Programme Project Report (PPR)
for Distance Learning Programme
under School of Distance Education

Bachelor of Commerce
2018-19

School of Distance Education

University of Calicut

Malappuram District

Kerala 673635

UNIVERSITY OF CALICUT
SCHOOL OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT
Bachelor of Commerce

Submitted by
Rajan P
Assistant Professor

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University of Calicut

The University of Calicut is the largest University in Kerala. Established in the year 1968, it is the second university to be set up in Kerala. The present territorial jurisdiction is five districts viz, Kozhikkode, wayanad, Malappuram, Thrissur and Palakkad. University is now offering regular as well as distance mode of education. The departments on the campus include Arabic, Botany, Biotechnology, Centre for Women Studies, Chemistry, Commerce & Management Studies, Computer Science, Education, English, Hindi, History, West Asian Studies, Mass Communication & Journalism, Life Science, Library and Information Science, Life Long Learning & Extension, Malayalam and Kerala Studies, Mathematics, Nano Science & Technology, Philosophy, Physics, Physical Education, Psychology, Russian & Centre for Comparative Literature, Sanskrit, School of Folklore Studies, Statistics, and Zoology. Besides

restructuring the graduate and post-graduate courses, the University has introduced integrated M.Phil/Ph.D programmes from 2004-05 academic year. As many as 480 colleges are affiliated to the University. Of these, 120 are located in Kozhikode district, 101 in Thrissur, 130 in Malappuram, 86 in Palakkad and 18 in Wayanad. The university has been accredited by NAAC with A grade in 2016.

School of distance education

The School of Distance Education, formerly known as the 'Institute of Correspondence Courses and Continuing Education', University of Calicut, started functioning in the Academic year 1981-82. Now it is one of the major Departments of the university and has also emerged as one of the major distance education providers. SDE is making all its effort to extend its support to reach the unreach and has been keen in providing facilities in distance mode for the benefit of the deprived sections of the society. It caters to the needs of thousands of students from various parts of the country. The main objective of distance education includes:

1. To provide an effective alternative path to wider opportunities in education and especially in higher education
2. To provide an efficient and less expensive education.
3. To provide education facilities to all qualified and willing persons.
4. To provide opportunities of academic pursuits to educated citizens willing to improve their standard of knowledge.
5. To provide education facilities to those individuals who look upon education as a life-long activity.

University of Calicut appointed 20 Assistant professors on contract basis for running the distance education programe. All faculty members are appointed for a period of one year commencing from January 2018 to January 2019. Out of 20 faculty members 5 of them are completed doctoral degree in respective field. University grant commission give recognition for 14 under graduate and 12 post graduate programme for 2017-18 and 2018-19 academic year.

Details of the proposed B com programme

Mission

To provide distance learning opportunities to the unreached and enable them to pursue quality higher education leading to competence of a high order.

B com programs aims at the following objectives.

1. Leaners will gain thorough systematic and subject skills within various disciplines of commerce, business, accounting, economics, finance, auditing and marketing.

2. Learners will be able to recognise features and roles of businessmen, entrepreneur, managers, consultant, which will help learners to possess knowledge and other soft skills and to react aptly when confronted with critical decision making.

3. Learners will be able to prove proficiency with the ability to engage in competitive exams like CA, CS, ICWA and other courses.

4. Leaners will acquire the skills like effective communication, decision making, problem solving in day to day business affaires.

5. Learners will be able to do higher education and advance research in the field of commerce and finance.

6. To develop eth ic al bus ines s professionals with a broad understanding of business from an interdisciplinary perspective.

Relevance of the programme with mission and goals of the university

School of distance education arrange a panel of faculties(Board of Studies) who are designing the programme. Board of studies monitoring the syllabus regularly to make necessary changes if required without affecting the mission and vision of university. University used to revise a part of the syllabus and curriculum once in every three year.

Commerce education is nothing but business education. Bachelor of Commerce (B.Com) is one of the most sought programmes after 10+2 in Kerala. The B.Com programme of the University aims to construct a strong foundational grounding in core subjects such as Accounting, Taxation, Economics, Statistics, Auditing, along with a choice of Finance, Computer Application and Cooperation, studied in the third, fourth, fifth and sixth semester. It is designed to provide students with a wide range of managerial skills, while at the same time building competence in a particular area of business. B.Com programme is suitable for students who are looking forward to a career in the modern business world. After successful completion, candidate may pursue career opportunities across accounting, finance, economic sectors, in either specialist or generalist roles or pursue higher academic courses. The programme is of three years. duration. Each year is divided into two semesters. The students of this programme will get an opportunity to apply the concepts learned by professionally qualified and experienced faculty members. Students will be exposed to state-of-the-art teaching aids, library with an array of large number of books and journals on Commerce and industry orientation.

Nature of Prospective Target Group of Learners

B.Com programme has been designed to meet the expanding needs in Commerce education at all levels and provide necessary manpower to business, industry, service and government and private sectors in the areas like accounting and finance. As only a small

percentage of the B.Com aspirants in Calicut university are being accommodated in the regular mode through colleges it is hoped that the programme offered through the distance mode of the university will be a boon for those who could not join regular colleges owing to social, economic and other constraints such as eligibility for enrolment, age of entry, time and place etc. Following are the target group of leaners:-

1. Higher secondary students desirous of enhancing their knowledge and qualifications for higher studies in commerce and related areas.

2. Persons who want to pursue their higher 3 studies in commerce and related areas for teaching and research.

3. Persons who cannot pursue higher education due to any reason.

4. Persons who are not able to pay higher fees in regular mode (Affordable Fee structure)

5. Home makers who want to enhance their career in business and related areas.

6. Young entrepreneurs who wish to acquire managerial skills.

7. Small and family business owners.

Appropriateness of Programme to be conducted in Open and Distance Learning Mode to acquire specific skills and competence

Distance learning programmes are getting popular in India and a lot of students want to earn their degree while working. Accordingly about 203 universities has been offering distance education in india. Out of this universities, majority are offering B com programme.

The programme could be considered appropriate to be conducted in ODL mode to acquire specific skills and competence for the following reasons:

1. All the courses in the programme are theory and/or problem based. So, no laboratory or experiment is needed to impart the skills and competence required for the programme.

2. The specific skill and competencies required for a B.Com graduate can be imparted to a great extent through SLMs prepared with the approach of self-explanatory, self-contained, self-directed, self motivating and self-evaluating.

3. Availability large volumes of study material on the various courses under the B.Com programme in the Internet or websites of the UGC or Universities in the form of notes in word/PDF format, PPTs etc

Instructional Design

Curriculum Design

Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), concerned Faculty and 4 Academic Council. The B.Com programme proposed here is also offered by the University through regular mode. the University is revising the curriculum syllabi of its B.Com programme once in every year to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used provide the best learning experiences possible for students. Academic staff and experts in the area of Commerce propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop. Major changes are then submitted to the Board of Studies of Commerce (Pass) of the University for final approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification specify the enabling objectives, unitising each subject matter, specification of required time and syllabus formulation.

The course of study leading to the award of B.Com shall comprise the following :-

5.1 Semester I

Course		Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BC1A01		4	4	20	80	100
Common	BC1A02		5	3	20	80	100
Common	BC1A07		5	4	20	80	100
	BCIB01	Business Management	6	4	20	80	100
Compl.	BC1C01	Managerial Economics	5	4	20	80	100
		Total	25	19	100	400	500

Semester II

Course		Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BC2A03		4	4	20	80	100
Common	BC2A04		5	3	20	80	100
Common	BC2A08		5	4	20	80	100
Core	BC2B02	Financial Accounting	6	4	20	80	100
Compl.	BC2C02	Marketing Management	5	4	20	80	100
		Total	25	19	100	400	500

Semester III

Course		Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BC3A11	Basic Numerical Skills	5	4	20	80	100
Common	BC3A12	General Informatics	5	4	20	80	100
Core	BC3B03	Business Regulations	5	4	20	80	100

Core	BC3B04	Corporate Accounting	6	4	20	80	100
Compl.	BC3C03	HumanResources Management	4	4	20	80	100
		Total	25	20	100	400	500

Semester IV

Course		Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BC4A13	Entrepreneurship Development	5	4	20	80	100
Common	BC4A14	Banking and Insurance	5	4	20	80	100
Core	BC4B05	Cost Accounting	6	4	20	80	100
Core	BC4B06	Corporate Regulations	4	4	20	80	100
Compl.	BC4C04	Quantitative Techniques for Business					100
		Total					500

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Core	BC5B07 Accounting for Management	4	4	20	80	100
Core	BC5B08 Business Research Methods	4	4	20	80	100
Core	BC5B09 Income Tax Law and Accounts	5	4	20	80	100
Core	BC5B10 Course in Specialisation	5	4	20	80	100
Core	BC5B11 Course in Specialisation	5	4	20	80	100
Open	BC5D01 Open Course (For tudents from other Departments)s	2	2	10	40	50
	Total	25	22	110	440	550

Semester VI

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Core	BC6B12 Income Tax and GST	6	4	20	80	100

Core Courses in the area of Specialization:

Core	BC6B13 Auditing and Corporate Governance	5	4	20	80	100
Core	BC6B14 Course in Specialisation	5	5	20	80	100
Core	BC6B15 Course in Specialisation	5	5	20	80	100
Core Project	BC6B16 (PR) Three Weeks Project and Viva-Voce	4	2	10	40	50
	Total	25	20	90	360	450

A. Finance

1. Financial Markets and Services
2. Fundamentals of Investments
3. Financial Derivatives
4. Financial Management

B. Banking and Insurance

1. Banking Services Management
2. Insurance Management
3. Foreign Exchange Management
4. Risk Management and Insurance

C. Co - operation

1. Co-operative Theory and Practice
2. Legal Environment For Co-operatives
3. International Co-operative Movement
4. Co-operative Management and Administration

D. Computer Applications

1. Computer Applications in Business
2. Business Information Systems
3. Office Automation Tools
4. Computerized Accounting with Tally

E. Travel and Tourism

1. Tourism Principles And Practices
2. Tourism Product And Promotion
3. Tourist Transport And Tour Operation
4. Hospitality Management

F. Islamic Finance

1. Introduction to Islamic Commercial Banking
2. Fundamentals of Islamic Commercial Law
3. Foundations of Islamic Accounting Theory and Practice
4. Islamic Investment Funds and Insurance

Open Courses (For students from other departments)

1. E- Commerce
2. Basics of Entrepreneurship and Management
3. Basic Accounting

5.2 **Four Common Courses** (BC3A11 Basic Numerical Skills, BC3A12 General Informatics,

BC4A13 Entrepreneurship Development BC4A14 Banking and Insurance), all the Core

Courses, Complementary and Open Courses for B.Com Programme shall be taught by

Commerce Faculty. However, the core courses under the specialization Islamic Finance shall

be taught by Commerce Faculty or teachers having M.A Islamic Finance or M.A Islamic

Economics or M.A Economics with Islamic Finance qualifications.

Duration of the programme

Six Semesters, three years

Faculty

There are two full time faculty members for the B.Com and M.Com programmes of the school of Distance education of the University. Both of them coordinate the B.Com Programme. There are sufficient number of administrative staff in the SDE in the rank of Director (1)Deputy Registrar (1), Assistant Registrars (2), Section Officers (13), Assistants (35), Clerical assistant (3) typist/computer assistant (8)office superintendent (1) and office attendant (6) for the administrative support. The service of qualified faculty members in Aided and Government colleges are used in the preparation of SLM and conducting evaluation of answer scripts.

Instructional Delivery Mechanisms

In addition to provide SLMs prepared in line with the UGC guidelines on preparation of SLMs, students are being offered 50 contact hours for each semester, conducted over 10 days during the weekend.

Student Support Service Systems at SDE

a) Information centre

b) Library and reading room

c) Students feedback

d) Grievance redressed cell

e) Orientation programme

f) Rest room

g) Drinking water

Procedure for Admissions, Curriculum Transaction and Evaluation

Admission

The admission notifications for B.Com programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.sdeuoc.ac.inlOnlineRegistration) and on the admission website (www.universityofcalicut.info/OnlineRegistration.). Students seeking admission shall apply online.

Minimum Eligibility for Admission

Those candidate who are eligible for as per the higher secondary examination, kerala or a pass in the equivalent examination is the minimum criteria for admission to degree courses.

Fee structure

B.Com (Finance/Cooperation) Rs. 6150/- for full programme for each student.

Financial Assistance

Candidate belonging to SC/ST/OEC candidates are eligible for fee concession from payment of tuition fees. Only if they are not employed in govt/quasi govt/public sector services.

Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand.

Academic Calendar

SCHOOL OF DISTANCE EDUCATION ACADEMIC PLANNER FOR THE UG PROGRAMMES PROPOSED FOR THE ACADEMIC SESSION JULY 2018.

Sl No	Activity	From	To
1	Admission	1st week of June 2018	Last week of June 2018
2	Distribution of Ist Semester Study Materials	2nd week of July 2018	2nd week of August 2018
3	Ist Semester Contact Classes	Last week of July 2018	Last week of October 2018
4	Commencement of Ist Semester examination	Last week of January 2019	Last week of February 2019
5	Publication of results	Last week of June 2019	
6	Distribution of IInd Semester Study Materials	1st week of March 2019	1st week of April 2019
7	IInd Semester Contact Classes	Last week of March 2019	1st week of May 2019
8	IInd Semester Examinations	1st week of May 2019	Last week of May 2019
9	Publication of results	Last Week of September 2019	
10	Distribution of IIIrd Semester Study Materials	1st week of June 2019	1st week of July 2019
11	IIIrd Semester Contact Classes	Last week of June 2019	Last week of September 2019
12	IIIrd semester Examinations	Last week of November2019	IInd week of December 2019
13	Publication of Results	IInd week of April 2020	
14	Distribution of IVth semester Study Materials	Last week of December 2019	Last week of January 2020
15	IVth Semester Contact Classes	Ist week of January 2020	Last week of March 2020
16	IVth Semester Examinations	2nd week of April 2020	Ist week of May 2020
17	Publication of Results	Last week of August 2020	
18	Distribution of Vth Semester Study materials	2nd week of May 2020	2nd week of June 2020
19	Vth Semester Contact Classes	3rd week of May 2020	Last week of September 2020
20	Vth Semester Examinations	2nd week of October 2020	2nd week of November 2020
21	Publication of results	2nd week of March 2021	
22	Distribution of VIth Semester Study Materials	3rd week of November 2020	2nd week of December 2020
23	VIth Semester Contact Classes	3rd week of December 2020	Last week of February 2021
24	VIth Semester Examinations	2nd week of March 2021	2nd week of April 2021
25	Publication of results	Ist week of July 2021	

Evaluation

For a pass in each course the student has to secure aggregate 40% marks or E grade in

Multiple choice questions and external examination . An aggregate of 40% marks (E grade with 120 credits) is required for a pass in the B.Com degree programme. Instead of giving internal mark in regular mode, distance education provide 20 multiple choice questions.

Requirement of the Laboratory Support and Library Resources

SDE has its own library facility with a total of about 3852 books, 1165 titles, 144 reference titles. Further, all the students of the School of Distance Education can make use of the reference service of the Calicut University Central Library (C.H. Mohammed Koya Library) in the Campus. Graduates of the Calicut University are eligible to get membership of the Central Library.

Cost Estimate of the B com Programme and the Provisions

UNIVERSITY OF CALICUT	
SCHOOL OF DISTANCE EDUCATION	
Approximate Cost Estimate of **B com** Programme proposed to be offered from July 2018	
Expected Enrollment	(10000 Nos)
Cost of SLM preparation including DTP charges	362,500
Printing and distribution of SLM	10,605,000
Contact Class	9,934,882
Pay & Allowances Of staff At HQ	13,810,247
Miscellaneos Expenses	151,515
Examination & Valuation	9,090,909

GRAND TOTAL OF EXPENSES	43,955,053
Expense Per Student	INR 4,396

Quality Assurance Mechanism and Expected Programme Outcomes

Quality Assurance Mechanism

The SDE, University of Calicut has devised the following mechanism for monitoring the effectiveness of the B.Com programme to enhance its standards of curriculum, instructional design etc

1. The SDE has an approved panel of experts for preparing SML. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self-motivating and self-evaluating.

2. The SDE of the University has two full time faculty members exclusively for coordinating the programme.

3. A well equipped feedback mechanism functioning in school of distance education for solving academic and administrative problem.

4. A separate information centre working in distance education in week days.

Expected Programme Outcomes

This degree provides wide range of managerial competency in various skills in various areas of management. It equips the learners with the knowledge of law, import export, accounting principles and other areas that impact trade and economy.

1. After completing three years for Bachelors in Commerce (B.Com) program, students would gain a thorough grounding in the fundamentals of Commerce and Finance.

2. The commerce and finance focused curriculum offers a number of specializations which would equip the student to face the modern day challenges in commerce and business.

3. Students will learn relevant financial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.

4. Students will learn relevant managerial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.

5. Leaners will gain thorough systematic and subject skills within various disciplines of commerce, business, accounting, economics, finance, auditing and marketing.
6. Learners will be able to prove proficiency with the ability to engage in competitive exams like CA, CS, ICWA and other courses.
7. Leaners will acquire the skills like effective communication, decision making, problem solving in day to day business affaires.
8. Learners will be able to do higher education and advance research in the field of commerce and finance.

Vice-Chancellor

Director
School of Distance Education
Calicut University P.O.
Kerala, Pin- 673 635