.					
4.		Sadri, S. (2009); A Case Study Approach to HRM; Himalaya Publishing House Pvt. Ltd.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	CORE ELECTIVE SPECIALISATION IN RURAL ENTREPRENEURSHIP & MANAGEMENT CPR1601 : MICRO FINANCE		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:		To familiarize students with a broad understanding about the concepts of microfinance and institutional roles of its promotion as functional agents. To make students understand the role of micro-finance in economic and social development.			
COURSE CONTENT / SYLLABUS					
UNIT-I				12 hrs.	
		Microfinance: Meaning and Importance-Microfinance as a Tool for Development- Types of Microfinance Institutions in India: NGOs, NBFCs, Co-operatives			
UNIT-II				11 hrs.	
		Microfinance Models: Grameen Model - Joint Liability Group - SHG Model			
UNIT-III				11 hrs.	
		Evolution and character of microfinance in India- SHG-Bank Linkages Programs in India- Role of NABARD in Micro Finance in India- Microfinance in India: Present and Future			
UNIT-IV				11 hrs.	
		Legal and regulatory framework - Achievements and Challenges to Microfinance- Microfinance Institutions in India: Some Case Studies			
REFERENCES					
1.	Microfinance India: State of the Sector Report 2010 – Sage Publication				
2.	Beatriz Armendariz and Jonathan Morduch: The Economics of Microfinance				
3.	Suresh M Sundaresan: Microfinance: Emerging Trends and Challenges				
4.	M Yunus & Karl Webe: Creating a World without Poverty: Social Business and Future of Capitalism				

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B. Com. (CBCS)						
YEAR	III	OPEN ELECTIVE			CREDIT	3
Semester	II	AFS1604 : FINANCIAL REPORTING			HOURS	45
OBJECTIVES: To impart working knowledge on Financial reporting of corporate entities						
COURSE CONTENT / SYLLABUS						
UNIT-I						12 hrs.
	Mandatory Reporting Requirements in Compliance with Company Law: Significant accounting policies, Auditors report, Corporate Governance Report, Directors' Report, Management Discussion and Analysis etc.					
UNIT-II						11 hrs.
	Interim Financial Reporting –as per relevant Accounting Standard Segment Reporting- as per relevant Accounting Standard					
UNIT-III						11 hrs.
	Calculation and Reporting of EPS- as per relevant Accounting Standard Calculation and Reporting of Employee Benefits –as per relevant Accounting Standard					
UNIT-IV						11 hrs.
	Financial Institutions, Mutual Funds, Financial Services Companies, etc. Recent Trends in Financial Reporting: Value Added Statement, Brand Valuation, Human Resource Valuation, Corporate Social Responsibility, Environmental Reporting etc.					
REFERENCES						
1.	Advanced Accounting by Dr. S.N.Maheshwari-Vikas Publishing House					
2.	Advanced Accounting by Ashok Sehgal- Taxman Publication					
3.	Advanced Accounting by M.C.Shukla and T.S.Grewal – Sultan Chand Publication					
4.	Modern Accounting by Hanif and Mukherjee- Tata McGraw-Hill Publication					
5.	Advanced Accounting by R.L.Gupta and M. Radhaswamy – S.Chand Publication					
6.	Students Guide to Accounting Standards- By D.S.Rawat- Taxman Publication					
7.	Relevant study material issued by ICAI, ICWAI and ICSI.					
8.	Introduction to IFRS by Dr.T.P.Ghosh- Taxman publication					
9.	Corporate Financial Reporting By Jawaharlal - Taxman publication.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	OPEN ELECTIVE			CREDIT	3
Semester	II	AFS1605 : FINANCIAL MARKETS			HOURS	45
OBJECTIVES:						
		To provide basic and practical knowledge of the activities of the Indian Financial Markets.				
COURSE CONTENT / SYLLABUS						
UNIT-I		FINANCIAL MARKETS: AN OVERVIEW				12 hrs.
		Indian Financial System - Financial Markets: Functions, Classification, Participants and Products, Institutions: Regulators, Exchanges, Depositories and Banking Institutions -Sources of Market Information - Regulatory Framework.				
UNIT-II		PRIMARY & SECONDARY EQUITY MARKET				11 hrs.
		Equity Shares - DIP Guidelines 2000 - Public Issue (Fixed Price & Book Building) – IPO Grading, Merchant Banking - Online IPOs – ‘Demat’ & ‘Remat’ – Abridged Prospectus / Offer Document - How to apply using Share Application Form ? - Rights Issue – Preferential Allotment - Other Regulations. Stock Exchanges – Membership and Management - Listing – Trading and Settlement – Trading Rules – KYC - Contract Note - Circuit Filters – Investor Protection Fund – Market Data : Turnover, Market Capitalization, Prices, Liquidity, Transaction Costs – Risk Management – Indices – Market Grievances and Arbitration Mechanism.				
UNIT-III		DEBT AND DERIVATIVE MARKETS: BASICS				11 hrs.
		Money Market - Corporate Debt Market – Government Securities Market – Credit Rating – Bond Prices and Yields - Regulations Derivatives: Definition – Products – Participants and Functions – Trading Mechanism – Contract Specifications – Clearing & Settlement – Types of Derivatives – Futures and Options : Features, Differences - Futures and Options on Individual Stock and Indices – How Option works - Call and Put Options - Payoffs - Market Data : Turnover, Open Interest etc.				
UNIT-IV		MUTUAL FUNDS				11 hrs.
		Concept - Types of Schemes / Funds – Special Funds such as Exchange Traded Funds, Fund of Funds, Commodity Funds - Fund Structure and Constituents - Regulations on the Investments of a Mutual Fund – Role of Fund Manager - Key Financial Numbers.				
REFERENCES						
1.	Investment Analysis & Portfolio Management - Prasanna Chandra (TMH)					
2.	Study Material on Securities Market (Basic) Module (NCFM - NSE)					
3.	Study Material on Financial Markets: A Beginner’s Module (NCFM - NSE)					
4.	Financial Institutions and Markets - L. M. Bhole (TMH)					
5.	Security Analysis & Portfolio Management - Dhanesh Khatri (Macmillan)					
6.	Indian Capital Market - Dr. V.A. Avadhani (Himalaya)					
7.	Capital Market: The Indian Financial Scene - N. Gopalsamy (MacMillan)					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	OPEN ELECTIVE			CREDIT	3
Semester	II	AFS1606 : ACCOUNTING FOR SPECIAL ENTITIES			HOURS	45
OBJECTIVES: To impart working knowledge of preparation and presentation of financial statement of special entities.						
COURSE CONTENT / SYLLABUS						
UNIT-I						12 hrs.
		Holding Company Accounts (with one Subsidiary Company): Preparation and presentation of Consolidated Profit & Loss Account and Balance Sheet as per relevant Accounting Standards.				
UNIT-II						11 hrs.
		Accounts of Banking Companies: Legal Provisions relating to Final Accounts of Banking Companies- Disclosure of Accounting Policies- Prescribed Format of Profit & Loss a/c and Balance Sheet- Norms of Income recognition- NPAs- Asset Classification- Provisioning Norms- Capital Adequacy Norms- Accounting for Hospitality Business				
UNIT-III						11 hrs.
		Accounts of Insurance Companies: Meaning- Life Insurance – General Insurance- Terminology- Statutory Financial Statements of Life and General Insurance Business as per prescribed Formats (IRDA) - Accounting for Airline Services				
UNIT-IV						11 hrs.
		Accounting and Financial Reporting of Financial Institutions, Mutual Funds, Financial Intermediaries, Financial Services Companies, etc				
REFERENCES						
1.		Advanced Accounting by Dr. S.N.Maheshwari-Vikas Publishing House				
2.		Advanced Accounting by Ashok Sehgal- Taxman Publication				
3.		Advanced Accounting by M.C.Shukla and T.S.Grewal – Sultan Chand Publication				
4.		Advanced Accounting by R.L.Gupta and M. Radhaswamy – S.Chand Publication				
5.		Students Guide to Accounting Standards- By D.S.Rawat- Taxman Publication				
6.		Relevant study material issued by ICAI, ICWAI and ICSI.				
7.		Hospitality Financial Accounting by Weygandt, Kieso,Kimmel and DeFranco- John Willey Publication				
8.		Hospitality Accounting by Kotas and Conlan – Cengage Learning Publication				
9.		Airline Finance by Morrell P.S., Aldershot, Ashgate.				
10.		Study material on Airline Finance and Accounting by IATA				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	OPEN ELECTIVE BNK1602 : INSURANCE LAWS AND REGULATIONS		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES: To provide students various important legislations and decided cases and their impact upon the insurance business in general. At the end of the course Students therefore, must be fairly get acquainted with the legal aspects having a bearing on insurance business and transactions					
COURSE CONTENT / SYLLABUS					
UNIT-I	INSURANCE BUSINESS				12 hrs.
	Objectives, Nature and Emerging Trends in Insurance Business- Insurance & Risk; Insurance & Contract of Indemnity -Insurance & Bailment- Insurance & Contract of Guarantee -Time Period of Insurance Contract and Life & General Insurance Contract- Formulation of Insurance Contract- Documents Used in Insurance Contract- Matters Related to Policy Plans, Premium, Servicing of Claims, Nomination and Assignments of Policies				
UNIT-II	INSURANCE LAWS & REGULATIONS				11 hrs.
	Historical Evolution of Insurance Laws in India- Insurance Act, 1938 (As Amended) - Nationalization of Life Insurance (1956) and General Insurance (1972) Business -Post-Nationalization - Insurance Business Scenario in India-Malhotra Committee Recommendations, 1999- IRDA Act, 1999				
UNIT-III	INSURANCE RELATED LAWS				11 hrs.
	Indian Contract Act, 1872- Consumer Protection Act, 1986-Motor Vehicle Insurance Policy- Agreed Bank Mortgage Clause- Fire Insurance & Miscellaneous Insurance Policies Under Workmen's Compensation Act- 1990- Public Liability Insurance Act, 1990 -Marine Insurance Act, 1963- Motor Vehicles Act, 1989 – General Features, Scope & Rules Therein- Foreign Exchange Management (Insurance) Regulations, 2000				
UNIT-IV	LEADING CASES & PRACTICAL PROBLEMS				11 hrs.
	Detailed study of selected leading cases & Practical Problems in Insurance Sector- Regulatory Framework- other Miscellaneous Laws concerning Insurance Business- Current Issues and Emerging Trends in Insurance Sector				
REFERENCES					
1.	Insurance Laws Published by Universal publishing Co. Pvt Ltd.				
2.	Taxman (2005) Insurance Law Manual: Published by Taxman's Allied services Pvt. Ltd., New Delhi.				
3.	Insurance law & Regulations. Vol I & II Published by ICFAI, Hyderabad.				
4.	Various publications of insurance institute of India.				
5.	Bodla, MC Gaeg, K.P. Singh Insurance; Fundamentals, Environment & Procedure. Published by Deep & Deep Publications Pvt. Ltd. New Delhi.				
6.	Insurance products & Services Published by Indian Institute of Bankers.				
7.	Publications of Insurance Institute of India & ICFAI University, Hyderabad.				
8.	Leading journals in Insurance. Viz. Insurance Chronicle by ICFAI, Hyderabad.				
9.	Insurance Times, Kolkata, IRDA Journal, Hyderabad. Insurance Watch.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	OPEN ELECTIVE BEC1604 : ECONOMICS OF HRD			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
To understand the theories of Human resource development and designing effective policy interventions.						
COURSE CONTENT / SYLLABUS						
UNIT-I	BASIC CONCEPTS				12 hrs.	
	Concept of Economic Growth & Inclusive Growth-Development-Sustainable Development-Sustainable Human Development- Concept of Human Capital Versus. Physical Capital-Differences And Similarities-Importance of Human Capital-Components of Human Capital- Measurement of Human Development-Various Concepts					
UNIT-II	ECONOMICS OF EDUCATION				11 hrs.	
	Education as an Instrument for Economic Growth; Social and Private Returns On Education; Important Issues in Basic and Higher Education; Educational Planning and Economic Growth- - Role of Government and Market; Inequalities in Education – Financing of Education In India.					
UNIT-III	HEALTH ECONOMICS				11 hrs.	
	Health as a Component of Human Capital-Similarities and Dissimilarities Between Health and Education as two forms of Human Capital-Health Dimensions of Development; Determinants of Health — Poverty, Malnutrition and Environmental Issues; Economic Dimensions of Health Care — Demand And Supply of Health Care; Financing of Health Care and Resource Constraints; The Concept of Human Life Value; Inequalities in Health —Financing of Health Care					
UNIT-IV	: HUMAN RESOURCE DEVELOPMENT: PROBLEMS AND PLANNING				11 hrs.	
	Problem of Unemployment- Concept, Types, Causes and Consequences-Remedial Measures- Brain Drain in Less Developed Countries with Special Reference to India-Causes and Consequences- Remedial Measures- Manpower Shortages and Surpluses-Manpower Planning-Concept and Rationale-Manpower Forecasting					
REFERENCES						
1.	Becker G.S: Human Capital (National Bureau of Economic Research, New York, 1974)					
2.	Berman P (Ed): Human Health Sector Reform in Developing Countries - Making Health Development Sustainable (Harvard Series on Population and International Health, Bosto 1995)					
3.	Blaug M: Introduction to Economics of Education (Penguin, London, 1972)					
4.	Cohn E & Gaske T: Economics of Education (Penguin Press, London, 1989)					
5.	Todara M P: Economic Development in the Third World (Orient Longman Ltd.)					

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	OPEN ELECTIVE			CREDIT	3
Semester	II	CBM1604 : SALES MANAGEMENT AND SALES PROMOTION (SM&SP)			HOURS	45
OBJECTIVES:		The objective is to help students understand the Sales functions as integral part of marketing functions in a business firm. Globalization, increased competition, rapid changes in communication and information technology and need for higher level of customer orientation have made sales and distribution management extremely important.				
COURSE CONTENT / SYLLABUS						
UNIT-I	AN INTRODUCTION TO SALES MANAGEMENT					12 hrs.
	Nature and Scope of Sales Management, Personal selling objectives, Theories of Personal Selling, Personal Selling Strategies, Sales forecasting and budgeting decisions					
UNIT-II	SALES FORCE MANAGEMENT & CONTROLLING THE SALES EFFORT					11 hrs.
	Sales Force Management: Recruitment and selection of sales force, Training, motivating and compensating the sales force, controlling the sales force Controlling the Sales Effort: Sales Budgets, Quotas, Territories, and Cost Analysis					
UNIT-III	AN INTRODUCTION TO SALES PROMOTION					11 hrs.
	Sales Promotion: Meaning, Growth, and Role of Sales Promotion; Difference of Sales Promotion with other tools of Promotion					
UNIT-IV	CONSUMER AND TRADE ORIENTED PROMOTION					11 hrs.
	Consumer and trade Oriented Promotion: Objectives and Techniques					
REFERENCES						
1.	Richard R. Still, Edward W. Cundiff, Norman A.P. Govoni; Sales Management: Decisions, Strategies & Cases; Pearson; 5 th Edition.					
2.	George E. Belch and Michael Belch (2008) 6 th Edition; Advertising and Promotion; Tata McGraw-Hill Publishing Company Limited; Reprint 2008.					
3.	Johnson F.M., Kurtz D.L., Scheuing E.E.; Sales Management: Concepts, Practice, and Cases; Tata McGraw-Hill.					
4.	Appannaiah & Others (2007); Sales and Distribution Management; Himalaya Publishing House Pvt. Ltd.					
5.	S. A. Chunawala (2008); 8 th edition; Sales Management with Personal Selling – Salesmanship; Himalaya Publishing House Pvt. Ltd.					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	OPEN ELECTIVE CBM1605 : LABOUR LAWS		CREDIT	3
Semester	II			HOURS	45
OBJECTIVES:					
- To provide participants with a body of knowledge which will enable them to understand and apply theory and practice of Industrial Relations in the working environment. - To understand the importance of Industrial Relations to the success of a business.					
COURSE CONTENT / SYLLABUS					
UNIT-I	LABOUR LAWS				12 hrs.
	Introduction-Significance of Labour Laws-Brief Historical Significance of Labour Laws-Constitutional Powers- Concept of Social Security-Social Security System in India- Distinction Between Social Insurance and Social Assistance				
UNIT-II	LABOUR LAWS-I				11 hrs.
	The Industrial Dispute Act, 1947-The Factories Act, 1948-The Trade Unions Act, 1926				
UNIT-III	LABOUR LAWS-II				11 hrs.
	The Contract Labour Act, 1970-The Minimum Wages Act, 1936-The Payment of Bonus Act, 1965				
UNIT-IV	LABOUR LAWS-III				11 hrs.
	The Workers' Compensation Act, 1923-The Payment of Wages Act, 1936-The Payment of Gratuity Act, 1972				
REFERENCES					
1.	P. L. Malik; Industrial Law.				
2.	J. K. Bareja; Industrial Law.				
3.	B. D. Singh Labour Laws for managers.				
4.	S. P. Jain; Industrial & Labour Laws.				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	OPEN ELECTIVE		CREDIT	3
Semester	II	CPR1602 : RURAL MARKETING		HOURS	45
OBJECTIVES:					
To develop understanding of the rural markets in India, differentiate it with the Urban Markets and application of marketing concepts in rural markets.					
COURSE CONTENT / SYLLABUS					
UNIT-I		Rural marketing – Definition Features, Significance, Scope and Limitations, Classification of Rural Markets, Rural vs. Urban markets, Profile of Rural Marketing Marketing of Agricultural Produce: Regulated Markets, Government steps to improve Agriculture Marketing, Cooperative Marketing			12 hrs.
UNIT-II		Agro Processing Industries in India: Agro Processing Industries in Cooperative Sector, Sugar Cooperatives – Textile & Power Loom Cooperatives, Other Processing Units – Defects and Difficulties of Cooperative Processing Societies			11 hrs.
UNIT-III		Agriculture Price Policy of India, Importance of Agriculture Price Policy- Trends in Agriculture Prices, Measure for Stabilization of Agriculture Prices, PDS- The Terms of Trade – Some Policy Issues- Cooperative Marketing –Concept, History, Functions – Reasons for Slow Progress of Cooperative Sector			11 hrs.
UNIT-IV		Rural Industrialization – Village & SSI – Handicrafts and Handloom Industries - Problems of Artisans – Institutional Support for Development of Rural Industries- Industrial Cooperative Societies – Government Policies for the Development of Village Industries			11 hrs.
REFERENCES					
1.		B.S. Mathur – Cooperation in India			
2.		C G Krishnamacharyulu, LalithaRamakrishnan - Rural Marketing.			
3.		RuddarDatt and KPM Sundharam - Indian Economy			

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	INTERDISCIPLINARY ELECTIVE BNK1603 : INSURANCE PRODUCTS			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
		The objective of this paper is to provide brief idea about the Business Environment and Insurance, insurance marketing and innovations in products and delivery channels in India.				
COURSE CONTENT / SYLLABUS						
UNIT-I	INTRODUCTION TO INSURANCE					12 hrs.
	Concept of Insurance. Definition and meaning, significance, Functions, Fundamental Principles. Insurance contract and its essentials. Insurance underwriting. Policy documents.					
UNIT-II	REGULATIONS TO INSURANCE					11 hrs.
	Regulation and legislation applicable to Insurance: History and regulation of Insurance business in India. Postal life insurance. Insurance Act, 1938, IRDA Act, 1999					
UNIT-III	LIFE INSURANCE PRODUCTS					11 hrs.
	Term insurance, Whole life insurance, Endowment insurance, group insurance, annuities, Unit linked policies. Riders, premium calculation, Premium payment, lapse and renewal. Concept of surrender value, claims: death and maturity claims, assignment and nomination of policies. Rural/ Social insurance products.					
UNIT-IV	NON LIFE PRODUCTS					11 hrs.
	General insurance products in India: Fire insurance policies: Standard fire insurance policy and special peril policy. Marine insurance policies and products. Misc. Insurance policies. Pension Products.					
REFERENCES						
1.	Insurance products by IIBF Published by Taxmann.					
2.	Principles and practice of life insurance by G. Krishaswamy, Published by Excel books.					
3.	Legal aspects of insurance by Gupta P.K. Published by Himalaya Publishing House.					
4.	Practice of Life Assurance (IC-02) by Insurance Institute of India.					

	SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)					
YEAR	III	INTERDISCIPLINARY ELECTIVE		CREDIT	3
Semester	II	BEC1605 : ECONOMICS OF INFRASTRUCTURE AND INDUSTRIAL FINANCE		HOURS	45
OBJECTIVES:					
		To acquaint the students about the role of infrastructure, it's financing and evolving policy environment.			
COURSE CONTENT / SYLLABUS					
UNIT-I	ECONOMICS OF INFRASTRUCTURE				12 hrs.
	Meaning, Essence and Emergence of Economic Infrastructure – Forms of Infrastructure – Economic Infrastructure; Transportation, Communication and Energy – Social Infrastructure; Education, Health, Housing and Sanitation, Characteristics of Economic Infrastructure				
UNIT-II	TRANSPORTATION				11 hrs.
	Significance and Problems of Different Modes of Transportation - Roadways, Railways, Airways and Water Transport –Transport Co-Ordination				
UNIT-III	ENERGY AND COMMUNICATION				11 hrs.
	Types – Conventional and Non Conventional – Renewable and Non Renewable Sources of Energy Development; Electricity, Sustainable Energy Development and Energy Conservation - Significance of Communication for Economic Development; Reforms in Telecommunication Sector Since 1990				
UNIT-IV	INFRASTRUCTURAL FINANCE				11 hrs.
	Relation between Infrastructure and Industrial Development. Supply and Demand Gap of Infrastructure. Sources of Financing Infrastructure. Role of IDFC and HDIL in Financing Infrastructure Development.				
REFERENCES					
1.	P.J. Garfield and W.F. Lovejoy: Public Utility Economics				
2.	R.F. Westmeyer : Economics of Transportation				
3.	R.K Choudhury: Economics of Public Sector and Public Utility				
4.	L.B. Nash: Economics of Public Utility				
5.	E.W Clements: Economics of Public Utilities				
6.	K.K Dewett: Indian Economic Problems				
7.	Economic Surveys published by Government of India				

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	INTERDISCIPLINARY ELECTIVE CPR1603 : RURAL DEVELOPMENT MODEL			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
		To create awareness about strategies, policies and approaches to rural development.				
COURSE CONTENT / SYLLABUS						
UNIT-I						12 hrs.
	Rural Development –An Overview; Measures of the level of Rural Development; Some paradigms of Rural Development: The Modernization Theory , Dependency Theory, Lewis Model of Economic Development, The Human Capital Model of Development, Gandhian Model of Rural Development- Determinants of Rural Development					
UNIT-II						11 hrs.
	Strategies, Policies and Approaches to Rural Development - Early attempts at rural development, Community Development programme, special group and area specific programme, operation flood, Integrated Rural Development programme					
UNIT-III						11 hrs.
	Present Rural Development Programme: Pradhanmantri Gram Sadak Yojana, Indira Awaas Yojana, Tribal Development Programme, National Rural Employment Guarantee Scheme, Mid-Day Meal Programme, National Drinking Water Mission and National Rural Health Mission, Recent Trends					
UNIT-IV						11 hrs.
	Basic Needs of Rural India- Rural Housing –Present Position- Measures Needed -Rural Health-Present Position- Measures Needed-Rural Education - Present Position- Measures Needed-Rural Roads –Present Position- Measures Needed Technology for Rural Development, Recent Trends; Rural Development in the Current Five Year Plan					
REFERENCES						
1.	MathurBL: Rural Development and Cooperation					
2.	RuddarDatt and KPM Sundharam: Indian Economy					
3.	Vasant Desai: Rural Development in India					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.		ACADEMIC YEAR 2016-2017		
B. Com. (CBCS)						
YEAR	III	INTERDISCIPLINARY ELECTIVE			CREDIT	3
Semester	II	ENG1601 : INTRODUCTION TO ENGLISH LITERATURE			HOURS	45
OBJECTIVES:		This course seeks to acquaint the students with forms and styles of literature through a study of a range of diverse texts AND familiarize students to the range and diversity of contemporary writing in English				
COURSE CONTENT / SYLLABUS						
UNIT-I	DRAMA					12 hrs.
	Ghashiram Kotwal- Vijay Tendulkar					
UNIT-II	FICTION					11 hrs.
	Animal Farm-George Orwell					
UNIT-III	POETRY					11 hrs.
	a) The Road not Taken - Robert Frost b) Leisure - W. H. Davies c) If - Rudyard Kipling d) Where the Mind is without Fear - Rabindranath Tagore e) Daffodils - William Wordsworth f) The Tyger - William Blake g) The Professor - Nissim Ezekiel h) The Fable - Ralph Waldo Emerson i) The Bus - Arun Kolatkar j) Felling of the Banyan Tree - Dilip Chitre					
UNIT-IV	LITERARY TERMS					11 hrs.
	Genre/ Poetry/ Epic/ Ballad/ Sonnet/ Elegy/ Figurative Language/ Drama/ Tragedy/ Comedy/ Plot/ Character/ Protagonist/ Act/ Poetic Justice/ Fiction/ Novel/ Short Story/ Novella/ Narrative/ Allegory/ Essay/ Satire/ Irony/ Folklore.					
REFERENCES						
1.	Abrams, M. H. and Geoffrey Gait Harpham. A Handbook of Literary Terms. Cengage Learning. Indian Reprint. 2009.					
2.	Babu, M. Sarat. Vijay Tendulkar's Ghashiram Kohval: A Reader's companion. New Delhi: Asia Book Club. 2008.					
3.	http://en.wikipedia.org/wiki/Ghashiram_Kotwal					
4.	Mills, Catriona. George Orwell's Animal Farm. Insight Publications Pty Ltd. Australia. 2011.					
5.	Moran, Daniel. CliffsNotes on Orwell's Animal Farm. New York: Wiley Publishing, Inc.2000.					
6.	Orwell, George. Animal Farm. Hermes Inc.: Kolkata. 2002.					
7.	Sharma, Vinod Bala. Vijay Tendulkar's Ghashiram Kotwal: Critical Perspectives. Asia Book Club: New Delhi. 2001.					
8.	Tendulkar, Vijay. Ghasiram Kotwal. Oxford University Press: Delhi. 2005.					
9.	Wadikar, Shailaja B. Vijay Tendulkar A Pioneer Playwright. New Delhi: Atlantic Publishers and distributors. 2008.					
10.	www.indianexpress.com/news/a-ghashiram-kotwal-for-our-time/203564/0					
11.	www.newspeakdictionary.com/go-animal-farm.html					

		SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE The Maharaja Sayajirao University of Baroda STATION ROAD, PADRA.			ACADEMIC YEAR 2016-2017	
B. Com. (CBCS)						
YEAR	III	INTERDISCIPLINARY ELECTIVE STA1601 : STATISTICS FOR MARKET ANALYSIS			CREDIT	3
Semester	II				HOURS	45
OBJECTIVES:						
COURSE CONTENT / SYLLABUS						
UNIT-I						12 hrs.
	Statistics in Marketing: Introduction -Meaning - Definition- Scope- Application of statistics and Marketing					
UNIT-II						11 hrs.
	Data Collection: Designing of good questionnaire and Determination of sample size					
UNIT-III						11 hrs.
	Processing and Analysis of Data: Field work, Data processing (Descriptive Statistics); Presentation and Data Analysis					
UNIT-IV						11 hrs.
	Project Work					
REFERENCES						
1.	Marketing research an applied orientation By Naresh K Malhotra and Satybusan Das, Fifth Edition, Published by Pearson Prentice Hall.					
2.	Research Methodology, Concept and Cases. By Deepak Chawla and Dr. Neena sondhi Vikas Publication					
3.	Marketing research, Text and Cases, By Rajendra Nargundkar, Third edition, published by Tata McGraw Hill Education Private limited.					

Note:

The Syllabus of 'BUSINESS MATHS –I, II, III & IV' [Interdisciplinary Elective Courses] will be supplied in due course of time and it is not to be offered as of now.



SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
PHYSICAL EDUCATION INTER
DISCIPLINARY SUBJECT

The following subject is proposed for under graduate Students in Choice Based Credit System

Course Number: PE

Total Credit of the Course: 02

Division of Credit: 0.5 Credits for Theory (7.5hrs) & 1.5 Credits for Practical (45hrs)

Total Hours of Credit : 03 per week

**Division of Hours : (A) 02 Hrs for Practical / Skills
(B) 01 Hr for Theory of Games
(C) Evaluation**

Scheme of Examination: will be as per the grading system adopted by university

Games and Sports Options:

Semester I

PE 101 Badminton

PE 102 Best Physique (men)

PE 103 Chess

PE 104 Cycling

PE 105 Football

PE 106 Judo

PE 107 Malkhambh

PE 108 Table Tennis

PE 109 Swimming

PE 110 Yoga-Asanas

Semester II

PE 201 Athletics

PE 202 Basketball

PE 203 Cricket

PE 204 Kabaddi

PE 205 Kho-Kho

PE 206 Hockey

PE 207 Handball

PE 208 Tennis

PE 209 Volleyball

PE 210 Wrestling

EXAMINATION SCHEME:

**Practical : 75% of total marks
Theory : 25% of total marks**

NOTE:

- One game per semester could be opted.
- Student should bring their own kit/equipments.
- Time table for the games and sport classes will be prepared by the department.
- 80% attendance is compulsory for both practical and theory classes.
- Department fee for swimming, table tennis and tennis is to be paid separately.

Semester I (Maximum one game could be opted for a semester)

Course No.	Subject	No. of Periods / week		Paper	Duration	Examination		Total
		Lec	Pract			Theory	Practical	
PE 101	Badminton	01	02	1	180 min	10	40	50
PE 102	Best Physique (men)	01	02	1	180 min	10	40	50
PE 103	Chess	01	02	1	180 min	10	40	50
PE 104	Cycling	01	02	1	180 min	10	40	50
PE 105	Football	01	02	1	180 min	10	40	50
PE 106	Judo	01	02	1	180 min	10	40	50
PE 107	Malkhambh	01	02	1	180 min	10	40	50
PE 108	Table Tennis	01	02	1	180 min	10	40	50
PE 109	Swimming	01	02	1	180 min	10	40	50
PE 110	Yoga-Asanas	01	02	1	180 min	10	40	50

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

**PHYSICAL EDUCATION
INTER DISCIPLINARY SUBJECT**

Semester II (Maximum one game could be opted for a semester)

Course No.	Subject	No. of Periods / week		Paper	Duration	Examination		Total
		Lec	Pract			Theory	Practical	
PE 201	Athletics	01	03	1	180 min	10	40	50
PE 202	Basketball	01	03	1	180 min	10	40	50
PE 203	Cricket	01	03	1	180 min	10	40	50
PE 204	Kabaddi	01	03	1	180 min	10	40	50
PE 205	Kho-Kho	01	03	1	180 min	10	40	50
PE 206	Hockey	01	03	1	180 min	10	40	50
PE 207	Handball	01	03	1	180 min	10	40	50
PE 208	Tennis	01	03	1	180 min	10	40	50
PE 209	Volleyball	01	03	1	180 min	10	40	50
PE 210	Wrestling	01	03	1	180 min	10	40	50

- Theory exam will be of 1hrs and practical exam will be of 2hrs.
- Ratio of marks for Mid semester exam and End Semester Exam is 30% and 70% respectively.
- Exams will be conducted for mid and end semester both.
- Only internal evaluation.

Scheme of Examination: Grading System

Grade Points	Description	Proposed % of Marks	Grade	Range
10	Outstanding	90.1%  M  100.0%	O	9.01 – 10.00
9	Excellent	80.1%  M  90.0%	A	8.01 – 9.00
8	Very Good	70.1%  M  80.0%	B	7.01 – 8.00
7	Good	60.1%  M  70.0%	C	6.01 – 7.00
6	Fair	50.1%  M  60.0%	D	5.01 – 6.00
5	Average	40.0%  M  50.0%	E	4.00 – 5.00
4	Dropped	0.00%  M  40.0%	F	 4.00

Note:

Equivalent Percentage should be calculated from CGPA with ONLY ONE Decimal precision.

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF
COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
FREE STUDENTSHIPS AND SCHOLARSHIPS**

FREE STUDENTSHIP OF THE FACULTY OF COMMERCE:

The number of free studentships in Faculty is fixed at 15% of the total number of students. Free studentships are to be awarded on the basis of the economic condition of the students. Deserving students should apply within the specified time in the prescribed application form in each term. They shall be interviewed by the Committee appointed by the Dean before the awards are made. Free studentship will not be renewed to a student if his/her academic record during the preceding term is not satisfactory.

ECONOMICALLY BACKWARD CLASS FREE STUDENTSHIP (E.B.C.) GRANTED BY THE STATE GOVERNMENT:

A student shall be deemed to belong to E.B.C. if his/her net family income does not exceed Rs.25, 000/- per year. For the purpose of these rules, income shall mean the sum total of the income from whatever source including share in the joint family income and independent individual income of the student and his parents. Application for the award of E.B.C. free studentship shall be made every year in the prescribed form in duplicate along with an income certificate from a Gazetted Officer within 30 days of opening of the Faculty.

POOR STUDENT'S AID FUND:

Assistance from this fund is available to deserving students on consideration of their need and merit for meeting the expenses of tuition fees, examination fees, and/or purchase of books and/or equipment on the recommendation of the Faculty authorities.

Students shall have to apply for this fund in the prescribed form available from the Faculty Office and submit the same duly filled in to the Faculty Office.

PR SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE

The Maharaja Sayajirao University of Baroda

STATION ROAD, PADRA. OPOSAL OF MERIT SCHOLARSHIPS FOR

RANKERS [MSR]:

[Under Ordinances Nos. 216, 217, 218, 219 and 220]

- [1] For each year of each undergraduate degree (1st Degree) Programme, there will be THREE MSRs based on overall result of ALL papers of the ODD semester, which is irrespective of Discipline or Specialization or Major and Minor. The award shall be:

For 1 st Rank	Rs. 5,000/-.
For 2 nd Rank	Rs. 4,000/-.
For 3 rd Rank	Rs. 3,000/-.

- [2] For each year of each undergraduate diploma programme, there will be THREE MSRs based on overall result of ALL papers of the ODD semester, which is irrespective of Discipline or Specialization or Major and Minor. The award shall be:

For 1 st Rank	Rs. 4,000/-.
For 2 nd Rank	Rs. 3,000/-.
For 3 rd Rank	Rs. 2,000/-.

- [3] For each year of each postgraduate degree (2nd Degree) (general or specialization) programme, there will be TWO MSRs based on overall result of ALL papers of the ODD semester. The award shall be:

For 1 st Rank	Rs. 5,000/-.
For 2 nd Rank	Rs. 4,000/-.

- [4] For each year of each postgraduate diploma programme, there will be TWO MSRs based on overall result of ALL papers of the ODD semester. The award shall be:

For 1 st Rank	Rs. 4,000/-.
For 2 nd Rank	Rs. 3,000/-.

OTHER SCHOLARSHIPS:

- Shri Chhotabhai Zavaribhai Sutaria Memorial Scholarship for a girl student.
- Shri C.C. Patel, Retired Assistant General Manager, Central Bank of India (Gujarat Region) Scholarship.
- Smt. Shardabai Dattatraya Joshi Scholarship.

NOTE:

Eligible SC/ST, OBC, PwD Students etc. should submit their scholarship form for the academic year by February for processing scholarship to SC/ST, OBC, PwD etc. each year.

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF
COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
GOLD MEDALS**

The following medals and prizes are awarded to meritorious students according to rules and conditions each laid down for medal/prize.

GOLD MEDALS:

- CO-OPERATIVE BANK OF BARODA LTD GOLD MEDAL
- PROF. V Y KOLHATKAR GOLD MEDAL: (B.COM.)
- LATE SHRI M M CHOKSHI GOLD MEDAL
- SHRI PANUBHAI HIRALAL MAJMUDAR GOLD MEDAL
- LABHUBEN MEHTA GOLD MEDAL
- KUM. PARUL NANALAL CHOKSHI GOLD MEDAL
- LATE SHRI NAGINDAS MATHURDAS SHAH GOLD MEDAL
- PROF. B.H. ELAVIA EDUCATION TRUST GOLD MEDAL
- THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA NEW DELHI GOLD MEDAL
- "LATE SHRI FARAMROJ RUSTOMJI BHARUCHA & SMT. KHURSHID BANU F. BHARUCHA GOLD MEDAL"
- AMITA VASHNUPRASAD VYAS MEMORIAL GOLD MEDAL
- THE PRESIDENT, THE GOVERNMENT SERVENTS CO-OPERATIVE CREDIT SOCIETY LIMITED, BARODA GOLD MEDAL
- VAKIL CHUNILAL BABARDAS SHAH AND SMT. PARVATIBEN CHUNILAL SHAH MEMORIAL GOLD MEDAL
- DR. D.K. SHUKLA MEMORIAL GOLD MEDAL
- AVANI PETROCHEM LTD GOLD MEDAL

UNION & ASSOCIATIONS

UNIVERSITY UNION:

'The Maharaja Sayajirao University Union' is a statutory corporate body of the students and teachers to promote academics, social interaction, sports and cultural interests amongst the students of the M.S. University of Baroda. The aims and objects of the Union are viz., to held debates so as to enable students to learn the art of debating; to arrange public lectures so as to stimulate interest in cultural and public affairs; to promote social intercourse amongst the students of the Union by developing the Union as a club for the students; to further the academic and social interest of students generally by maintaining a library, a reading-room, a writing-room, a games-room and a refreshment room; to maintain a co-operative store and a co-operative bank, and to develop a sense of social service. The members of the Union shall be ordinary members, associate members, honorary members and life members. All students enrolled in the various Faculties of the Maharaja Sayajirao University shall be ordinary members of the Union. The members of the teaching staff of the University shall be associate members. They shall be entitled to all the privileges of the ordinary members but shall not be entitled to stand for or vote at election.

For More Details: Ph. No. 2791534

COLLEGE STUDENTS' ASSOCIATION:

Memberships:

Every student enrolled in the Faculty/College shall be a member of the association. He shall pay minimum fee of Rs. 10/- as membership fee which will be collected by the Dean/Principal in the beginning of each academic year at the time of fee collection. Aims and Objectives of the Faculty/College Students' Association are viz., to organize outdoor games and sports; to organize indoor games and sports ; to organize debates, seminars, elocution competitions and lectures; to arrange for publication of the Faculty magazine in the hand-written/printed form; to arrange drama, dance, songs and other cultural activities; to organize educational film shows; to organize any other activity with the permission of the Dean/Principal for promoting students' welfare, and to maintain discipline in the institutions.

initiated efforts to set up "Placement Cell" as well as
"Alumni Association" of Department for the benefit of students.

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THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

GENERAL FACILITIES

C. C. MEHTA AUDITORIUM:

Application for use of the Prof. Chandravadan Mehta Auditorium of General Education Centre will be made to the Co-ordinator in the prescribed form mentioning all details about the meetings/functions at least Ten days before the use of auditorium. Permission to use Chandravadan Mehta Auditorium may be granted for holding, meetings of nonpolitical! nonsectarian nature for carrying on social activities which are of cultural or educational nature. There will be three shifts. For charges for the use of the Auditorium & **for other details contact Ph. No.: 2795530.**

AICS TRAINING CENTRE:

The M.S. University of Baroda has established an AICS Training Centre to encourage and train the graduate students for appearing in competitive examinations organized by UPSC (Civil Services). **For more details: Ph. No. 2795517**

CENTRE FOR CONTINUING ADULT EDUCATION AND COMMUNITY SERVICES:

The Centre for Continuing 1 Adult Education and Community Services is working since the last three decades in the field of Continuing Education, Adult Education and Community Outreach Activities in and around Vadodara. This centre was established with an objective to cater the felt needs of the society with the resources available in the University and from amongst the community. The centre offers short-term courses ranging from 15 days to three months and long term courses ranging from 6 months to one year.

All the classes are coordinated only by the staff of the centre, whereas the classes are taken by guest faculties. The Centre conducts the classes on self-finance basis, therefore, the course commences only when enough number of students are enrolled. Hence, the commencement of the course is decided at a later stage. As the courses are on part time basis, no hostel accommodation is available and no bus/train concession is provided to the students.

For more details: Ph. No. 2795510.

COMPUTER CENTRE

There is a centralized facility for the Internet access at the Cyber Café 'Surf land', located at the Computer Centre opposite to D.N. Hall Ground inside the Campus. The Centre also offers short term and basic computer courses to the students and staff of the University. It also helps the staff and students to analyze the research data and programming of models. It remains open from 7 AM to 10 PM during weekdays and on Sunday from 7 AM to 1 PM for browsing purpose. Facility of internet surfing, scanning, printing, CD writing etc. are available. The website (www.msubaroda.ac.in) & the Mail Server (mail.msubaroda.ac.in) are hosted on the Servers of the Computer Centre and are being actively used for publishing exam results, merit lists, Annual reports, advertisement etc.

For more details: Ph. No. 2795518 1 2750816

UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU:

The Directorate of Employment, Government of Gujarat in collaboration with the M.S. University of Baroda has established an Employment Information and Guidance Bureau on the campus. The Bureau as a jurisdiction over Vadodara District.

It functions under the overall guidance of the Vice-Chancellor to meet the specific needs of the students. A faculty member nominated by the Vice-Chancellor supervises the functioning of the Bureau. The Bureau provides information on educational programmes as well as job opportunities. It arranges lectures and discussion sessions wherein experts from different fields are invited for the benefit of the students of the M.S. University of Baroda. Degree and diploma holders in technical and professional education fields and post graduates in various disciplines can register their names in the Bureau and it assists them in job placements.

HALLS OF RESIDENCE:

The M.S. University of Baroda has one of the largest Hostel Campus containing 12 boys' Hostels and 4 girls' hostels. The hostels are known as Halls of Residence and well 'equipped with basic infrastructure facilities such as furniture, common room, hot water during winter and dining hall.

In the main Boys' Hostel Campus there is an Amenity Centre provide basic amenities such as a stationery shop, hair cutting, tailoring shop and a STD booth. Outstation students desiring to stay in the campus can apply separately on a

prescribed form through the Dean to the Chief Warden, Nimb Niwas, Pratapgunj, Vadodara for their accommodation.

For more details: Office of the chief warden, Ph. No. 2795508 I 2794483

HEALTH CENTRE:

The University Health Centre provides consultation, investigations, specialists' services, Treatment facilities or all common ailments, minor surgical treatment and counseling services to the staff, their dependents and students of the M.S. University of Vadodara. Limited facilities for admission under observation and administration of intravenous fluids are also available. Immunization services and supportive Laboratory facilities, including E.C.G. are also available. Counseling, Psychotherapy, Psychiatric treatment and Psychological testing are offered by i MARG counseling Centre functioning at the Health Centre on voluntary basis. It provides treatment in cases of -mental health problems, stress and substance abuse to the University Staff, their children and family members, as well as youths, school children and general public of Vadodara. The Health centre is located opposite to the University Union Pavilion at Pratapgunj, Vadodara. **For more details Ph. No. 2791616**

LIBRARIES:

The M.S. University of Baroda follows a unique University Library System comprising 15 different libraries .side the campus. Out of these, Sir Sayajirao Memorial Trust Library and Smt. Hansa Mehta Library serve the graduate and post graduate students of the Faculty respectively. Smt. Hansa Mehta Library is the University Library System. With a two storied building of more than 80,000 sq. ft. of carpet area, it houses more than 4, 00,000 volumes, 1500 readers & staff of more than 100 people. It caters to the educational needs of academic fraternity of The M S University of Baroda. It is the only Library in the State to provide the facility of Wi-Fi to its users and it has also gone tech savvy because of the introduction of smart cards and Virtual Library Project.

Global Information and Communication Centre facilitates access to E-Resources, databases and Internet browsing facility being well explored by the University fraternity. There is also a separate M.K. Amin Arts & Science College and College of Commerce Library at Padra. The libraries are richly endowed with books journals and reference materials. The libraries provide reading and reference facilities, lending of books and Xeroxing of study materials. The Hansa Mehta Library has its own website: www.hmlibrary.ac.in

For more Details: Ph. No. 2795338

DEPARTMENT OF PHYSICAL EDUCATION:

Sports Facilities: Physical Education and sports are an integral part of general education. The department of Physical Education provides centralized facility of sports to the students and staff. Interested students get the required training in Athletics, Swimming, Badminton, Basketball, Volley ball, Hand ball, Football, Table Tennis, Lawn Tennis, Hockey and Cricket. The department of Physical Education also organizes inter-faculty and inter university competition in various disciplines of sports on regular basis. The department provides the following facilities: Athletics, Multi Gym., Swimming Pool, Badminton Court, Basketball Court, Tennis Court, Volleyball Court, Handball Court, Kho-Kho Court, Football Field, Cricket Field, Table Tennis Hall, Kabaddi Court and Hockey Field. **For more Details: Ph. No.: 2791745**

NATIONAL CADET CORPS:

NCC is one of the biggest youth forums which brings the vibrant students together and guide them in a proper direction so that they can play a constructive role in the development of the country. These students have enormous opportunity to show their talent and skill. Besides Military Training, they have an opportunity for adventurous activities which give them wide horizon and keep them morally and mentally fit so that they become well-disciplined members of the society.

The students do Para Sailing, Gliding, Para dropping, Training Camps, National Integration camps, Rock climbing and Mountaineering activities Boat Pulling/Sailing and Ship Modeling. They also go for Republic Day Camp and Prime Minister's Rally on 26th and 27th January every year. Some of the activities done by the students of The M. S. University as NCC cadets are as follows:

Camp Activities:

Students (Boys and Girls) of Air, Naval and Army attend camps in the country at various places as under viz., (a) All India Basic Leadership Camps.(b) All India Advance Leadership Camps (c) Rock climbing camps (d) All India Trekking Expedition (e) Annual Training Camps. (f) Republic Day Camps (g) National Integration

Camps (h) First Aid Training (i) Signal Training (j) Army Attachment (k) Boat Pulling / Sailing (l) Ship Modeling, and (m) Gliding (n) Flying.

For More Details: NCC Group Head Quarters...Ph. No.: 2750084, 1 Guj. Air Sqn. NCC, Baroda Ph. No.: 2433940; 2 Guj. Naval Unit NCC Ph. No.: 2785948, and 3 Guj. Bn. NCC, Baroda Ph. No.: 2794937.

NATIONAL SERVICE SCHEME:

National Service Scheme (NSS) is sponsored by the Government of India, Ministry of Youth Affairs and sports and Commisionerate of Higher Education, Gujarat State, Gandhinagar. The scheme involves student youth in various constructive activities in the urban and rural areas for social services and social upliftment to sensitize the students towards life realties and need for voluntary social services to the deprived section through involvement of youth as a volunteer and contributes towards their personality development through nurturing the talent in the youth and ultimately preparing them to face competition, career and life with a spirit of nationalism. The NSS is linked with various NGOs of Baroda to give impetus to the extension work of NSS through organizing number of mass awareness programmes for Literacy, Violence against Women, Dedication, Communication harmony in collaboration with distinct agencies for each such as Pratham (Education Initiative), Olakh (Women agency) SVADES (Society for Village Upliftment in Petrochemical areas), Swami Vivekananda Kendra, Nehru Yuva Kendra and others.

For More Details Ph. No.: 2791551

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
GENERAL GUIDELINES FOR IMPLEMENTATION OF CBCS:

[As Per Syndicate Resolution Number 19 Dated 29-10-2012]

- It is resolved to have the Courses of 144 Credits to confer Honours Degree and to have the Courses of 120 Credits to confer General Degree.
- The End-Semester (ES) Examinations/Year-end Examinations shall be the University Assessment (UA) and shall be conducted as per prevailing University rules.
- The Weightage of Mid-Semester (MS) for Semester Pattern/Internal Examination for Yearly Pattern and End-Semester (ES) for Semester Pattern/Year-End Examination for Yearly Pattern shall be 30% and 70% respectively for all Academic Programs across the University.
- Passing shall be decided on the combined result of a Course/Paper i.e. on the combined result of Mid-Semester (MS) and End-semester (ES) Examination OR Internal Examination and Year-end Examination, in the respective Course/Paper, as the case may be.
- The Examinations of Odd Semester (s) and Even Semester(s) will take place simultaneously, the Examination(s) of Lower Semester(S) shall however be prior to respective Even Semester(s).

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
Consideration and Carrying Forward the Marks of Internal Assessment:

- The marks of Internal Assessment shall be preserved and shall be added to the marks of University assessment for all subsequent examination(s) of a Candidate in their respective course(s) paper(s) until they successfully complete the respective courses(s)/paper(s).
- Only ONE Mid-Semester examination shall be held, marks/grades of which shall be added in the End-semester examination for making up the total of 100%.
- In the event of a Candidate remaining Absent at the either examination, Mid-semester (Internal Assessment) or End-semester (University assessment), following are the probable combinations and courses of actions:

Sr. No.	Internal Assessment	University Assessment	Final Result	Remarks
1.	X	Y	X + Y	
2.	AB	Y	Y	• The Candidate(s) be given an additional chance of IA where complete syllabus of that course/paper is mandatory. • If a Candidate fails to appear in the additional examination, ZERO Marks shall be considered for all future consideration for that Course/Paper.
3.	X	AB	AB	---
4.	AB	AB	AB	---

Correction and Gracing of Result:

The following modus operandi is resolved to be evolved for giving effect of the correction and grace in the result at the individual Course/Paper level by the Chairman of the Course/Paper.

For Marking Scheme /Indirect Grading Scheme:

- (i) If overall result of all the Candidates in a Course/Paper is less than 50%, a correction by 5% of the total marks in that Course/Paper be applied to all the Candidates , keeping the ceiling of 100 % of marks i.e. Maximum obtainable marks in corresponding Course/Paper
- (ii) If overall result of all the Candidates in such Course/Paper remains below 50% even after applying correction as stated in (i) above, gracing of maximum 5% of the total marks in that Course/ Paper be applied to the individual Candidates to bring their result up to the minimum passing level
- (iii) If overall result of all the Candidates in any Course/Paper is more than 50%, however, some students are failing/dropped just by 5% of total marks in that Course/Paper, such performance , on discretion of Chairman, may be may be graced up to maximum 5% of total maximum marks of the respective Course/Paper to bring such Candidate(s) up to the passing level

For Direct Grading Scheme:

- (iv) If overall result of all the Candidates in a Course/Paper is less than 50%, a correction by grade point amounting 0.05 in that Course/Paper be applied to all the Candidates, keeping the ceiling of 10 i.e. Maximum obtainable grade point in corresponding Course/Paper.
- (v) If overall result of all the Candidates in such Course/Paper remains below 50% even after applying correction as stated in (i) above, gracing by grade point amounting maximum 0.05 in that Course/Paper be applied to the Candidates to bring their result up to passing level in corresponding Course/Paper.
- (vi) If overall result of all the Candidates in any Course/Paper is more that 50% however, some students are failing/dropped just by grade point amounting 0.05 in that Course/Paper, such performance, on discretion of Chairman, may be graced up by grade point amounting up to Maximum 0.05 to bring such Candidate(s) up to the passing level in corresponding Course/Papers.

These modalities shall however be automated and are carried out at the Chairman's level while preparing the result of that Course/Paper, with the proper reporting about correction/gracing/upgrading of the result.

Further, the corrections and/or gracing shall be included in the University assessment within the maximum permissible marks or grades as the case may be i.e. if a Candidate is securing 100% of marks in the University Assessment (UA), in such cases, the benefit of correction and/or gracing shall not be applied.

- **Award of Class OR Description for Declaration of Result :**

The result under various schemes shall be declared as follows:

For Marking Scheme:

ODD Semesters: "PASS, FAIL, ABSENT"

EVEN Semesters: "DISTINCTION, FIRST, SECOND, PASS, ATKT, FAIL, ABSENT"

However, the Candidate shall be awarded the class as "DISTINCTION, FIRST or SECOND", only on Successful Completion of all the Courses/Papers of just preceding lower examination of Odd Semester/Previous Year (as the case may be).

For Indirect/Direct Grading:

The status of the students with respect of Current Semester as well as consolidated performance of Previous Semester(s) shall be represented in the Statement of Grade (SoG) as "COMPLETE", or "INCOMPLETE" as applicable.

ODD Semesters: "COMPLETE", "INCOMPLETE", "ABSENT"

EVEN Semesters: "COMPLETE" or "INCOMPLETE", "ABSENT"

“Outstanding, Excellent, Very Good, Good, Fair, Average, Dropped”

- The scheme of Upward movement/Promotion to higher semester(s) and time for completion of the programme shall be as per 0.282-D.

Time for Completion of Programme:

A Candidate shall deem to remain a student only as per following criteria:

Duration of Studentship = $\{n + 2 \text{ for } N \leq 2$
 $2n, \text{ for } n > 2$

Where n interprets duration of the programme (in years) of admission.

Notwithstanding anything above, after expiry of the maximum period as stipulated above under duration of studentship, the respective Candidate shall cease to be the student of respective programme.

In extra ordinary circumstances, the Vice-chancellor may constitute the committee for scrutinizing the cases of Candidates(s) who have successfully completed at least 60% of courses/papers. On the recommendation of a committee, the Vice-Chancellor may accord eligibility to such Candidate(s) by ONE YEAR and permit a Candidate for TWO ADDITIONAL CONSECUTIVE CHANCES for appearing in the examination in order to be eligible for the award of Degree/Diploma.

ORDINANCES OF THE MAHARAJA SAYAJIRAO UNIVERSITY

OFO.195 F.:

1. Amendment of O.195 - F on page No. 163 of Hand Book Part - II 1984 newly added vide item No. 5 of Pamphlet No. 4 subsequently amended vide Pamphlet Nos. 8, 10,16 and 24. (S.R. No. 9 of 25.5.2012 and Modified in 29.6.2012)

O.195 – F has been amended to read as under :

1. In case a candidate who has appeared for the University Examination is not satisfied with the assessment of his/her answer-books in any paper/s he/she may apply for re-assessment for his/her answer-books in the prescribed form of application to Registrar, M. S. University of Baroda.
2. No application for re-assessment of marks/grades obtained at the Internal Test/Practicals, Viva-Voce, Thesis, Dissertation, T.W. etc. shall be entertained by the University.
3. “The application form for reassessment will be available from the Accounts Section, University Office on production of fee receipt of the concerned Examination.

The duly completed application form for reassessment with the Dean's/Principal's endorsement (to the effect of verification of the record submitted by the candidate from Tabulation Sheet) must be submitted to the Account Section with a deposit of `500/- per Paper on or before Ten (10) working days from the date of DECLARATION OF THE RESULT of the concerned examination by the Examination Section of the University Office.”

2. Addition of new clause O195 - H after O.195 -G on page No. 163 of Hand Book Part II 1984. (S.R. No.19 of 29.10.2012)

O.195-H: Inspection of Answer-books

In order to have transparency and openness, it is resolved to place the answer-books for ‘**Inspection**’ centrally **at the University for University Assessment only**. The candidates desiring to inspect his/her own answer-book(s) for one or all course(s)/paper(s) shall have to apply to the Examination section along with the payment of `1000/- per course/paper. Upon receipt of these applications, the Examination section will arrange for ‘Inspection of Answer-books’ centrally at the university office.

Faculty-wise schedule for ‘Inspection of Answer-books’ will then be conveyed to the applicants desiring the inspection. ‘Inspection of Answer-books’ shall be carried out in presence of Dean of the respective faculty/Principal of the college and the Chairman of concerned course(s)/paper(s) along with the team of sufficient number of examiners, if required.

O.195 H.: INSPECTION OF ANSWER-BOOKS:

[Addition of O.195-H after O.195-G.]:

ORDINANCE O.195-H:

1. In case a Candidate who has appeared for the University Examination is not satisfied with the assessment of his/her answer-books(s) in any course(s) paper(s) he/she may apply for inspection for his/her answer-book(s) in the prescribed form of application to the Registrar, The M.S. University of Baroda.

- Within 5 days of the prescribed date ` 50/-
- After 5 days but not later 15 days ` 100/-
- After 15 days but not later 25 days ` 500/-
- Under V.C. power late fees (before 4 days: ` 1000/-

Amended:

Serial Number	Duration under levying Late Fee	Amount ()	Empowering Rule for allowing Acceptance of Examination Form with Late Fees
1.	<u>10 Days Prior</u> to commencement of University Examination	` 2,000/-	Dean/Principal
2.	<u>07 Days Prior</u> to commencement of University Examination	` 4,000/-	Dean/Principal
3.	<u>03 Days Prior</u> to commencement of University Examination	` 8,000/-	Vice-Chancellor/ Pro-Vice- Chancellor

The application form(s) for appearing at the Year-end examination/Semester-end examination **should not be entertained and forwarded by the Faculty/College, after the lapse of above specified stipulated period.**

Dean/Principal/Head of the Faculty/College/Institution are hereby requested to state the reason(s) and clear recommendation(s) stating the special circumstances under which the application for appearing at Year-end examination/Semester-end examination should be accepted within the time frame specified above (i.e. 10 days prior/07 days prior/03 days prior to commencement of examination).

Provided however that application forms for appearing in an ensuing examination shall be accepted without any late fees within ten days of the declaration of the result of students who have either;

- (i) Appeared at the examination held during the second half of the previous year/semester or
- (ii) Appeared at first half of the same year/semester and whose results are not declared or
- (iii) A candidate whose result is declared after re-assessment.

The detailed examination time-table for all Practical, Clinical, Oral, Viva-voce and Term Work Examinations as the case may be, shall be notified to the candidates by the Deans or the Heads of the Institutions concerned with prior intimation to the University Office.

Notes:

- 1. The Deans of Faculties and Heads of Institutions shall send the application forms to the Registrar on the fixed dates. They should fix any earlier date for receiving the forms and paying of fees for their students according to their convenience.
- 2. Examination fees once paid shall not be refunded except in the circumstances mentioned in the relevant Ordinance 285.
- 3. Where a candidate for either M.D. or the M.S. examination is not permitted to appear for the Written, Practical and Oral examination, on the ground that the dissertation submitted by him under the rules for the examination has not been accepted by the examiner, the candidate when reappears for the examination will have to pay half of the prescribed fees only, provided that he/she reappears within two years since his application for appearing in the aforesaid examination was rejected.

4. No fee in respect of providing a writer or a Junior Supervisor be charged from a blind student taking the University examination and that suitable type of writers to the blind students be provided by the Senior Centre Supervisors at the request of such students as per the existing rules and that such writers or the Junior Supervisors employed for this purpose be paid at the existing rates in force from the examination Budget of the University.

O.282: This Ordinance shall be effective for all the University Examinations for the Award and/or Condoning of the marks/grade points and thereby grades, as the case may be, as follows for the faculties/colleges under :

- 1) Yearly Pattern, Marking Scheme – O.282 – A
- 2) Semester Pattern, Marking Scheme – O.282 – A
- 3) Yearly Pattern, Indirect Grading – O.282 – B
- 4) Semester Pattern, Indirect Grading – O.282 – B
- 5) Yearly Pattern, Direct Grading – O.282 – C
- 6) Semester Pattern, Direct Grading – O.282 – C

O.282–A: This Ordinance shall be effective for all University examinations under Yearly Pattern/Semester Pattern, where Marking Scheme is followed.

The faculties following Marking Scheme shall follow the present ordinance i.e O.282–A.

O.282–A (i) (a) Award of the Class at the University Examination:

The candidate appearing at the university examination shall be awarded the class as per the following template:

Serial Number	Result	Range of % (For Faculty of Technology & Engineering)	Range of % (For Other Faculties/Colleges)
1.	First Class with Distinction as “DISTINCTION”	66% & Above	70% & Above
2.	First Class as “FIRST”	60% – 65.9%	60% – 69.9%
3.	Second Class as “SECOND”	50% – 59.9%	50% – 59.9%
4.	Pass Class as “PASS”	40% – 49.9%	40% – 49.9%

A candidate whose total of marks falls short of the requisite total of marks required for Distinction or First Class or Second Class by 1, 2 or 3 marks, such candidates shall be awarded the necessary marks by which his/her total of marks falls short for Distinction or First Class or Second Class; and declared to have passed with Distinction or First Class or Second Class, as the case may be.

This rule shall also apply for awarding Distinctions in individual subjects to candidates appearing at the I, II and III M.B.B.S. Examinations provided they pass in all subjects at the same time, at the first attempt.

Notwithstanding anything contained hereinabove, when the class is awarded with an application of ADHOC committee recommendation(s), the marks awarded through ADHOC shall be included in the course/paper having minimum marks.

O.282–A (i) (b) :

Wherever the eligibility of certain minimum marks is specified for joining a particular Course/Paper of studies, grace marks as prescribed above may be calculated for determining his/her said eligibility.

O.282–A (i) (c) :

Whenever the candidate's eligibility for earning a class at any final examination of the programme of study is dependent also upon his/her having earned a particular minimum percentage of marks at a particular lower examination, grace marks as prescribed under O. 282–A (i) (a) may be given to the candidate at such lower examination so as to enable the candidate to earn such eligibility percentage. **[Addition of Clause (c) after (i) (b) under O. 282 vide Pamphlet-1 (S.R. No. 54 of 17-6-1984)]**

O.282–A (i) (d) :

Notwithstanding what is stated above, the benefit of O.282–A (i) (a) be given to the candidates of Master's Degree final examination, whose total falls short by 1, 2 or 3 marks to get 55% and the same be counted in counting the percentage. **[Addition of Clause (d) after (i) (c) under O. 282 vide Pamphlet-13 (S.R. No. 20 of 31-1-95)]**

O.282–A (i) (e) :

The simultaneous application of Adhoc and O.282–A (i) shall be made effective to the Course/Paper having the minimum marks in corresponding year/semester.

However, the candidate shall be eligible for the award of class as “DISTINCTION, FIRST, SECOND” (as the case may be) only on Successful Completion of all the courses/papers of the current examination of even semester/current year and just preceding lower examination of Odd semester/Previous year.

O.282–A (ii) (a) Condonation:

Where a candidate at the University Examination fails in only one head of passing such failure/deficiency shall be condoned in following manner:

- By not more than three marks, where the total of that head is less than 100; or
- By not more than five marks where the total of that head is 100; or
- By not more than six marks where the total is more than 100 but not more than 200; or
- Not more than 3% of the total of the head where that total is more than 200;

Any condonation as stated above is subject to Maximum of 10 Marks.

O.282–A (ii) (b) :

Where a candidate fails in three heads of passing and the total of his/her deficiency in marks in the three heads taken together does not exceed the maximum number of marks condonable in the head of passing in which the extent of failure/deficiency condonable is higher in accordance with the basis of condonation laid down in O.282–A (ii) (a) his/her failure/deficiency in each of the three heads shall be condoned to the extent of condonation permissible in the respective heads under the said O.282–A (ii) (a).

O.282–A (ii) (c) :

If a candidate fails in a head of passing which is included in another head of passing, he shall be entitled to the benefit of condonation in both the heads if necessary, subject always to the maximum of marks prescribed in O.282– A (ii) (a) above.

O.282–A (ii) (d) :

Notwithstanding what is stated above, if the standard of passing in the different subjects at the examination is 50% or more, condonation to the extent mentioned in para O.282–A (ii) (a) shall be given in two heads of passing subject to the limit of 10 marks in both the heads taken together. ***[Amendment of Clause (d) under O. 282 vide Pamphlet-15 (S.R. No. 19 of 29-8-96)]***

O.282–A (iii) Earning:

Where a candidate who appears in all the subjects of a University Examinations, fails in one, two or three heads of passing and where the total deficiency in his/her marks in one, two or three heads taken together is not more than 15 marks, his/her deficiency in marks in all the three heads of passing taken together shall be condoned on the basis of 1.5 mark for every One percent by which the total marks secured by the candidate in all the subjects exceeds the total of the minimum marks required for passing in all the subjects.

For the purpose of condonation half a mark or half a percent or more than half shall be computed as one mark or one percent. This Ordinance will also be applicable to the cases of candidates appearing in compartments at the examination at which a minimum percentage is prescribed for passing in the grand total and where the marks obtained by the candidates on the earlier occasion are carried over for the purpose of deciding whether the candidates have secured the minimum percentages of marks in the total required for passing.

Provided however that condonation under this clause of the Ordinance shall be restricted to 10 marks as far as the examinations under the Faculty of Medicine are concerned. ***[Amendment by addition of this para under O. 282(iii) vide Pamphlet-15 (S.R. No. 19 of 29-8-96)]***

O.282–A (v) Eligibility for the award of Class and/or Scholarship:

A candidate whose failure/deficiency is condoned under this Ordinance shall be eligible for Classes in the same way as other successful candidates but not for scholarships and other awards.

(Note:-The expression "head of passing" shall be deemed to include the aggregate of marks in an examination, where a candidate is required to obtain a certain percentage of the aggregate marks in order to be declared successful.)

O.282–A (vi) Allowed to keep terms (ATKT):

A candidate who is failing at an examination at which there is a provision for "Allowed To Keep Terms" for next higher programme part/course of study may be given the grace marks as per the provisions made in the clauses mentioned above for passing the said examination and he/she shall thereby be accorded the benefit of A.T.K.T.

The remarks column of the Tabulation sheet/mark sheet shall indicate the clause of this Ordinance under which he/she has earned the grace marks for passing the examination or for earning the benefit of A.T.K.T. thereat.

O.282-B:

This Ordinance shall be effective for all University examinations under Yearly Pattern/Semester Pattern, where Indirect Grading Scheme is followed.

The faculties following Indirect Grading Scheme shall follow the present ordinance, under the following template as per Table Number-1 for conversion of mark(s) into grade point(s) and thereby grade(s) :

Table Number-1

Grade Points	Description	Proposed % of Marks	Grade	Range
10	Outstanding	$90.1\% \leq M \leq 100.0\%$	O	9.01 – 10.00
9	Excellent	$80.1\% \leq M \leq 90.0\%$	A	8.01 – 9.00
8	Very Good	$70.1\% \leq M \leq 80.0\%$	B	7.01 – 8.00
7	Good	$60.1\% \leq M \leq 70.0\%$	C	6.01 – 7.00
6	Fair	$50.1\% \leq M \leq 60.0\%$	D	5.01 – 6.00
5	Average	$40.0\% \leq M \leq 50.0\%$	E	4.00 – 5.00
4	Dropped	$0.00\% \leq M < 40.0\%$	F	< 4.00

Note: Equivalent Percentage should be calculated from CGPA with ONLY ONE Decimal precision.

O.282-B (i) (a) Condonation:

Where a candidate at the University Examination dropped in only one head of passing such failure/deficiency shall be condoned in following manner:

- By not more than three marks, where the total of that head is less than 100; or
- By not more than five marks where the total of that head is 100; or
- By not more than six marks where the total is more than 100 but not more than 200; or
- Not more than 3% of the total of the head where that total is more than 200;

Any condonation as stated above is subject to Maximum of 10 Marks.

O.282-B (i) (b) :

Where a candidate dropped in three heads of passing and the total of his/her deficiency in marks in the three heads taken together does not exceed the maximum number of marks condonable in the head of passing in which the extent of failure/deficiency condonable is higher in accordance with the basis of condonation laid down in O.282-B (i) (a) his/her failure/deficiency in each of the three heads shall be condoned to the extent of condonation permissible in the respective heads under the said O.282-B (i) (a).

O.282–B (i) (c) :

If a candidate dropped in a head of passing which is included in another head of passing, he shall be entitled to the benefit of condonation in both the heads if necessary, subject always to the maximum of marks prescribed in O.282–B (i) (a) above.

O.282–C: This Ordinance shall be effective for all University examinations under Yearly Pattern/Semester Pattern, where Direct Grading Scheme is followed.

The faculties following Direct Grading Scheme shall follow the present ordinance, under the following template as per Table Number-2 for conversion of grade points into the grades :

Table Number-2

Grade Points	Description	Grade	Range
10	Outstanding	O	9.01 – 10.00
9	Excellent	A	8.01 – 9.00
8	Very Good	B	7.01 – 8.00
7	Good	C	6.01 – 7.00
6	Fair	D	5.01 – 6.00
5	Average	E	4.01 – 5.00
4	Dropped	F	0.00 – 4.00

Note: Equivalent Percentage should be calculated from CGPA with ONLY ONE Decimal precision.

O.282–C (i) (a) :

A candidate whose SGPA falls short by grade point amounting not more than 0.05 of the requisite Grade Point for a next higher grade, upgrading overall performance be decided by the Adhoc committee as stated under O.282–B (iii) and condoning such deficiency in SGPA shall be granted by gracing of grade point by not more than 0.05 as per Table Number-3, provided that the candidate has not been condoned for failure/deficiency in any course.

Range of SGPA	Grade	Maximum Grace	Final SGPA	Grade
$8.96 \leq SGPA \leq 9.00$	A	0.05	9.01	O
$7.96 \leq SGPA \leq 8.00$	B	0.05	8.01	A
$6.96 \leq SGPA \leq 7.00$	C	0.05	7.01	B
$5.96 \leq SGPA \leq 6.00$	D	0.05	6.01	C
$4.96 \leq SGPA \leq 5.00$	E	0.05	5.01	D

Notwithstanding anything contained hereinabove, the results of those faculties/colleges under Yearly Pattern OR Semester Pattern following Direct Grading Scheme, the processing of the result and thereby a proposal to be placed before Adhoc committee, as stated in O.282-B (iii), shall be processed with appropriate application(s) of O.282-C. The grade points awarded/condoned/graced up, for upgrading the result through an application of O.282-C, shall however be added to the original grade points obtained by the candidate in respective Course/Paper as well as in the SGPA of respective year/semester.

- 12. Amendment of O. 286 on page No. 320 of Hand Book Part - II 1984**
subsequently amended vide Pamphlet Nos.10 and 20. (S.R.
No. 13 of 28.12.2012)

O.286 has been amended to read as
under :

“In any case where it is found that, the result of an Examination has been affected by malpractice, fraud, improper conduct or other matter of whatsoever nature, the Syndicate shall have power to amend such results in such manner as shall have in accordance with true position and to make such declaration, as the Syndicate shall consider necessary in that regard.

Provided, however, that in any case where it is found that the result of an examination has been affected by error viz., the marks wrongly supplied by the Examiner/Chairman, the marks not supplied by the Examiner/Chairman, totalling mistakes, the marks wrongly carried over or transferred by the tabulators; class record marks not considered through mistake and even due to wrong seat numbers written by the students; incomplete information given by the students etc.; the Vice-Chancellor shall have power to amend such result in such manner as shall be in accordance with true position and to make such declaration, as the Vice-Chancellor shall considered necessary.

In case if the candidate fails to get the details corrected [Related with name, Spelling mistake(s), Name in order, Father's name, Mother's name, etc.] before the generation of the Examination result, correction(

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

REVISED 0.286:

Correction in the SoM [i.e. Mark-sheet/Statement of Marks/ Or SoG [Statement(s) of Grade/Grade-sheet(s) / Degree Certificate(s) Regarding.

Pursuant to implementation of Digital Life Cycle of Students, each admitted Candidate is well informed about his personal details, academic details and examination details from the time of confirmation of the admission in their own account on the university portal. If the Candidate observes any correction(s), ample amount of time is available with the Candidate to arrange for generation of the e-request for desired correction(s), followed with submission of necessary documentary evidences, Moreover, Candidates are also informed about generating the request for correction(s), if any though examination hall-ticket also. [Related with Name, Spelling mistake(s), Name in order, Father's name, Mother's name etc.]

The Syndicate of the M S University of Baroda has approved the REVISION IN 0.286 that reads as under:

“In any case where it is found that, the result of an Examination has been affected by malpractice, fraud, improper conduct or other matter of whatsoever nature, the Syndicate shall have power to amend such results in such manner as shall be in accordance with true position and to make such declaration, as the Syndicate shall consider necessary in that regard.

Provided, however, that in any case where it is found that the result of an examination has been affected by error viz., the marks wrongly supplied by the Examiner/Chairman, the marks not supplied by the Examiner/Chairman, totaling mistakes, the marks wrongly carried over or transferred by the tabulators; class record marks not considered through mistake and even due to wrong seat numbers written by the students; incomplete information given by the students etc.; the Vice-Chancellor shall have power to amend such result in such manner as shall be in accordance with true position and to make such declaration, as the Vice-Chancellor shall considered necessary.

In case if the Candidate fails to get the details corrected [Related with Name, Spelling mistake(s), Name in order, Father's name, Mother's name, etc.] before the generation of the Examination result, corrections(s), if any, in the reportable fields on the Statement of Marks/Statement of Grades (SOM/SOG) OR Degree/Diploma Certificate(s), shall be chargeable @Rs.500/- per SOM/SOG or Degree/Diploma Certificate(s), individually, as the case may be.

Provided that, subject to 0.287 no result shall be amended after the expiration of six month from the date of publication.”

ORDINANCE-290:

Conduct, Discipline and appeal rules for the students of the University:

OBJECTIVES:

To have a harmonious atmosphere in the University Campus.

To conduct smoothly the study and teaching work on the campus of the University.

To have close and constant co-ordination between the students, teachers and administration at all levels so as to enable the different authorities to solve the genuine problems of the students.

The following act or acts on the part of students will be considered as indiscipline.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

- (a) Disrupt teaching, study, research or administrative work and / or prevent any members of the University and its staff from carrying out his work or do any act likely to cause such disruption or prevention.
- (b) Damage or deface any property of the University or do any act likely to cause such damage or defacing.
- (c) Engage in any conduct within the University or outside the University, which is, or is reasonably likely to be clearly detrimental to the University's purpose and image.
- (d) Disregard of Faculty / College and hostel rules, orders & notice.
- (e) Disregard of orders / instructions of the members of the Faculty / College.
- (f) Noisy, boisterous, disorderly and co-noxious behavior.
- (g) Ragging in any manner.
- (h) Lack of punctuality in attendance, in payment of Faculty / College dues and in other matters where dates and time of any duty, functioning or obligation are prescribed.
- (i) Persistent neglect of studies.
- (j) Recourse to unfair means in Tests and Examinations.
- (k) Negligent use of Faculty / College property.
- (l) Resource to false or fraudulent statements or acts.
- (m) Taking part in illegal strikes.
- (n) Failure to produce identity cards on demand by Faculty / College Staff, Warden etc. at any time and place within the Faculty / College, Hostel, Campus and Library.
- (o) Indifferent reply to any query.
- (p) Unsportsman like behaviour in indoor and outdoor games.
- (q) Entering the rooms of others when the occupants of the room are absent in their rooms.
- (r) Keeping weapons including Hockey-Sticks, Lathis, Nan-chaku etc. in the hostel room in possession of the student.
- (s) Irregular attendance and persistent unauthorized absence from hostels.
- (t) Consumption of alcoholic drinks / intoxicating Drugs etc. and / or found drunk in the Campus.

If any of the above acts is done by any of the students disciplinary action will be taken by the appropriate authorities or the competent agency of the University depending upon the quantum of the guilt or misconduct and the same act will be considered as misconduct and the disciplinary actions will be taken after following the procedure by the competent authorities as provided under the rules:

NATURE OF PENALTY:

MINOR PENALTY:

- (a) Warning, Censure, Fine.
- (b) Penalty in terms of recovery of loss or damages in cash or kind.
- (c) Place the student concerned on probation for a certain period.
- (d) Put the student under suspension for a period of one month.
- (e) Expelling a student up to one term from Studies/Examination.
- (f) Expelling a student from attending classes for some period.

MAJOR PENALTY:

- (a) Expelling the student from the examination for a period exceeding one year
- (b) Debarring the student from pursuing studies in any of the Faculty / Institution of the University for a period exceeding one year.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

PROCEDURE:

Whenever any of the acts comes to the notice of the competent authority the same authority will issue a notice to the student concerned to show cause as to why a particular disciplinary action should not be taken against him. For the minor penalty other than warning the reply received from the student concerned will be placed before the Faculty level disciplinary committee and the recommendations of the said committee, Dean/ Principal/Heads of Institutions will take further appropriate action regarding the imposition of penalty.

For imposing major penalties on the basis of the complaint the Dean/ Principal/ Heads of Institution with the help of the Faculty level disciplinary committee will conduct a preliminary enquiry; and on the basis of the report of the preliminary enquiry. It will forward the matter along with the report of the University for further necessary action.

The matter will be placed before the University level disciplinary committee and the same committee, after following the law of natural justice, will submit its report to the Vice-Chancellor and the Vice-Chancellor will take further appropriate decision in the matter. Minor penalty will be imposed by the Dean/ Principal/Heads of Institution concerned and for major penalty the Vice-Chancellor will impose penalty after following the procedure given:

While conducting an enquiry / investigation, the Disciplinary Committee should go into the causes/ circumstances leading to the acts of indiscipline/ violence and if the root cause is found to lie with academic or administration lapse, such as late submission of results, delay in declaration of admission, availability of mark lists, irregularity in taking classes etc. such findings should be noted and the committee should report the findings along with erring parties for necessary action. In such a case, the act of violence / indiscipline on the part of students should be looked into with due moderation. Whenever elements other than students belonging to the Faculty or the Institution where indiscipline or violence takes place are involved, the incident must be fully investigated by the Disciplinary Committee of the Faculty or the Institution where the act of indiscipline / violence takes place. Whenever an act of indiscipline / violence takes place before filling the F.I.R. all aspects at the appropriate level, be considered.

APPEAL:

The Faculty level committee will be appointed by the Dean/ Principal/Heads of Institution. University level Committee will be appointed by the Vice-Chancellor. On the decision of the Dean, the student concerned will have a right to file an appeal before the Vice-Chancellor to review the penalty imposed by the Dean and in case of the penalty imposed by the Vice-Chancellor, the student concerned will be entitled to file an appeal to the Syndicate to review the penalty. This appeal is to be filed within a period of 45 days from the date of the order of penalty. The appeal filed after the expiry of 45 days from the date of communication of the order, will not be entertained.

General Rules Governing the Conduct of Students in the University:

A student must do nothing either inside or outside the University that will interfere with its orderly working and discipline. This comprehensive rule covers most cases that are likely to arise and it forbids, for instance:

- (a) Impolite or unseemly behaviour in class-room or University premises during" working hours of the College and the Faculty.
- (b) Attempt to persuade other students to abstain themselves from regular classes.
- (c) Damage to or defacement of University furniture, fitting and property. •
- (d) Disobedience of notifications or instructions issued by the Principals / Deans/ Heads of the Departments and Members of the Staff duly authorized. No Society in any Faculty or College may be formed and no persons may be invited to address any existing society or meeting without the prior permission of the Head of the Institution concerned. As per UGC regulation, 80% attendance is required for permitting student to appear for final

examination. In case of unavoidable absence on account of health, urgent private affairs or other reasons, they must be prepared to state the exact reason for the absence.

Students are expected to behave with courtesy with the members of the staff, their fellow students and all visitors to the Institution.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
ANTI- RAGGING GUIDELINES OF THE M. S. UNIVERSITY OF BARODA

As per the UGC Anti-ragging policy aimed “to prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it 3 under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.”

WHAT CONSTITUTES RAGGING?

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

The M. S. University of Baroda has an Anti-Ragging Committee to ensure the safety of students.

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE
OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
“ANTI-RAGGING COMMITTEE”**

As per the circular vide ADM/1/353 dated 29-9-2012, the undersigned has constituted the “Anti-Ragging Committee” of the Faculty of Commerce for the year 2015-2016 as follows:

1	DR.TEJOVATI .S.PRABHU Principal & Convener	Email : tejaprabhu@yahoo.co.in
2	DR. GYNANESH S. DESAI	Email : gynanesh@yahoo.co.in
3	SHRI YASIN K VANKAR	Email : taufeeqra@gmail.com
4	CA. SHRI MINESH M. SHAH	Email : purna200497@yahoo.co.in
5	DR.PRITI V NIGAM	Email: priti7vivek@gmail.com
6	SHRI PRAKASH M PARMAR	Email : prakashparmar04@yahoo.in

DR.TEJOVATI .S.PRABHU
Principal

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

ANTI SEXUAL HARASSMENT GUIDELINES OF THE M.S. UNIVERSITY OF BARODA

The Maharaja Sayajirao University of Baroda values the safety and well-being of all its students and has a pro-active approach to harassment issues through the Women's Grievance Redressal and Counseling Cell. The university seeks to create an academic and work environment free of sexual harassment.

As per the University Guidelines, **Sexual Harassment** includes any unwelcome sexually determined behavior (whether directly or by implication) and includes physical contact and advances, a demand or request for sexual favors, sexually colored remarks, showing pornography or any other physical, verbal or non-verbal conduct of sexual nature.

More specifically, Sexual Harassment shall include, but will not be confined to the following:

- When subjected to unwelcome sexual advances, request for sexual favors and verbal or physical conduct of a sexual nature, either explicitly or implicitly, as a term or condition for instruction, employment, participation or evaluation of the person's engagement in any of the University activity.
- When unwelcome sexual advances and verbal, non-verbal or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or emails, SMS, MMS, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or the effect of interfering with an individual's performance or of creating an intimidating hostile or offensive University environment.
- Where any form of sexual assaults is committed where a person uses the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, and
- When any such conduct as defined above is committed by a third party or outsider in relation to a member of the University's community or vice versa.

What to do if you feel you are being sexually harassed?

- Know your rights – Sexual harassment is illegal, both the law of the land and MSU Baroda, prohibit sexual harassment.
- Speak up – Tell the person to stop. State clearly and firmly that you want a particular behavior to cease.
- Get information and support – If you feel threatened to speak up, ask your friends to help you and bring it to the notice of the concerned committee members in the University. Keep records that might be useful for pursuing the case.

What not to do?

- Do not blame yourself. Sexual harassment is not something one brings on oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work and live with dignity.
- Do not ignore it. Ignoring sexual harassment does not make it go away. The harasser may misinterpret a lack of response as approval of the behavior.
- Do not delay. Delay in action increases the probability that unwanted behavior will continue or escalate.
- Do not hesitate to ask for help. Speaking up may prevent others from being harmed as well.

Know more about the M. S. University of Baroda's Women's Grievance Redressal and Counseling Cell on <http://www.msubaroda.ac.in/wgrc/index.php>.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
THE DIRECTORATE OF STUDENT WELFARE

[Economically Disadvantaged Students Support Fund]

The Maharaja Sayajirao University promotes a homely ambience for those who work and study within its campus. The student-friendly atmosphere of The Maharaja Sayajirao University is further enhanced by the presence of the Director Student Welfare (DSW). It is a vital link between the students and the staff as well as the larger community. The main objectives of the Directorate are to coordinate different activities of Sports, Literary, Cultural, Moral Education, and Placement and Counseling etc. to facilitate the overall personality development and to inculcate the basic values amongst the young students of the University to groom them as Good Citizens of the Nation.

Common forms for financial aid include grants and scholarship. Some are available specifically for students with different abilities. Students can use a combination of these financial aid resources. It is important to remember that financial aid results in a partnership of the students, parents and / or private organization. Such a partnership requires cooperation, communication, and an understanding by each of their responsibilities within the financial aid process.

The Directorate of Student Welfare at our University shall communicate the student about the available various types of scholarship. Parent income and assets are considered while deciding whether a student qualifies for Scholarship/ Fee Waiver/ Freeship.

For more information on Economically Disadvantaged Students Support Fund, Contact:

Director of Student Welfare,

The Maharaja Sayajirao University of Baroda, Vadodara.

E-mail: dswmsu@yahoo.in

The Office of Director, Students' Welfare

Sayaji Bhavan, Near University Office, Fatehgunj, Vadodara – 390 002

APPLICATION FORM FOR FINANCIAL ASSISTANCE /SCHOLARSHIP/FREESHIP/FEEWAIVER

(To be filled in Block Letters)

IMPORTANT INFORMATION:

1. The Scholarship is awarded to **Economically Disadvantaged / Differently Abled Students** who are studying in the M.S. University of Baroda, Vadodara
2. Please complete the form in **BLOCK LETTERS**.
3. If the space is insufficient, please give further information on a separate sheet of Paper

**Paste here
recent
Passport Size
Photo**

1. Name of the student : _____
2. Place of Birth : _____
3. Sex (Male/ Female) : _____
4. Permanent Address : _____

5. Correspondence Address : _____

(With E-mail ID)

6. Contact No. : (M) _____ (Tel) _____

7. Name of the Programme of Study : _____

8. Name and Address of the Institute/Faculty: _____

9. University Enrolment Number: _____

10. Whether admission taken under Higher payment/ Self finance

Yes: _____ No: _____

11. Whether ever penalized for adopting unfair means in the Examination of the University

Yes: _____ No: _____

12. Admission Category (SC/ST/ OBC/PH/ Gen/Kashmiri Migrant, etc.): _____

13. Have you received financial assistance under any scheme from this university/or any other _____ scheme of

Govt- private trust in the last Year: Yes: _____ No: _____

(i) if yes, please mention the amount received : (Rs. _____),

(ii) in words _____

14. Bank Account Details of the applicant:

(i) Bank Account No. _____

(ii) Name & Address of Bank _____

A). Educational Qualification (including marks of Semester examination last appeared)

Sr. No.	Qualification	Board/University	Name & Address of School/ college	Year of Passing	Division	%age/CPI*
1	10 th (SSC)					
2	12 th (HSC)					
3	Graduation					
4	Any other					

B).Details of the Family members: (NO COLUMN IS TO BE LEFT BLANK)

(i) Father

Name	Age	If working, Name, Address & Phone nos. Of Employer/office/Business	If retired, Amount of last pension being drawn (also enclose the copy of Bank Passbook)	Annual Income (A)	Income from other Sources

(ii) Mother

Name	Age	If working, Name, Address & Phone nos. Of Employer/office/Business	If retired, Amount of last pension drawn (also enclose the copy of Bank Passbook)	Annual Income (B)	Income from other Sources

(iii) Details of Siblings of the applicant.

Name	Qualification	Age	Whether Married	If working, name, address & Phone nos. Of Employer/office	Annual Income (C)	If Studying, Name & Address of School/College	Annual Fees of School/ College

C). Details of Family Properties:-

- i) a. Total plot Area of House (Sq. ft.): _____
b. Total Carpet area of Flat/ Floor (Sq. ft.): _____
ii) How many Floors have been constructed? Ground/First/Second/Third (Total) : _____
iii) If any floor given on rent? If yes, what is the monthly rent received Rs: _____
iv) Is there any shop in the house? If rented, what is the monthly rent received Rs: _____
v) Is there any shop in the house? If yes, details of business running/monthly income Rs: _____
vi) if you have any ancestral agricultural land? If yes, give the details: _____
Total Annual Income from :(iii) + (iv) + (v) + (vi) = Rs. _____
2. If you are living in a joint Family, give the details of family with their income: _____

1. If rented accommodation, address of rented accommodation and what amount of rent is being paid by you?(Copy of current Rent Agreement, if any) _____

4. Do you get any other Scholarship/ Financial Assistance? If yes, give details:

Name & Address of the Organization	Amount of Monthly/ Annually Assistance received	From how many Days/ Months/ Year, the Assistance Received	Type of Assistance Received

5. Any other Source of Scholarship / Financial Assistance received/applied for: _____

UNDERTAKING

I hereby declare that the above mentioned information furnished by me is true and correct to the best of my knowledge and belief. If any information provided in the application form is found incorrect at any stage or it is found that I had failed in any one or more of the Subject of the university examinations or otherwise was ineligible to be considered for financial assistance under this scheme on the last date of submission of application, my application may be rejected and amount, if any, received by me from the university shall be refunded along with penalty, as decided by the university. This is without prejudice to other disciplinary and other legal measures which the University may take besides the refund of the financial assistance received. I hereby declare that no other scholarship has been availed by me.

I enclosed herewith my certified copies of the supporting documents.

- ☐ (1) Fee Slip
☐ (2) Identity Card
☐ (3) Results
☐ (4) Disabled Identification card certified by civil surgeon
☐ (5) BPL Card
☐ (6) Salary Slip of Self or Parents

(Signature of Father/ Mother / Guardian)

Date: _____

(Signature of the Student)

RECOMMENDATION

The Student (Name)

(Year)_____

Course_____ Semester _____ fulfills all the eligibility criteria and all the requisite certificates/ documents are enclosed along with the application as per guidelines issues by the university for Financial Assistance under any Scheme. The aforesaid information furnished by the student has been verified by my office and are true to the best of my knowledge. This application is being recommended and forwarded for grant of financial assistance as the student belongs to an economically weak family. It is confirmed that to the best of my knowledge, the student is not availing any financial assistance/ Scholarship from any one of the public authorities of the union or the state or any other public undertakings or autonomous bodies or the concerned college/institute. The Certification as stated here in above is based on the documents enclosed by the student and the records as available in the Faculty/institute/College. This form and the required documents attached herewith are duly verified by the undersigned.

Place:

Date:

Signature & Full Name of Dean
/Director/Principal of Institute

Stamp of the Officer

Please return completed application by mail to:

Directorate of Student welfare, The Maharaja Sayajirao University Baroda,
Vadodara, Gujarat. [or] by e-mail to: dswmsu@yahoo.in

Shri M.K.Amin Arts and Science College and College of Commerce

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

ATTENDENCE:

Minimum attendance necessary for keeping terms in this Faculty for all courses will be (i) an overall attendance of three-fourths of the number of lectures delivered and tutorials, seminars, etc. arranged in all subjects, provided the total attendance in each of the subjects offered is at least 60% and (ii) four-fifth of the days allotted for practical classes and laboratory work in each subject. Students are required to attend classes at their respective units only.

AN UNDERTAKING TO BE SUBMITTED AT THE TIME OF SEEKING ADMISSION AND MAKING PAYMENT OF FEES BY APPLICANTS

Date : _____

To
The Principal,
Shri M.K.Amin Arts and Science College and College of Commerce
The M.S. University of Baroda

Respected Madam,

This is regarding admission of my Son/Daughter who is studying as a **REGULAR** student at the **F.Y.B.Com /S.Y.B.Com./T.Y.B.Com** in the Academic Year 201 -201 .

Our particulars are as follows:

Name of the Student :	
*Address for Communication :	
*Contact Details of the Student :	[M] : [R] :
*Contact Details of the Parents :	[M] : [R] :
*E-mail of the Student :	

*(Mandatory Fields)

We are fully aware of the fact that “A student has to fulfill requirement of having put in required statutorily pre-determined percent of attendance in the Classes to qualify for appearing in the Examinations and various other rules and regulations that are in force of the M .S. University of Baroda to qualify for appearing in the Examinations.

In view of above, we herewith give following undertaking to your good office.

My Son/Daughter shall attend all the classes regularly to avoid any deficit in attendance failing which we herewith agree and shall also be abide by the befitting decision of the M.S.University of Baroda for withdrawing Examination Form, and also for forbidding my Son/Daughter from appearing at the Mid-Semester & Semester-End Examinations to be held during the Academic Year 201 -201 as the case may be. We are aware of various rules and regulations that are in force of the M .S. University of Baroda and accept the same.

[Signature of the Parent/Guardian]
Name of the Parent/Guardian

[Signature of the Student]

Day : _____
Date : _____

DOCUMENTS REQUIRED AT THE TIME OF SUBMISSION OF ADMISSION FORM OF ADMISSION

SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Original Certificates and ONE Attested Photo Copies of following Documents:

1. 12th Standard Mark sheet
2. Attempt Certificate
3. School Leaving Certificate
4. Caste Certificate (SC/ST/SEBC – Recognized by Govt. of Gujarat) from the competent authority (See next page)
5. Non Creamy Layer Certificate issued by the appropriate authority for THE CURRENT YEAR (for SEBC candidates only)
6. Certificate of civil surgeon for physically handicapped candidates
7. Certificate of Director, Physical education for candidates who seek admission under sports quota
8. In case of private candidates, the enrollment certificate issued by Gujarat Higher Secondary Education Board.
9. Provisional Eligibility Certificate (PEC) for other Board Students. (If applicable, it needs to be obtained from University Academic Section Head Office, Opp: Drugs Laboratory, Near Fatehgunj Post office, Vadodara)

IMPORTANT INSTRUCTIONS TO THE APPLICANTS

- The student must strictly follow the Admission programme
- The candidate has to fill up the Form himself / herself and sign the same
- It is mandatory for a student to come in person himself/herself for Verification of the Documents and for compliance of various other procedures and formalities as case may be.
- It is mandatory for a student to submit the attested Photostat/zerox copies of required mark sheets, certificates and various other documents as case may be.

THE COMPETENT AUTHORITY TO ISSUE REQUIRED CERTIFICATES

SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE OF COMMERCE

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

- For SC / ST : Any one of the following : (a) Collector, (b) Prant Officer, (c) Mamlatdar (d) Mahalkari (e) Director of Social Welfare, (f) District Social Welfare Officer.
- For SEBC: (a) Collector, (b) District Development Officer, (c) Asstt. Collector / Dy. Collector (d) Dy. District Development Officer, (e) Mamlatdar, (f) Taluka Development Officer (g) Mahalkari, (h) District Social Welfare Officer.
- For Ex-Serviceman: Director, Soldier Welfare Board, Ahmedabad or District Soldier Welfare Officer.
- For Physically Handicapped: Civil Surgeon or superintendent of Govt. Hospital
- FOR SPORTS - Applicants represented any Sports recognized by Sport Authority of India either at State Level, National Level or International Level must submit their application form duly filled with required certificates.
- The weightage for the sports activities will be subjected to the due verification and recommendation by the Director, Physical Education Department. The Maharaja Sayajirao University of Baroda, Vadodara
- Reservations for SC / ST / SEBC are as per Gujarat Government norms. SEBC recognized by Gujarat Government will only be considered for admission under SEBC category. SEBC candidates should attach Noncreamy layer certificate of the current year i.e. 2015.
- The minimum age for admission to the F.Y.B.Com. admission after passing the H.S.C. or equivalent examination will be 16 PLUS years i.e. born on or before 1st September 1999.
- Children of recently transferred employees of Central / State Government/ Semi-Government Establishment will be considered at par with the local students. (This has to be supported by the Certificate from the appropriate authority mentioning the date of transfer and date of joining report in Vadodara).
- The Original Mark sheets, School L.C. and Attempt Certificate have to be submitted to the Faculty for getting final admission & enrollment on a specific date. The original mark-sheets and School L.C. will be returned on surrendering the Identification card. The admission will be cancelled if the above-mentioned original certificates are not submitted within the permitted time.
- The percentage of marks for admission will be considered as follows.
 - ✓ The full percentage marks as shown in the Mark sheet will be considered. Fractions are to be ignored.
 - ✓ For calculating aggregate percentage, practical marks of computer not to be counted.
 - ✓ For students passing H.S.C. [12th] in two or more attempts, 1% will be deducted per attempt.
- Admission to the Hostel will be strictly on the basis of merit and quota allotted to the Faculty. However, admission to the Faculty does not guarantee admission to the Hostel for outside applicants.
- All admissions are provisional and the same are finalized on the basis of merit list decided by admission committee. Students are admitted in different units of Faculty of Commerce according to admission criteria and if any discrepancy is found, the admission shall be transferred to the respective unit as per existing admission criteria.
- Faculty has the right to cancel the Admission at any time during the course of study
 - ✓ If in future at any point of time it is found that false information was supplied by the candidate.
 - ✓ If candidate is found engaged in any kind of misconduct.
 - ✓ For any appropriate reason Faculty or University authority find it appropriate in the interest of the institution or other students and staff.
 - ✓ If any of the University Official or authority decide to do the same.
- Incomplete and un-signed forms will be rejected.

**SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND COLLEGE
OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
[OUR TEAM]**

DR. Tejovati Prabhu

Principal,
Shri M.K.Amin Arts and Science College and College of Commerce

DR. GYNANESH S. DESAI

SHRI YASIN K VANKAR

CA. SHRI MINESH M. SHAH

DR.PRITI V NIGAM

SHRI PRAKASH M PARMAR

CENTRAL ADMISSION COMMITTEE
SHRI M.K.AMIN ARTS & SCIENCE COLLEGE AND
COLLEGE OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
B.COM. REGULAR COURSE
2016-2017

➤ SHRI YASIN K VANKAR (CONVENER)
➤ SHRI PRAKASH M PARMAR (NODAL OFFICER)
➤ DR. GYNANESH S. DESAI
➤ CA. SHRI MINESH M. SHAH
➤ DR.PRITI V NIGAM
➤ Mr. Bhargav Rughani
➤ Dr. Akansha Prajapati
➤ Dr. Heena Upadhyay
➤ CA. Nirav Parekh
➤ Ms. Krupa Prajapati
➤ Ms. Puja Chauhan
➤ Ms. Heta Shah
➤ Ms. Komal Upadhyay
➤ Ms. Deepa Bhatia
➤ Ms. Sonia Rohila



**“The full-blown lotus growing out of the lake symbolizes the
Emergence of mind and its triumph over matter. The flame
Rising from the centre of the lotus is the flame of human
Knowledge, spreading light and learning for the coming
Generations. The motto inscribed below the lotus defines the
Purpose and existence of life which is love of beauty, goodness
And intellectual curiosity.”**