

## Masters of Commerce (M.Com)

### Programme Project Report

a) **Program mission:** The objective of the Masters programme in Commerce is to impart in-depth knowledge to the aspirant students about various theoretical and practical dimensions of the subject and creating awareness about various career options in today's globalized scenario. The course also helps in preparing the students for various competitive exams like Bank Probationary Officers, Audit officers and other professions like Chartered Accountancy, Company Secretary, Cost and Management Accountants etc. The learners can also undertake research in various emerging fields of commerce.

b) **Relevance of Program with HEI's Mission:** M.Com course through Centre for distance and Online Education is a very popular course among commerce graduates as various new avenues of activity are emerging in commerce related areas like insurance, banking, law and finance. Various job opportunities are available in the banking sector which attracts the students to this course. The specialized knowledge of commerce is provided through this course, which greatly assists the students in pursuing professional courses.

The advent of technology has completely transformed the way businesses are being managed. The course also provides in depth knowledge about computer applications in business.

c) **Nature of Prospective Target Group of Learners:**

- Those who belong to the rural and semi-urban areas and who are employed at remote places, especially the army and para-military personnel.
- Those who cannot afford regular education due to constraints of time, money or health.
- For career growth and further promotion at work place.
- Those who are preparing for competitive examinations like Civil and Administrative Services, Banking, Excise and Taxation etc.
- Those pursuing professional courses in the areas of commerce and accountancy.
- Female students who are desirous of obtaining higher education but cannot do so due to personal or family reasons.
- Those who have long gap in their studies and are self-motivated to pursue higher studies.

d) **Appropriateness of the program offered through Centre for Distance and Online Education:** Students are provided intensive knowledge about the role of business environment in influencing major commercial decisions. The major areas of accounting, finance, taxation, banking and insurance, strategic management and organizational behavior are studied which enables the students to get placements in the corporate world. Students can pursue teaching after qualifying UGC-NET exam on completion of M.Com. Students can get jobs in banks and other financial institutions.

e) **Instructional design:** M.Com is a two year course (four semesters). The syllabus is the same which is offered to the students through regular mode.

- Self-instruction material will be provided in print/online form. Audio-video lessons have also been prepared. Faculty members can be consulted through telephone and email.
- Personal Contract Programmes (PCPs) are held for a 10-12 days during each semester. Students will be informed about fees, admission and PCP Schedule, internal assessment tests schedule etc. Each student will be informed through SMS about the PCP dates, duration and venue in advance.
- Faculty includes four permanent teachers. One personal contact programme of one week each are conducted per semester where syllabus is discussed in detail.
- Consultation is provided to the learners during the PCPs (in addition to the formal lectures)
- Faculty is available in accordance with the prescribed UGC norms. There are number of research fellows in the department who extend support in teaching in case of need.

f) **Procedure for Admissions, Curriculum transaction and evaluation :** The required eligibility for admission to the course is Bachelor degree in commerce from any statutory University with 35% 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 four years from the year of admission. Overseas students are also eligible to seek admission in the course.

Prospectus is 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

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University.

Internal Assessment has been made integral part of the Course. Response sheets, assignments, viva-voce, written tests are conducted for students during each semester. 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 centre 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 syllabusespecially for the distance learners. Catalogue has been computerized. Students can take two books for one month. The library is fully air-conditioned with a reading hall, with various newspapers in English, Hindi and Punjabi 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 is done 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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