Suresh Gyan Vihar University
Program Project Report: Two Year Post Graduate Degree Course in Masters of Commerce
(M.Com)

Category: Open and Distance Learning

1. (a). **Program's Mission and objectives:**

The program's mission is to impart, train and transform a student completely for high calibre competence through latest concepts and technology and equip the students as per the demands of the industry.

The programme aims to achieve the following objectives

   i.   To provide an opportunity to get a B.Com degree to those who find it difficult or even impossible to pursue regular B.Com course at a University either due to their job commitments or certain other circumstances.

   ii. To help the learners, study at their own pace, from their own chosen place.

   iii. To provide adequate basic understanding about business and commerce among the students.

   iv. To develop skills in matters related to commerce and management.

   v.   To create an additional avenue of self-employment and also to benefit various institutions by providing them with suitable qualified persons.

   vi. To develop Information Technology skills in the students, which now a days is essential in business, arts and commerce.

(b). **Relevance of the program with HEI's mission and Goals:**

Suresh Gyan Vihar University (SGVU) was established in 2008 with a vision ''To create an Institution with a different perspective : Innovative research-driven academic programmes; engaging & retaining outstanding faculty; providing world- class, yet affordable, education in various areas of study, and thus to develop highly qualified and globally competitive professional experts capable of understanding the challenges of rapidly changing world and contributing to the evolution of society based on human values and peaceful co-existence.''

This is highly relevant to the HEI's mission and goals as it aims to provide quality education to those aspiring candidates who are deprived of higher education due to the limited number of intake in the conventional mode of education in the Universities.

Moreover, to keep the quality intact the curriculum and syllabus has been designed at par with the conventional mode keeping in mind the specific needs and acceptability of the learners in the distance mode along with Online mode and in keeping with the aims and objectives of the University.

(c). **Nature of prospective target group of learners:** The curriculum of B.Com is designed in such a way that it helps the students to become not only more employable but also encourage them to become entrepreneurs. Primarily the target group of learners will be :

- those deprived of admission in the regular mode due to limited intake capacity.
- those employed in various organizations who desire to pursue higher education as a passion or as a means for movement up the promotional ladder.
- drop outs primarily due to social , financial and economic compulsions as well as demographic reasons.
- population of any age and those living in remote areas where higher education institutes are not easily accessible.

(d). **Appropriateness of the program to be conducted in the Open and distance learning mode along with Online mode for acquiring specific skills and competence-** The degree would be of most value to students for employment as a professional in industry, finance or the civil service, but it is also valued by employers for other occupations where a demonstrated ability for logical and quantitative reasoning is desired (e.g. economics, Indian constitution or political science).

(e). **Instructional Delivery Mechanism:**

   i.   **Curriculum Design**: The curriculum is designed by a committee comprising experts from the parent department of the SGVU and Industry experts, keeping in view the needs of the diverse groups of learners. The same is developed as per the four quadrant approach of UGC.

   ii. **Detailed Syllabus**: As per the Under graduate course offered in the regular mode by Suresh Gyan Vihar University.

   iii. **Duration of the Program:** Minimum 3 years. Nevertheless, the students would have 6 years to complete the program as per UGC guidelines.

   iv. **Student Support Service:**

   (a) Students can avail all the information through our website Web site: www.sgvu.edu.in

   (b) Learning Management System (L.M.S.):.**SGVU** has a dedicated dynamic LMS for students where they can get all access to its study material, programmes, up-coming events, examination results etc.

   v.   **Student Support Service:**

   (a) Students can avail all the information through our website Website: www.sgvu.edu.in

The students would get the following learning resources for every course /subject:

- Self-Learning Material
- E-Books
- Study Guide
- Practice Test through LMS – Gamified Module
- Audio / Video Component in Learning Management System - Tutorials
- Reference Material – Web Resources for research purpose
- Simulated Case Study
- FAQ and Misconceptions for each course/subject
- Self-Assessment Question (Essay Questions)
- Discussion Forums through LMS
- Live Interactive Synchronous Sessions would be conducted through the Learning Management System
- Assignments (MCQ based and Essay type submitted through Assignment Response Sheet with Plagiarism check provision)

- Project Guidelines
- Our State of art library, "The House of Wisdom" and additional obtainable amenities for education in distance mode shall be made available to distance learners also. Further, in order to successfully execute the programme, the provision for online access to various web based resources have been provided for research purpose for student in Online Mode.

Student Support:

Students would have the access to connect with university team for support services in case of any queries during the learning process. A ticketing system integrated on the university website would help the learner to connect with the university team for support services. A help desk for students would help the students to call / email and connect with our support team or communicate through ticketing system.

vi. **Staff:** Apart from other staff members for the department One Program Co-ordinator, Course Co-ordinator for each course and one mentor for every 250 students would be deployed for the said program.

vii. **Media:** Print, Audio/Video, Online & Student Support System.

viii. **Program Structure and Credits Mapping :B.Com**

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	MCom-101	Principles of Accounting	4	12	30	70	100
1	MCom-102	Business Mathematics and Statistics	4	12	30	70	100
1	MCom-103	Business Communication Skills	4	12	30	70	100
1	MCom-104	Principles of Organization & Management	4	12	30	70	100
1	MCom-105	Business Economics	4	12	30	70	100
2	MCom-106	Business Law	4	12	30	70	100
2	MCom-107	Financial Accounting	4	12	30	70	100
2	MCom-108	Introduction to Computers	4	12	30	70	100
2	MCom-109	Macro-Economic Analysis	4	12	30	70	100
2	MCom	Indian Banking System	4	12	30	70	100

	-110						
3	MCom -111	Fundamentals of Cost Accounting	4	12	30	70	100
3	MCom -112	Management Accounting	4	12	30	70	100
3	MCom -113	Ecology & Environment	4	12	30	70	100
3	MCom -114	Banking Law and Practice	4	12	30	70	100
3	MCom -115	Fundamentals of Income Tax	4	12	30	70	100
4	MCom -116	Corporate Accounting	4	12	30	70	100
4	MCom -117	Advanced Cost Accounting	4	12	30	70	100
4	MCom -118	Financial Management	4	12	30	70	100
4	MCom -119	Universal Human Values & Professional Ethics	4	12	30	70	100
4	MCom -120	Advanced Corporate Accounting	4	12	30	70	100
5	MCom -121	Goods and Services Tax	4	12	30	70	100
5	MCom -122	Assessment of Direct Taxes	4	12	30	70	100
5	MCom -123	Elective 1	4	12	30	70	100
5	MCom -124	Elective 2	4	12	30	70	100
5	MCom -125	Elective 3	4	12	30	70	100
6	MCom -126	Principles of Auditing	4	12	30	70	100
6	MCom -127	Elective 4	4	12	30	70	100
6	MCom -128	Elective 5	4	12	30	70	100
6	MCom -129	Elective 6	4	12	30	70	100
6	MCom -130	Project Work	6	--	30	70	100

Course delivery in case of Online Mode would be as per UGC norms.

Electives:

Elective	Banking Management	Investment and Wealth Management	BFSI
Elective 1	Basics of Banking	Portfolio Management	Basics of Banking
Elective 2	Bank Lending	Financial Derivatives	Rural Banking
Elective 3	Commercial Banks in Indian Economy	Mutual Funds & Risk Management	Mutual Funds & Risk Management
Elective 4	Working Capital Management In Bank	Merger & Acquisition	Financial Derivatives
Elective 5	Issues Of Bank Management	Commodities Market	General Insurance
Elective 6	Rural Banking	Security Analysis And Valuation	Life Insurance

Course delivery in case of Online Mode would be as per UGC norms.

(f). **Procedure for Admissions, Curriculum transaction and Evaluation**-:

The minimum eligibility for B.Comprogramme is 10+2 from any recognized Board.

Students would need to complete the aadhar authentication process through web portal and submit the web application form along with all documents online; for verification and admission purpose.

Students would pay the fees through Online Payment Gateway through the web portal.

Post verification of documents the student would be provided with enrolment numbers.Admission Cycle and timelines as per UGC norms.

The curriculum is delivered through the Printed Self Learning Materials (SLMs)supported by various learning resources including audio-video aids through learning management system (as per four quadrant approach) along with the online contact hours with discussion forums and synchronous live interactive sessions conducted through LMS as per the UGC norms for course delivery.

The evaluation and assessment of the admitted students to this program would be conducted based on their assignments and performance in the end semester examination.

Weightage for Continuous Evaluation – 30%

- Two assignments as part of continuous evaluation are required to be submitted by students. This is Aadhar based Authentication process wherein students need to validate before appearing for continuous evaluation. The subjective continuous assessments would have a plagiarism tool in LMS through which students need to submit their response sheet and only content with 10% similarity would be accepted for evaluation.

Weightage for Semester End Examination – 70%

- Semester end examinations are mix of subjective type and objective type of questions which students need to attempt.

Provision for Online Remote Proctored Assessments is done for Students opting for Online Programs along with all security features which includes image capturing of students during exams, navigation control for exam screen during exam apart from online proctor monitoring. Students from Rajasthan (under ODL mode) would give their exams from university campus.

Projects: Project Work in the last Semester. Students shall be required to undergo one project by choosing a real-life problem from the Industry.

Passing per subject:

For UG Program average of (Continuous and Term End) would be 37% per subject

Course Fees in ODL Mode:

Fees in Instalment – Rs. 45000/-

 (g). **Requirement of laboratory support and Library Resources:** The Students have access to 4 well – equipped Computer Labs, each Lab housing top-of-the-line Computer systems.

The Central Library, christened as "House of Wisdom" has over 1.5 Lac. square feet plinth area stretched in four floors. It has escalator and elevator facilities for Library users. The Library has over 4 Million Print and E-Resources with subscription of DELNET, N-LIST and World eBook Library.

It's the only Library with an Android Application of its own available on Google Play Store by the name "House of Wisdom". It is completely digitized with KOHA. Approximately 500 users visit the Library per day

(h).. **Cost Estimate of the Program & the Provision**: The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

i. Salaries : Rs. 30,00,000/- (Approx)

ii. Travel : Rs. 30,000/- (Approx)

iii. Seminars : Rs. 40,000/- (Approx)

iv. SLM Preparation, Printing, Distribution : Rs. 3,00,000/- (Approx)

v. Library : 1,25,000/- (Approx)

vi. Courier/Transportation : Rs. 50,000/- (Approx)

vii. Infrastructure : Rs. 1,50,000/- (Approx)

viii. Computer Labs & Leased Line : Rs. 1,00,000/- (Approx)

(i). **Quality Assurance Mechanism and expected program outcome:**

The university has its established IQAC, which is responsible for assessing and monitoring the quality of the all the courses through monitoring, mentoring. The Quality Assurance Cell includes the Deans of the different Faculty, Nominated Heads of the concerned departments. Student feedback mechanism through our support system and interaction with students would enable us to take corrective measures during the learning process. The program should equip the learners to effectively handle the corporate dynamism and professionally grow ahead in their career in commerce and industry.