

Bachelors of Commerce (B.Com.)
Programme Project Report

(a) **Program mission:** The main objective of introducing B.Com course in Centre for Distance and Online Education is to create awareness and providing in-depth knowledge about the various aspects of commerce. It also provides knowledge to students about various career options available in the market. It also equips the students with technical knowledge for facing the changing business environment. Lastly, it also prepares the students for various competitive exams like banking, and other professions like chartered accountant, company secretary, cost and works accountants etc.

(b) **Relevance of Program with HEP's Mission:** B.Com course through Centre for Distance and Online Education is very popular course among commerce students as various new avenues of activity are emerging in commerce related areas like insurance, banking, law, entrepreneurship and finance. Various job opportunities are available in the banking sector which attracts the students to this course. The specialized knowledge of commerce provided through this course greatly assists the students in pursuing professional courses like chartered accountancy, company secretary, cost and management accountants. It also motivates students to start their business themselves, as entrepreneurship and governance are taught in this course. The course is designed to provide students quality education in the field of commerce thereby helping in their careers. The advent of technology has completely transformed the way businesses are being managed, as such the course also provides in-depth knowledge about computer applications in business.

(c) **Target of Group Learners:** Candidates from remote areas, far off areas, rural and backward areas, women candidates, employed candidates and who are unable to pursue course on regular basis are the target learners of this course.

(d) **Appropriateness of the program offered through distance and online education mode:** The course comprises major areas like accounting, finance, taxation, entrepreneurship, banking and insurance which enables the students to face the corporate world.

(e) **Instructional design:** B.Com. is a three year course (six semesters). Ordinance along with detailed syllabi has been attached as annexure 1.

Self-instructional material will be provided in print form in both mediums (English and Punjabi). Audio-video lessons will also be prepared. Faculty members can be consulted through telephone and e-mail.

Students will be informed about fees, admission and PCP schedule, internal assessment schedule etc. Each student will be informed through SMS about the PCP dates, duration and venue in advance. Through department website, students can get information about their PCP, assignment, syllabus, study material and examination.

Faculty includes four permanent teachers. There are number of research fellows in the department who extend support in teaching in case of need. Services of teachers from other departments, especially English, Punjabi, Mathematics and Computers is sought and provided whenever required. PCP of 10-12 days is conducted per semester where syllabus is discussed in detail.

(f) **Procedure for Admissions, Curriculum transaction and evaluation:** The required eligibility for admission to the course is 10+2 in commerce with pass marks. There is no age bar for joining the course. All the eligible applicants are admitted. Students have the flexibility of passing the course within a period of six years from the year of admission. Overseas students are also eligible to seek admission in the course.

Prospectus will be provided online as well as offline. Single window system has been provided at the University entrance for facilitating their admission. Fee is charged as per university rules and is fixed under the guidance of the Centralised Admission Cell of the University.

Internal Assessment has been made an integral part of the course which is based on response sheets/assignments. 75% attendance is mandatory during the PCPs. 30% marks are allocated to internal assessment and 70% for the external examination.

(g) **Requirement of computer Lab and Library resources:** The computer laboratory of the department is used for imparting computer education to students. Centre for Distance and Online Education has its well-stocked library with various books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. The library is fully air-conditioned with a reading hall, with many newspapers in English, Hindi and Punjabi

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language. It has numerous reference books and various journals on the subject of commerce.

(h) **Quality Assurance Mechanism:** Through Feedback Performa, written demands or through email/ WhatsApp for introduction of new courses, emails and suggestions received from the parents of the students /professionals, assessing the market demands and requirement of various services continuously. Regular updating of syllabi that has been prepared from time to time following the UGC guidelines for curriculum is done meticulously.

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