



# TOLANI COMMERCE COLLEGE

Nr. Post Office, Post Box no. 27, adipur – 370205 Kachchh

Email: [tcctolani@gmail.com](mailto:tcctolani@gmail.com)

## VISION MISSION

**VISION:** We envision the total transformation of this Drought Prone Area of Kachchh through promotion of Trade, Industry and Business by Way to imparting education in the field of Commerce.

**MISSION:** We dedicate ourselves to the mission of training young adults for academic excellence, development of skills and character with a view to upgrade their life styles.

## Brochure

**TOLANI COMMERCE COLLEGE**  
**ADIPUR - KACHCHH**  
(MANAGED BY : GANDHIDHAM COLLEGIATE BOARD)  
(Affiliated to : KSKV Kachchh University)  
(NAAC Accredited "B" Grade CGPA - 2.27)

Tel. : 02836 - 260623 Fax : 02836 - 263429

COMMERCE COLLEGE

तौलाणी कॉलेज

**LATE KAKA P. S. TOLANI**  
Founder President of Gandhidham Collegiate Board, an industrialist, a writer par eminence, a thinker, a visionary and also the founder president of Tolani Shipping Ltd., dedicated his time and wealth for the well - being of the human kind throughout his life.



**LATE KAKA P. S. TOLANI**  
(FOUNDER PRESIDENT)



**MS. ANJANA B. HAZARI**  
President  
Gandhidham Collegiate Board  
Adipur (kachchh)

#### INTRODUCTION

Tolani Commerce College established in 1973, is affiliated to KSKV KACHCHH UNIVERSITY. The college has been accorded recognition by UNIVERSITY GRANTS COMMISSION - NEW DELHI. The College is managed by Gandhidham Collegiate Board, Adipur.

#### VISION & MISSION

- **VISION :** We envision the total transformation of the Drought Prone Area of Kachchh through promotion of Trade, Industry and Business by way to imparting education in the field of Commerce.
- **MISSION :** We dedicate ourselves to the mission of training young adults for academic excellence, development of skills and character formation based on co-education system related to commerce learning, with a view to upgrade their life styles.

#### COURSES OFFERED

- **B. Com. (3 Year Degree Course) :**  
**with Choice Based Credit System (6 Semester)**
  - Core Elective - Accountancy
  - Subject Elective - Statistics
    - Computer Science
    - Secretarial Practice
    - Business Management
- **M.Com. (2 Years Post Graduation)**  
CBCS (4 Semester)



## ADDITIONAL COURSES

- 1) I.C.W.A. : Oral Coaching for Foundation and Intermediate recognized by The Institute of Cost & Works Accountants of India-Kolkata.
- 2) C.A. : Foundation Course Center, accredited by The Institute of Chartered Accountants of India, Delhi.
- 3) C.S. : Company Secretary, affiliated to Institute of Company Secretary, India, New Delhi.
- 4) Career Oriented Courses : (KSKV Kachchh University)
  - Certificate in Foreign Trade (One Year)
  - Diploma in Foreign Trade (Two Years)
  - Certificate in Computer Aided Accounting (Tally V.9) (One Year)
- 5) Baba Saheb Ambedkar Open University (BAOU) - Study Center.
- 6) Indira Gandhi National Open University (IGNOU) - Study Center.

## FEES: TITLE

- a) DEPOSITS (Refundable)
  - Caution Money
  - Library Deposit
- b) TUITION FEES PER TERM (For Boys only)
- c) EXAMINATION FEES PER TERM
- d) LIBRARY FEES PER TERM
- e) MISCELLANEOUS FEES PER TERM
  - Caution Money
  - Library Deposit
  - Tuition Fees
  - Examination Fees
  - University Fees
  - Identity Card Fees
  - Enrolment Fees & Form
  - Group Insurance Premium

## REFUND OF FEES

(Including Caution Money & Library Deposit)

- (A) Full Term Fees will be refunded in case of death of the student concerned, if the death occurs within one month from the date of payment of fees.
- (B) Refund of Fees less Rs. 25 will be made in case of
  - (I) Transfer of Student/Parent to other city,
  - (II) Marriage of girl student
  - (III) Admission of student to any professional course, if the application is made within 15 days of the payment of fees.
- (C) In other cases, Tuition Fees shall be refunded after deducting Rs.100, if the student applies within 10 days from the date of payment of fees or the last date fixed for payment of fees by the college, whichever is earlier.

## MEDIUM OF INSTRUCTIONS

As the college has an heterogeneous group of Hindi, English & Gujarati Medium Students, regular classes are conducted bilingually and the student are provided Question Papers in English & Gujarati languages and they are permitted to write their answers in Hindi, English or Gujarati in terminal as well as annual examinations.

## ATTENDANCE

As per the ordinance of KSKV Kachchh University, every Student is required to remain Present in the College for minimum 75% in each Semester. The attendance in the lectures of every subject is compulsory. Less than 75% attendance may disqualify you from annual exam.

## EVALUATION

There will be internal examinations which carry 50 marks respectively at the end of each semester. The student who remains absent in internal test will have the option to give Re-test under medical circumstances only. The ratio of External & Internal weight-age is 70:30. Out of 30 marks, 20 marks allotted on the basis of their performance at the internal tests and remaining 10 marks are given on the basis of their regular attendance, general behavior and assignments/class tests etc.

## CODE OF CONDUCT

- Loitering in the lobbies during the periods invites fine to the students.
- It is a punishable offence to temper with any electric instruments or furniture or causing damage to the college building.
- Chewing tobacco, smoking within college premises is strictly prohibited and is a crime.
- Identity card is mandatory in the college premises and in the class rooms.
- Mobile phones are strictly prohibited in the college campus.
- Read the notice board daily as all the important dates and information are displayed on it.
- Copy in the examination (terminal or annual) will lead to expel from appearing in the examination. The marks will be zero in the subject.

## TOLANI VIDYA MANDIR CAMPUS INSTITUTES MANAGED :



- › Tolani F. G. Polytechnic
- › Community Polytechnic Wing
- › Nodal Center for Entrepreneurship & Management Development
- › Industry Institute Partnership Cell
- › Tolani Institute of Pharmacy
- › Tolani Institute for Professional Studies (C.A./I.C.W.A./C.S.)
- › IGNOU & Dr. Babasaheb Ambedkar Open University Centers
- › Career Oriented Courses
- › Tolani College of Arts & Science
- › Tolani Institute of Management Studies
- › Tolani Institute for Excellence
- › Tolani Institute of Commerce
- › Tolani Institute of Law
- › Tolani Eye Hospital



-: VISIT AT :-

**TOLANI COMMERCE COLLEGE**

ADIPUR - KACHCHH(Guj.)

Tel. : 02836 - 260623, Fax : 02836 - 263429

[www.tolanl.org](http://www.tolanl.org)

e-mail : [tcc@tolanl.org](mailto:tcc@tolanl.org)



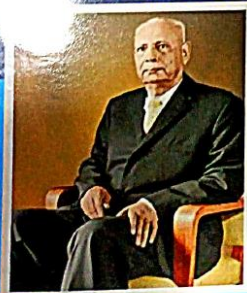
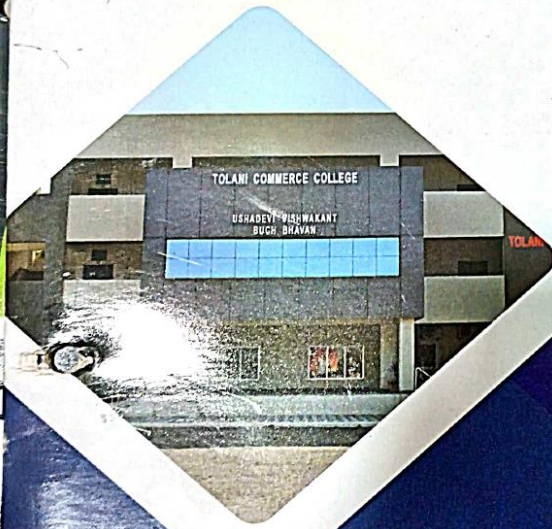
# TOLANI COMMERCE COLLEGE

ADIPUR - KACHCHH Tel. : 02836 - 260623 / Fax : 02836 - 263429

(MANAGED BY : GANDHIDHAM COLLEGIATE BOARD)

(Affiliated to : KSKV Kachchh University - Bhuj)

(Naac Accredited "B" Grade CGPA - 2.80)



## LATE KAKA P.S. TOLANI

Founder president of Gandhidham Collegiate Board, an Industrialist, of Tolani Shipping Ltd., dedicated his time and wealth for the well-being of the human kind throughout his life.

# TOLANI COMMERCE COLLEGE

## TOLANI VIDYA MANDIR CAMPUS Institutes Managed:

- Tolani Foundation Gandhidham Polytechnic
- Tolani College of Arts & Science
- Tolani Commerce College
- Tolani Institute of Pharmacy
- Tolani Institute of Management Studies
- Tolani Institute of Commerce
- Tolani Institute of Law
- Tolani Eye Hospital & Research Centre
- Sri Ramakrishna Seva Kendra



:: VISIT US AT ::

**TOLANI COMMERCE COLLEGE**  
ADIPUR - KACHCHH

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www.tcc.ac.in, e-mail : tctolani@gmail.com

Raksha Printers - Adipur - +91 87350

- 3 (1) **Listing Securities:**  
Meaning-legal provisions for listing of securities-Documents required for listing of securities- Advantages of listing of 25% securities.
- (2) **Calls and Forfeiture of shares:**  
Meaning of calls- Provisions of Company Law regarding share calls-procedure of demanding call of share.
- Forfeiture of Shares:**  
Meaning-legal provisions for forfeiture of shares-procedure of forfeiture of share-effects of forfeiture of share-procedure of release of forfeited shares-secretary's duties
- Office Management:**  
meaning and Characteristics-functions procedure of Inward and outward letters- Importance of Correspondence-Brief Idea of 25% modern office equipments-Importance of Office Management
- Distribution of Marks :** Q.1 14 marks will have multiple choice questions based on the given units
- Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I**  
**SE 107 E : Advance Business Management (Paper —I)**  
**(Sales Management)**

**- Course Contents :**

Module No.	Modules / Sub Modules	Marks (%)
1.	<b>Sales Management Strategies</b> Introduction; Selling & Buying Styles; Selling Situations; Selling Skills.	25%
2.	<b>Sales Organisation</b> Sales Organisation; Factors affecting sales organisation design & size; Types of Sales organisation; Methods determining number of sales people: Affordability Method, Incremental Method & Workload Method	25%
3.	<b>Recruitment &amp; Selection :</b> Hiring Process; Challenges in sales force selection; Planning for recruitment ; Sales Force Recruitment Selection of a sales person.	25%
4.	<b>Sales Promotion Strategies</b> Definition of Sales Promotion; Trade Promotion tools; Consumer Promotion tools	25%

**Text Books:**  
Sales & Distribution Management: By Dr. S. L. Gupta Excel Book

**Distribution of Marks :**

Q.1. 14 marks will have multiple choice questions based on the given units

Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**SYLLABUS - B.Com Sem- II**  
**KrantiguruShyamji Krishna Verma**  
**Kachchh University**  
Mundra Road, Bhuj - Kachchh.  
Bachelor of Commerce  
(With Effect From Academic Year 201 1-12)

**Semester-II**  
**CC 201: General English: Text, Grammar & Composition (Paper-II)**

**- Prescribed Text :** *Advanced English for College Students* edited by Dr Rajenndrasinh Jadeja, Dr. Jagdish Joshi and Dr Hitesh Raviya, published by Macmillan Publishers India Limited, New Delhi, India.

**- Course Contents :**

Following stories are prescribed.

- |   |                      |                       |
|---|----------------------|-----------------------|
| 1 | The Bet              | -Anton Chekhov        |
| 2 | The Gift of Magi     | -O 'Henry             |
| 3 | The Open Window      | - 'Saki'              |
| 4 | Information Please   | -Anonymous            |
| 5 | Stories form the Net | -Anonymous Evaluation |

**Evaluation**

Evaluation pattern	
End Semester examination	70%
Mid-Semester examination	20%
Projects, assignments, quizzes, class participation	10%

**- Distribution of Marks :**

- Q.1 14 marks will have multiple choice questions based on the given units 14 Marks
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- Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-II**  
**CC 202: Fundamentals of Communication Theory & Practice (Paper-II)**  
**(Business Correspondence)**

Module No.	Modules/Sub Modules	Marks (%)
1	Seven C's of Business Letter writing, Important components of Business Letters, Kinds of Business Letters.	25%
2	Routine Business Letters: Sales Letters (Inquiry and reply, complaint and adjustment)	25%
3	Resume and Job Applications : Business Memos, Telex Messages, Facsimiles, Electronic Mail, Handling a Mail	25%
4	Business presentation Techniques: forms and methods (Speeches, personal meeting, Power Point)	25%
4.	Assignments: 1. One Power Point Presentation to Introduce Self 2. One stage speech to Introduce a new product	
<b>Distribution of Marks :</b>		
Q.1	14 marks will have multiple choice questions based on the given units	
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**Semester-II**  
**CC 203; Economics (Paper-II)**  
**(Fundamentals of Business Economics)**

Module No.	Modules/Sub Modules	Marks (%)
1	<b>National Income Accounts:</b> Concepts of GDP and NDP- Sectoral Composition of National Income - GDP at Factor Price and Constant Prices- Concept of GNP and NNP, Factor Cost and National Income-Per Capita Income, Disposable Income and Personal Disposable Income- Measurement of National Income — Difficulties in measuring National Income- Trends in India's GDP and Per capita GDP since Independence- Concept of GDP Deflator.	25%
2	<b>Money and Credit:</b> Meaning and Evolution of Money- Commodity to Fiat money Definition of Money-Functions of Money — Demand for money - Quantity Theory of Money- Fisher's Equation of Exchange- Cambridge Theory and relationship between these two - Supply of Money — Determinants of Money Supply- Components of Money Supply- RBI's approach; M1, M2, M3, M4- High Money - Concepts of Credit-Types of Credit- Methods of Credit Creation — Instruments of Credit Control Bank rate operations — Reporate — CRR and SLR — Credit Ration"	25%
3	<b>Keynesian Economic Theory:</b> Simple Classical Model for Income Determinations- Criticisms of Classical Theory by Keynes- Simple Keynes Model — Consumption Function - Concept and its determinants — Investment Multiplier — Investment Function- Marginal Efficiency of Capital and Factor affecting it.	25%
4	<b>Business Cycle and Inflation:</b> Concepts of Business cycle — Four phases of Business Cycle— Interest rate — Loan able fund Theory and Liquidity preference theory; motives for liquidity preference: Transaction Motive , Precaution Motive, Speculative Motive— Factors affecting Interest Rate- Inflation: Meaning, Types, Causes, Effects- Inflation and Investment- Anti Inflationary policy	25%
<b>Distribution of Marks :</b>		
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**Semester-II**  
**CC 204 : Basic Disciplines of Management (Paper-II)**  
**(Fundamentals of Marketing Management)**

Module No.	Modules/Sub Modules	Marks (%)
1	<b>Marketing:</b> Meaning- nature- Scope- Different Approaches Marketing Mix Market Demand : Meaning- Factors affecting- Marketing in different situation of market demand.	25%
2	<b>Main functions of Marketing :</b> Branding: Meaning- Types- Policy decisions- Importance of Branding Pricing: Meaning- Objectives- factors affecting — Types- Importance Advertising: Meaning- Objectives- Importance- disadvantages- Difference between advertisement and Publicity.	25%



- 3 Consumer Behaviour :  
Factors influencing consumer behaviour-Buying behaviour ProcessMarket Segmentation: Meaning-Basis and importance of 25%
- 4 Marketing research:  
Meaning of Market Research and Marketing Research — Objectives and Scope of Marketing Research - Stages of Marketing research — Importance and limitations of Marketing Research Ethical Issue in Marketing research: From the view point of Respondents- Customers and Researchers 25%
- Distribution of Marks :  
Q.1 14 marks will have multiple choice questions based on the given units 14 Marks  
Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
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**Semester-II**  
**CC 205 : Accountancy (Paper-II)**

**3. Course Contents :**

Module No.	Modules/Sub Modules	Marks (%)
1	<b>Investment Accounts:</b> Accounting for interest bearing (Fixed Earning) securities in the Books of Investor only.	25%
2	<b>Joint Venture</b> (Excluding Conversion of Consignment into Joint Venture.)	25%
3	<b>Computerized Accounting:</b> Introduction; various components of a computer including Hardware and Software, Features of a computer, role of computer in accounting, Accounting information system vs. Management Information system; Selection of the best software for the business; Advantages and disadvantages of a computer system; Tally software (7.2 version)	25%
4	<b>Hire Purchase Account</b>	25%

- Distribution of Marks :  
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Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
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**Semester-II**  
**CE 206 A : Financial, Cost and Management Account (Paper —II)**  
**(Financial Accounting)**

**Course Contents :**

Module No.	Modules/ Sub Modules	Marks (%)
1	A. Purchase of Business by a Company (Accounting Treatments in the Books of Company) (15%) B. Indian Accounting Standards; AS — 2 Valuation of Inventories, AS — 6 Depreciation Accounting, AS — 10 Accounting for fixed Assets (10%)	25%
2	(A) Underwriting of Shares and Debentures (15%) (Computation for fixing the liabilities of underwriters) (B) Redemption of Debentures (10%) ( Own debentures from open market)	25%
3	(A) Capital Reduction (15%) (Excluding preparation of Scheme of internal resolution) (B) Sub-division / consolidation of shares, conversion of shares into stock and its re-conversion (10%)	25%
4	Revenue Accounts of General insurance company (Invertical form)	25%

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**Semester-II**  
**CE 207 B : Statistical Method (Paper —II)**  
**(Operations Research)**

**Course Contents :**

Module No.	Modules/Sub Modules	Marks (%)
1	Meaning of linear programming, its uses, assumptions and limitations, Explanation of basic terminologies, Mathematical form of linear programming problem, Solution of linear programming problem by using graphical methods, Simple formulation problems (for two variables).	25%
2	<b>Transportation Problem:</b> Definition of balanced Transportation Problem (T.P.), General Transportation table and its mathematical form, Initial basic feasible solution and Initial cost by using North-West Corner rule, Least Cost Method, Vogel's Approximation Method, Examples base on these methods.	25%

- Assignment and Replacement Problems:**  
 3 Definition of balanced Assignment Problem (A.P.), its mathematical form, Application of Hungarian method for solving A.P. in the cases of maximization and minimization problem, Meaning of Replacement problem (R.P.), Simple examples of replacement problem when the units are deteriorate depending on time and money value remains same. 25%
- 4 **PERT and CPM Techniques:**  
 Meaning and characteristics of PERT, Explanation of basic terms — activity, event, dummy activity, Fulkerson's rule for numbering the events, Meaning of Critical Path Method (CPM), Differences between PERT and CPM, Earliest start time, Earliest finish time, Latest start time, Latest finish time, Total float time of activities, Uses and limitations of PERT and CPM and simple examples. 25%
- Distribution of Marks :**  
 Q.1 14 marks will have multiple choice questions based on the given units  
 Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
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**Semester-II**

**SE 207 D : Secretarial Practice (Paper - II)**

Course Contents:		Marks (%)
Module No.	Modules/Sub Modules	
1	<b>Alteration in Share Capital:</b> Modes of alteration in share capital as per Company Law-procedure and provisions of reduction in share capital-Legal provisions for Right Shares and Bonus Shares and its Guiding Principles. Debenture: Meaning and types of debenture —procedure and legal provisions of Company law Board to issue debenture- Methods of redemption of debenture- Guiding Principles of SEBI.	25%
2	<b>Administration of Company Law:</b> Department of Company affairs-The Company Law Board-regional directors- The company registrar. Investigation of Company's Administration: Provisions of Company Law regarding investigation of company's administration - Appointment of Inspector by Central Government it's provisions, his power and report. Corporate Governance: Meaning-its development in India —contents of corporate governance report — Importance of corporate governance.	25%
3	<b>Capital Market:</b> Meaning of Primary and Secondary Capital Market — Share Market-meaning and organization — Types — BSE,NSE,NIFTY,OTCE-Types of trading in share market — Derivatives — Demate Account-Main Provisions of Securities Contract Regulation Act. Mutual Fund: Definition-Types-Advantages and Disadvantages. 4 Winding up/Liquidation of the Company; Meaning and modes of winding up and liquidation of the company- Provisions regarding compulsory liquidation-meaning and procedure of voluntary winding up of a company-Provisions regarding company's voluntary winding up by members and creditors — appointment — Powers and duties of liquidator.	25%
<b>- Distribution of Marks :</b>		
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Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		
Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		
Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		

**Semester-II**

**SE 207 E : Advance Business Management (Paper -I)  
(Distribution Management)**

Course Contents:		Marks (%)
Module No.	Modules/Sub Modules	
1	<b>Distribution System</b> Distribution Channels why are they required? Activities that a typical distribution channel perform; Distribution Channel Strategy; Distribution Channel Management	25%
2	<b>Distribution costs, control &amp; customer service</b> Designing customer oriented marketing channels; Conceiving the Channel Flows; Linking the Service Output objectives to the 25% flows; Conducting Cost Analysis; Designing the Ideal Channel; Comparing the Ideal with the reality.	25%
3	<b>Selection of Channel &amp; Selection of Ideal Channel Partners</b> Channel Relationships; Channel Control; Channel Power; Channel Positioning	25%
4	<b>Motivational Tools of Distribution Channels</b> Channel Influence Strategies; Managing Channel Conflicts; Promotion and Payment systems as a tool of Motivating Channel Members	25%
4	<b>Text Books:</b> Sales & Distribution Management: By Dr. S. L. Gupta Excel Book	
<b>- Distribution of Marks :</b>		
Q.1 14 marks will have multiple choice questions based on the given units		
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**TOLANI COMMERCE COLLEGE – ADIPUR – KACHCHH**  
**ACADEMIC CALENDER**  
**YEAR 2019-20**

MONTH	SR NO	ACTIVITY
JUNE 12-6-19	1	Online admission process, Merit List, Fees etc. for sem- I, III, V
	2	College Reopens
	3	Orientation program Meeting with Sem-1 students
	4	Teaching work begins
	5	Co-curricular and extracurricular activity information – NSS, NCC, Saptadhara, Cultural, Sports, CWDC, Placement, Different committees etc.
	6	IQAC meeting for planning of college activities
JULY	7	Guest Lecture for students
	8	Community outreach program
	1	Registration & Starting of Co-curricular and extracurricular activities. (NSS, NCC)
	2	Meeting of all the coordinators for the programme planning for the academic year 2018-19
	3	KAKA's Death anniversary program
	4	Co-curricular and Extra-curricular activities (Saptadhara)
AUGUST	5	Guest lecture for CWDC, NSS, NCC (Army and Naval)
	6	Lectures on Environment and sustainability
	1	Sports activities – University and college games, Planning & Implementation
	2	NCC Army and Navy enrolment and other activities
	3	Student oriented activities – cultural, sports, NSS, NCC
	4	NSS – Regular activity
SEPTEMBER	5	NCC parade training for Independence Day celebration
	6	Independence Day Celebration
	7	Different activities for new students
	8	Celebration of Rakhi Festival, KAKA's Birth Anniversary
	9	Cultural competitions
	1	Student oriented activity (NCC, NSS, SPORTS, CWDC, RED RIBBON) Krishna Janmasthami Celebration (NSS, NCC, Culture, sports, CWDC) Teacher's Day Celebration – Tolani group of institutions
OCTOBER	2	CWDC program (Collegiate Woman Development Cell)
	3	Thalassemia check-up, Blood donation AIDS Awareness Program (GUJARAT AIDS CONTROL SOCIETY)
	4	One day NSS Camp – Kukma Village
	5	Celebration of Ganesh Chaturthi Saptadhara district level competition
	6	Mid Sem Exam for Sem I, III, and V
	7	University Youth Festival preparation
NOVEMBER	1	Mahatma Gandhi Jayanti celebration – different activities
	2	Celebration of Navratri and Dusherrah
	3	University Exam for Sem I/III/V
	4	Sardar Vallabhbhai Patel Jayanti
DECEMBER	1	Diwali Vacation
	2	College Reopens / Admission to Sem – II, IV and VI/ Declaration of Mid Sem Results
JANUARY-20	1	Children's Day celebration - NSS, NCC, SPORTS, CWDC
	2	Feedback form from students/Teachers and parents IQAC/AQAR
	3	CWDC Lecture
	4	Parents/Alumni Meeting at TCC
	5	Industrial visit / Sem – VI, COC, ICWA students
	6	UDISHA CLUB / Placement Cell Activity
	7	NSS CAMP (One week)
FEBRUARY-20	8	Days celebration at college
	1	College Annual Day
	2	Essay Writing Competition (Vivekanand Birth Day)
MARCH-20	3	Republic Day Celebration
	1	Mid Sem exam for Sem II/IV/VI
APRIL-20	2	Declaration of mid semester exam Results
	1	University Exam for Sem II/IV/VI/
MAY-20	1	University Exam M.Com
MAY-20	1	Summer Vacation

## TOLANI COMMERCE COLLEGE - ADIPUR - KACHCHH

### ADMISSION INFORMATION & RULES – 2019-20

- 1) Admissions are given purely on merit basis as per the UGC, Guj. Govt and KSKVKU guidelines.
- 2) Keep (in two sets) all your documents ready before filling the online admission form. (Copy of mark sheet/s and certificate of attempt, two passport size photographs, blood group report, School leaving certificate, caste/Cremilayer certificate for reserved category students etc.)
- 3) SC/ST category students are required to submit their caste certificate issued by the competent authority. Without caste certificate, the student will be treated as general category student.
- 4) OBC category students need to produce non-Cremilayer certificate issued by the competent authority and valid for the current financial year, i.e. 2018-19. The admission form is incomplete without it and is not eligible for reservation. No claim will be entertained after due date.
- 5) Fees should be paid in time in any branch of Bank of Baroda as per the time slot allotted on our website at the time of merit list. Failure to this may lead to the cancellation of your right to the admission.
- 6) Students have to produce all the original documents for verification before paying the fees at college.
- 7) As per Gujarat govt. rules, students having domicile of other states will not be given reservation rights to the admission to this college. Getting admission on this basis may lead to cancellation of the admission at any time.
- 8) Keep your form/payment receipt carefully and produce at the time of admission or at any inquiry related to admission.
- 9) Do not do any financial transactions to any institutions/agent/persons regarding admission to this college. Admissions are done purely on merit.
- 10) Students except Gujarat Board (CBSC board and the students from other states) are required to produce PROVISIONAL ELIGIBILITY CERTIFICATE from KSKV Kachchh University, Bhuj at the time of admission. Students have to submit MIGRATION CERTIFICATE to the KSKV Kachchh University directly within 45 days from the date of admission and FINAL ELIGIBILITY CERTIFICATE to the college. Failing to this may lead to cancellation of admission.
- 11) Students of parents of Kashmiri migrants will be given benefits of admission as per the letter of MHRD no. 3-1/2012 NER dated 7-3-2013.
- 12) Students who have passed 12<sup>th</sup> exam before 2018 will be considered only if the seats in their respective category will remain vacant after the admission to 2018 passed students. 15 marks per attempt will be deducted from the total marks at the time of merit.
- 13) RESERVATION RATIO:

-	ST	07%
-	SC	15%
-	OBC	27%
-	OPEN	51%
-	3% seats for physically challenged persons	
-	EBC	10%
- 14) Students getting admission to commerce stream must have commerce subjects in 12<sup>th</sup> standard. Hence the students without these subjects are not eligible for the admission to commerce stream. (Arts and Science students)
- 15) No students in any circumstances will be readmitted after the cancellation of admission and reimbursement of fees.
- 16) Ragging is an offence. It is strictly prohibited. Involvement of any students in such activities may lead to cancellation of admission and judicial inquiry and punishment.
- 17) Attendance in the classroom is a must for all the students. Failing to this may lead to termination of the student from the college. Such students are not allowed to appear in the mid semester exam of the college.
- 18) I card is a must during college hours. No student is permitted to enter the college premises without it.
- 19) Use of mobile phones and electronic devices are strictly prohibited in the college building. If caught with mobile, Rs. 500 fine will be charged from that student.
- 20) For more rules, visit university website using following link:  
<http://kskvku.digitaluniversity.ac/Content.aspx?ID=29333>

### About Kaka P. S. Tolani - The Founder President - Tolani Vidya Mandir

Revered Kaka Shri Prabhudas S Tolani was born on 25th August 1893 at Larkana, Sindh (now part of Pakistan). He was one of the richest Zamindars (landlords) of Sindh province. Gandhidham-Adipur being in a remote corner of India, there was little facility for higher education in the twin towns till late 1950s. Revered Late Kaka Prabhudas S Tolani, came to this region with a mission to spread higher education among the people of Kutch. Although he had lost almost entire wealth in Sindh in aftermath of partition of India, he came to Mumbai in 1944 and built up a thriving construction and shipping business. But it was his determination that he would dedicate all his earnings to the development of education. He started this by taking over a small private engineering college and starting other new colleges with only 12 students in his own name at Adipur and setting up Gandhidham Collegiate Board along with the Maitri Mandal. That small college was expanded by Kaka P. S. Tolani with his own resources into a polytechnic. Soon after in 1967 courses in mechanical and electrical were added at the polytechnic. In 1968 separate buildings for polytechnic and arts college were added and a science college was started. In 1970 Kaka brought more resources from his own earnings and added new laboratories and workshops to polytechnic. Then there was no looking back. Kaka kept pouring his own money into generously into higher education facilities at Adipur, Kutch.

"Tolani Vidya Mandir" - An Oasis of Knowledge in the Desert of Kutch.

"Friends this is not all. We do not believe in haphazard planning or merely constructing half a dozen or a dozen buildings to house the institutions. In fact our aim is to make Adipur a centre of attraction in the field of higher education, with as many as educational institutions as would, in due course, to establish a small university." These are the words said by Late Rev. Kaka Pribhdas Tolani, Founder President, Gandhidham Collegiate Board, Adipur (Kutch) in his welcome address on the inauguration of Tolani Commerce College in 1973. In 1962 Kaka Pribhdas Tolani, a shipowner of Bombay was invited to Adipur-Kutch by his good friends Mr. Hundraj 'Dukhayaf' & Mr. Hari Daryani to help in the cause of education in a very backward area. These gentlemen knew about the dream or a vision that Kaka had in the jail in Sind during the partition of India and Pakistan. Kaka lost everything that he had earned by working very hard for past 30 years. In jail he promised himself that he ever became rich again, he will give his all to the cause of Education. He was a firm believer that 'If you educate one person the whole family prospers'. He himself was a graduate from Wilson College Bombay as there were no colleges in whole of Sind. In 1962 Kaka took over the Gandhidham Civil Engineering Institute and Gandhidham Arts College being run by Gandhidham Maitri Mandal. He upgraded the institute to Polytechnic in Civil Engineering and added Mechanical & Electrical courses as well in 1967 and a new Trust 'Gandhidham Collegiate Board' was formed, for management and development of Higher Education in this backward district of Kutch. Science faculty was added in 1964 and then Tolani Foundation Gandhidham Polytechnic and Tolani College of Arts & Science started functioning in new buildings constructed with all modern facilities. Kaka was not only passionate and pragmatic but also inspired people around him to dedicate their time and services to the cause of higher education. His untiring efforts to develop educational facilities particularly for girls have today converted Adipur into a university town. He was an arch Advocate for girls' literacy in testimony whereof goes the adage "If you educate a girl, you educated the whole family." Accordingly girls' hostel & college for Home Science, training girls for self-sufficiency and making ideal house wives was established in 1964. Tolani Institute of Pharmacy was also added to campus in 1984. It will not be an exaggeration to say that Kaka's "SANKALP" — meaning determination and service to mankind made him a living legend.

Kaka Pribhdas Tolani did not have eyesight for last two decades of his life but he had vision. The planning of educational campus "Vidya Mandir" which was made by him 40 years back is fulfilling the higher education needs of more than 7,000 students specially from western Kutch covering 5 talukas out of 10, like Rapar, Bhachau, Anjar, Gandhidham, & Mundra, where there are no facilities of Higher Education available. offering courses in Arts, Science, Commerce, Engineering, Pharmacy, Home Science, Computer Aided Higher Education Management, Law etc., "Tolani Vidya Mandir" campus today not only boasts of having maximum number of faculties and courses, but also quality education having students ranking in top ten at University level and Technical Board examinations of Gujarat State, but also weather of Kutch District and no medical facilities for eye diseases, Kaka established Tolani Eye Hospital & Research Centre in 1982. This hospital conducts free eye camps through out the district in various villages and operates for cataract and other eye diseases with latest equipments and techniques of surgery.

Legends are however difficult to carry on. Gandhidham Collegiate Board was faced with this challenge in 1988 when our beloved Kaka passed away. And it was known that he transferred all his belongings to the trust for development of education. Because Kaka always believed, "The GIFT OF EDUCATION is far higher gift than that of food & clothes. It is even higher than giving LIFE to man because the real life of man consists of KNOWLEDGE."

Mrs. Samvanti-H. Kanal, the eldest daughter of Kaka, inherited the courage, determination and vision from her father. She took over the reigns of Gandhidham Collegiate Board in her able hands in 1988. Under her leadership, many new initiatives were taken and existing facilities were further improved. The successful setting up of Tolani Institute of Management Studies (TIMS) in 1995, an institute offering Post Graduate Diploma in Business Management (Recognized by All India Council for Technical Education - New Delhi), with very good infrastructure and academic facilities and boasts to have very good placement record in leading and big companies not only in Gujarat but even outside. The building for Tolani Institute of Pharmacy, New Hostels for Boys & Girls, Learning Resource Centre (Under World Bank Scheme) for Polytechnic, Water Harvesting Project, Post-Graduate Centers at Arts & Commerce Colleges, Professional courses like C.A. & I.C.W.A., Open University (IGNOU) & Dr. Ambedkar centers, were some of the developments which gave the campus a look of a university what Kaka has thought of.

The Earthquake of January 2001 shook the roots of Tolani Vidya Mandir campus as well, having loss of human lives, destruction of staff quarters, hostels and college buildings and damage to almost all the infrastructure facilities on the campus. There was all over depression and gloomy atmosphere. During this time the youngest daughter of Kaka Tolani, Mrs. Anjana Hazari, the current President of Gandhidham Collegiate Board, who was staying in U.S.A. for last 30 years, was invited by her elder sister and past president of Gandhidham Collegiate Board, Mrs. J. H. Kanal, to help her in the administration of the campus. Her motivation and dedicated work lifted the morale of all in the campus. With grace of GOD as well as her Sincerity and Honesty, the assistance came from all the direction and the reconstruction of campus could be done with new colors. She took over as President of Gandhidham Collegiate Board after death of Mrs. J. H. Kanal in May 2004. After earthquake the NGO's like Kandla Port Trust Earthquake Relief Fund, Rajiv Gandhi Foundation, Times Foundation, Akhil Bharat Maheshwari Samaj etc. helped to rebuild the campus. Once the work of reconstruction was over the President, Mrs. Hazari has diverted her concentration for further development of the campus. The Tolani Institute of Commerce — an English Medium Commerce College. Tolani Institute of Excellence — an institute to train the children for all types of Competitive Examinations like MAT, CAT, GMAT, GCET, TOFEL, PMT, JEE, AIEEE, etc. and to conduct seminars for all groups of society are started. Mrs. Anandiben Patel, Hon'ble Minister of education, Gujarat State inaugurated Technical Diploma programs in Civil, Electrical, Mechanical and Computer Engineering under self-finance scheme in 2006. The Tolani Institute of Law recognized by Bar Council of India has been started since June 2007.

Today the 'Tolani Vidya Mandir' campus spread over 43 acres of land, is having modern infrastructure facilities including hostels for boys & girls, a big sports stadium, an auditorium, staff, professors & principals quarters, libraries having more than 65,000 volumes of books and subscription of more than 200 journals, well equipped laboratories for science, pharmacy and engineering colleges. There is also Sri Ramakrishna Seva Kendra for spiritual development of the students on the campus. Thus, in true sense the campus is an Oasis of Knowledge in Desert of Kutch. Mrs. Hazari expressing her feelings on the development of the campus says: "The Kutch University has been declared as Role Model for other Universities and I wish to give maximum contribution from Tolani Vidya Mandir Campus to make it a role model university."

## Choice Based Credit System

### The Gujarat Initiative

#### Lead In

The 11th Five Year plan of India proposed various measures for academic reforms in higher education. The National Knowledge Commission in its report to the nation in 2008-2009 on higher education and Yashpal Committee Report in 2009 recommended revamping of higher education through academic and administrative reforms. Keeping in view the challenges of the changed times and make the higher education in Indian Universities compatible with the universities in developed nations, the UGC (11th plan, March 2009) and later on the Association of Indian Universities (AIU) stressed on the following recommendations:

1. Semester System
2. Choice Based Credit System.
3. Curriculum Development
4. Examination Reforms
5. Administrative Reforms

All the above recommendations for reforms have been reviewed in by representatives of various universities in the State and considered for implementation with the aim of transforming Higher Education — a transformation where students change from being passive recipients of knowledge to becoming active participants of the knowledge imbining process. The education system in the State thus changes from a teacher-centric to learner-centric mode. It should aim at all-round integral development of students' personality so that they become good citizens of the new world order.

In consonance with the recommendations of the Gyanam committee, National Knowledge Commission and UGC recommendations the Government of Gujarat under the visionary leadership of Honorable Chief Minister Shree Narendra Modi, guidance from Honorable Education Minister Shree Ramanabhai Vora as well as Honorable Minister of State for Technical and Higher Education Smt Vasuban Trivedi directed the office of the Commissioner of Higher Education to constitute a committee of experts and educationalists to study the different recommendations and to prepare a framework for implementation of Choice Based Credit System (CBCS). The meeting of about 60 experts was held on 25th March 2009 under the chairmanship of Shri Kireet Joshi, advisor to Honorable Chief Minister. The project was entrusted to Maharaja Sayajirao University of Baroda. The Vice Chancellor of M.S. University of Baroda Prof. Ramesh K. Goyal and ex Vice Chancellor of Gujarat University Prof. A.U. Patel carried out an intensive study of existing system of higher education after consultation with experts and academicians and prepared a report which was submitted to the office of the Commissioner of Higher Education. The report was presented to all Vice Chancellors in a meeting (September 2009, Saurashtra University) which was chaired by the Principal Secretary, Education Dr. Hasmukh Adhia.

This was subsequently followed by a series of workshops involving various stakeholders including Vice Chancellors, Members of Statutory bodies, Deans, Members of the Board of Studies, Principals, Faculty and students from the State Universities. Based upon such workshops, a standard framework was prepared and was presented to all Vice Chancellors in a meeting. (March 2010, Gujarat University) With their commitment for quality in Higher education Vice Chancellors of all State Universities implemented Choice Based Credit System at Postgraduate level from the academic year 2010-11. It was implemented at Undergraduate level at Saurashtra University, Sardar Patel University, and Bhavnagar University and in the faculty of Science at M.S. University of Baroda.

The framework was further refined, consolidated and standardized with input received from the universities that had already implemented the CBCS. The present draft has been prepared after having considered the successful models in different Universities of India as well as operational feasibility of the Choice Based Credit System in the State Universities.

#### 1. Semesterization

The duration of academic transaction has varied in different institutions in different periods. What should be the ideal length of an academic term? 3 years? 2 years? 1 year? 6 months? 4 months? All the above models are in use in universities across the nation. The annual system has now been almost completely discarded internationally. The examination at the end of a year or two years puts a greater demand on memory recall and the examination questions in such an examination would not have a comprehensive coverage of topics studied. Shorter duration terms — like 6 months — seems to be more suited as:-

They will have relatively less demand for memory recall

Questions can cover topics more comprehensively

It is easier to ensure cohesive learning experience and academic momentum for shorter terms.

In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from July to November, and even semester from December to April. Each semester will have 15-16 weeks for academic work equivalent to 90 days.

#### 1. Choice Based Credit System (CBCS)

As per the Report by the Times of India on Challenges of Higher Education (2010) are the challenges of Globalization. They can be met by:

1. Making the curriculum interdisciplinary. All cutting edge development in technologies occur at the interface of two or more disciplines. Interdisciplinary approach enables integration of concepts, theories, techniques, and perspectives from two or more disciplines to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline
2. Bridging the gap between professional and liberal education. This will greatly improve the employability of students.

3. Promoting students' mobility — horizontal as well as vertical.  
4. Collaboration with industry and foreign partners to foster innovations. This will go a long way in capacity building of students.  
Choice Based Credit System (CBCS) contains all salient features mentioned above. It offers a flexible system of learning. The system permits student to

- Learn at their own pace
- Choose electives from a wide range of courses
- Undergo additional courses and acquire more than required number of credits
- Adopt an interdisciplinary approach in learning
- Inter college/University transfer of Credits
- Complete a part of programme in the parent institute and get enrolled in another institution for specialized courses
- Enhance skill/employability by taking up project work, entrepreneurship and vocational training.
- Carry on and transfer their credit
- Make best use of the expertise of available faculty.

Some of the terms used in the new system along with their short definitions are as follows:

**Programme:-**  
The term "Programme" is used for a fixed educational programme instead of "Degree"

**Course:-**

A "Course" is a component of programme, i.e. In the new system; papers will be referred to as courses. Each course is identified by a unique course code. Every course is not of equal weightage. While designing syllabus, course can have defined weightages. These weightages are called credits. Each course, in addition to having a curriculum, will have learning objectives and learning outcome. A course may be designed to comprise lectures/tutorials/laboratory work/field work/project work/vocational training/viva voce etc or a combination of some of these.

**Credit:-**

Credit defines the quantum of content/syllabus prescribed for the course. It may be a unit prescribed for a course and is determined by the number of hours of instruction required per week. Thus, in each course credits will be assigned on the basis of the no. of hours required per week for lectures/tutorials/lab work/field work to complete the course in a single semester.

1 credit = 1 hour of direct teaching / week

1 credit = 2 hours of lab work /week

1 credit = 2 hours of field work /project /week

Thus, 1 credit course requires 1 hour per week during a 15 week semester and accordingly a 3 credit or 4 credit courses requires 3 or 4 hours per week during a 15 week semester.

A course which has 3-4 hours per week per semester with weightage of 3 to 4 credits is considered as a full course.

A paper with 2 credits is like a half paper.

A course of 3 credits may be so designed that there will be 2 credits for theory and 1 credit for lab work/field work/project work

A course of 4 credits may be so designed that there will be 3 credits for theory and 1 credit for lab work/field work project work.

Typically a course will comprise of 4(four) units.

**Grade:-**

Grade is an index to indicate the performance of a student in a particular course.

**Types of Courses:**

Courses in a programme will be of three kinds: Core, Elective and Foundation.

**1. Core Course:-**

There will be a Core Course in every semester. This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a said discipline of study.

A course may be a soft core if there is a choice or an option for the candidate to choose from a pool of courses from the sister/ allied disciplines which supports the main discipline. It may be called "Core Elective" or "Core Allied" In contrast, a Compulsory Course paper is called "Core compulsory"

**2. Elective Course:-**

Elective course is a course which can be chosen from a pool of papers. It may be:

Supportive to the discipline of study

Enabling an exposure to some other discipline/domain

Providing an expanded scope

Nurturing candidate's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students.

An elective be "Discipline centric" elective. It may be called "Subject Elective.

An elective paper may be chosen from an unrelated discipline. It may be called an "Open Elective."

**3. Foundation Course:-**

The Foundation Courses will be of two kinds: Compulsory Foundation and Elective foundation.

"Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines.

"Elective Foundation" courses are value based, and are aimed at man making education. The credit framework for the Core course, Elective course and the Foundation course for a

<b>Core Compulsory</b>	<b>Generic Elective</b>	<b>Compulsory foundation</b>
Course I -3 credits Course II -3 credits 6 credits/semester	2 credits/semester	2 credits/semester
<b>Core Elective (Allied)</b>	<b>Discipline centric elective/Open elective</b>	<b>Elective foundation</b>
Course I -3 credits Course II -3 credits 6 credits/semester	2 credits/semester	2 credits/semester

Core courses, thus, shall have 12 credits. Elective courses shall have 4 Credits/semester. Foundation courses shall have 4 credits/semester.

The normal graduation programme, thus, shall have 20 credits/ semester and the total Credits of all the six semester shall be 120. Since every course is independent and self-contained, some courses can be permitted to be registered by the students of other departments, enabling cross-border and inter-disciplinary mobility of the students. The courses being offered by Dr. Babasaheb Ambedkar Open University, Gujarat Knowledge Society and SCOPE which have been Standardized according to the CBCS framework and so declared by KCG may be directly offered as Elective and Foundation courses. New courses may be introduced by the department/ institution at any time depending upon the requirement after completing necessary formalities.

A general framework for Bachelor's programme shall as follows:

G (General) Level programme 120 credits A (Honors) Level programme 144 credits S (Special) Level 4 year BS programme 190

Level	Semester - Wise credits								Total
	1	2	3	4	5	6	7	8	
G	20	20	20	20	20	20	20	20	120
A	24	24	24	24	24	24	24	24	144
S	20	20	25	25	25	25	25	25	190

P.S.: S level shall be considered for implementation at a later stage.

The semester wise weightage of core, elective and foundation courses shall be as follows:

Academic year	Core & Core Allied	Interdisciplinary Electives	Foundation courses
Sem I & II	60%	20%	20%
Sem III & IV	60%	20%	20%
Sem IV & IV	60%	20%	20%

A Candidate has a provision to go with a slow pace by registering for a minimum of 12 credits in a semester. He/She may go with an accelerated pace by registering for a maximum of 23 credits in a semester provided he/ she opts for 120 credits for a normal G level programme.

The tuition fee and examination fee to be fixed up by the university will be in accordance with the number of credits equivalent to courses a candidate has registered in the given semester.

A candidate may avail a maximum of two blank semesters in one stretch. However, he has to pay a nominal 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 nominal extra fee for the credits registered during the spilled over semester.

A candidate can avail four additional semesters for completion of the stipulated 120 credits requirement for the programme. However in special cases, the student with the permission of the college/university can avail two more semesters. (The duration may be extended by the universities in the second cycle of CBCS implementation)

A candidate who decides to avail the add-on facility can register for a maximum of 27 credits per semester including 12-23 credits for regular papers. Such candidates have to pay extra fee for add on credits registered.

University would decide on the validity of credits already earned by a candidate even after a lapse of more number of years, provided the candidate is able to cross the entry level of competency for the course.

### 3. Class room processes

A) Active Learning Methodology: Transformation in the field of higher education requires revamping of class room processes. Class room needs to be made a place of an Interesting Learning experience. With this ideology Active Learning methodology (ALM) is to be introduced in the Higher Education. The salient features of ALM are as follows.

a) It is activity based Learning b) The emphasis is on learning through meaningful interaction. c) It is a student centric methodology. B) Use of ICT/ICT has made the teaching learning processes more interactive. Besides it empowers the teachers as well as students to explore the possibility of accessing knowledge worldwide.

a) Digital Education and Learning Laboratory (DELL) has been set up in 216 colleges and proposal to set up such laboratories in 170 more colleges is in pipeline. These laboratories shall work as Learning centers for all the subjects.

b) Sandhan facilitates students to have an access to an interactive presentation by eminent academicians from across the nation. In addition it also covers aspects such as personality development, proficiency in English, research methodology and preparation for various competitive examinations. It is also going to function as a valuable repository of knowledge in the form of CDs and DVDs.



c) There is a proposal to set up an Audiovisual room in the colleges across the State. This would facilitate learning through programmes that would be telecast live.

d) There is plan to prepare E content of various courses to be introduced as a part of CBCS. The motivation and support to develop E content under NME-ICT has been provided to the teachers across the state and the response as well as result has been quite good. E content will facilitate learning at anytime and for as many times as the student wishes.

e) The higher education department plans to set up 180 computer laboratories each having 100 computers and internet connectivity. Apart from being used as centers for On Demand On Line examination (ODOLE), these laboratories will serve as learning centers.

C) The teaching learning process shall also involve project work/field work, Quiz as well as presentations by the students. This would be largely facilitated by Teacher Fellow (TF) as well as Course Assistant (CA). This will also form a part of Internal (Comprehensive) evaluation of the students. This will help imparting the necessary skill to the students as well as it will lead to development of analytical as well as research aptitude among the students.

#### 4. Teacher Capacity Building

The teacher training and capacity building is going to be carried out to enhance the skill, knowledge as well as to create right kind of attitude required to play a role of teacher. It will not only increase the competency with respect to knowledge but also in terms of technology, research, teaching and pedagogy. This will enable them to work as facilitator as well as motivator for students.

#### 5. Continuous and Comprehensive Assessment

Continuous and Comprehensive assessment is an integral part of CBCS. A continuous assessment system in semester system (also known as internal assessment/comprehensive assessment) is spread through the duration of course and is done by the teacher teaching the course. The assessment is done through various means including: Written tests MCQ based quizzes Presentations Projects Field visits Seminars Group discussions/activities etc. The continuous assessment provides a feedback on teaching learning process. The feedback after being analyzed is passed on to the concerned for implementation and subsequent improvement. To let the candidate know about his/her progress periodically, a semester is divided into three distinct components. The weightage of the in semester evolution (internal evaluation) shall be 30% and weightage of the end of semester evaluation shall be 70%.

Component	Units covered in a course	Weightage	Weightage Unit wise	Period of cont- assessment
I	1.2	15%	7.5%	To be consolidated by 8th week
II	3.4	15%	7.5%	To be consolidated by 16th week
III	Semester end exam	70%	17.5%	To be consolidated by 18-20 week

Final Grades to announced by 24<sup>th</sup> week

The end of semester examination shall have assessment from following perspective with respect to all courses:

1. Evaluation with respect to knowledge. 2. Evaluation with respect to Understanding. 3. Evaluation with respect to skill. 4. Evaluation with respect to Applications.

5. Higher Order Thinking Skills With respect to all above components, there will be following four types of questions from each unit of the course:

I. MCQ 2. Short Questions 3. Long Answer Questions 4. Very Long Answer Questions

Question bank shall be prepared by the subject experts across the State. It will have all types of questions as mentioned above. The questions will be largely based upon the Course objective and the Course outcome and it will cover all the aspects of the course content. Question papers will be set in such a manner that even a very ordinary student would be able to successfully clear/answer a part of the question paper and obtain minimum % of the marks based on a basic level of Conceptual clarity, understanding and application. The next 30% question would be tough and will be of that level that about 30% of the class can attempt successfully.

The next 10% will be of a higher level of difficulty which only about 5% of the class can attempt successfully.

The remaining 10% will be truly challenging questions of a level of difficulty that barely 1% of class can attempt both in terms of speed and difficulty.

A questions bank shall be prepared for each course based upon learning objectives and learning outcome of each of the course.

A student shall have an option to go for on demand on line examination (ODOLE).

Preparations for development of a module for ODOLE are being made on the model of National Institute of Open School.

The evaluation papers/assessments during component I and component II of assessment will be immediately returned to the candidates.

The duration of component I and component II examination shall be 1 hour.

The duration of semester end examination shall be of 2 hours.

There shall be no practical examination for component I and II.

The evaluation of semester end practical viva voce examination, wherever such an examination is required to be conducted, will be carried out by a panel consisting an internal examiner and an external examiner in case such an examination is to be conducted at University level. In case of viva voce examination, the examiners should particularly test for the creative and problem solving capabilities in a candidate. The distribution of maximum marks for practical examination will be 20 and for theory examination will be 50 and the total semester end examination will be for 70 marks for bachelor degree programme.

In Internal assessment, the student will have to score 40% marks in each of the component.

The candidate will NEVER be said to have failed in a course if he/ she is unsuccessful in completing the course by the end of the semester. On the contrary he/ she is said to have DROPPED the paper.

**The regulations of the university and provisions therein would determine conduct of continuous and comprehensive assessment for the programme.**

#### 6. Grading

Grading constitutes the core of CBCS, as it tries to reduce the subjective element in Assessment/evaluation and there by prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a course.

Grade Points	Description	% OF MARKS	Division/Grade
10	Outstanding	90% - 99%	First/O
9	Excellent	80% - 89%	First/A
8	Very Good	70% - 79%	First/B
7	Good	60% - 69%	First/C
6	Fair	50% - 59%	Secound/D
5	Average	40% - 49%	Pass/E
4	DROPPED	Below 40%	F

F = Dropped (<40%)

% of marks taken into considerations includes marks of component I, II and III of each semester.

Semester Grade Point Average (SGPA) indicates the performance of a student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total numbers of credits assigned to the courses in a semester.

Credit point for the paper = No. of credits assigned for the course

X

Grade point secured for the course

SGPA = Total credit points earned in a semester / Total credits for that semester

For Example

Course	Credit	Marks obtained by student (In %)	Grade letter	Grade point	Credits assigned X Grade point = Credit Point
Core comp.	6	60	C	7	6 X 7 = 42
Core allied	6	55	D	6	6 X 6 = 36
Elective Generic	2	60	C	7	2 X 7 = 14
Elective Open	2	60	C	7	2 X 7 = 14
Foundation Generic	2	60	C	7	2 X 7 = 14
Foundation Elective	2	60	C	7	2 X 7 = 14
	20				134

SGPA =  $134/20 = 6.7$

Thus SGPA for semester I is 6.7

Cumulative grade point average (CGPA) is obtained by dividing the total number of credit points earned in all the semester by the total number of credits in all the semester.

For Example

	Semester	Total	Credit	Point	
I					134
II					130
III					122
IV					136
V					128
VI					130
				Total	780

Total credits for semester I+II+III+IV+V+VI = 120

CGPA = 780/120 = 6.5

The Class Division shall be awarded on the basis of CGPA

1. First division with Distinction CGPA 9.00 to 10.00
2. First division CGPA 8.00 to 08.99
3. Higher second Division CGPA 7.00 to 07.99
4. Second Division CGPA 6.00 to 06.99
5. Pass Division CGPA 5.00 to 05.99

**Lead Out:**

CBCS is the mother of student centric educational reforms. A student is provided with an academically rich, highly flexible learning system blended with abundant provision for skill practice and activity orientation that he/she could learn in depth without sacrificing his/her creativity.

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- > A student can exercise the option to decide his/her own pace of learning- slow, normal or accelerated plan and sequence his/her choice of paper, learn to face challenges through term work/ project work/ and may venture out to acquire extra knowledge/ proficiency through add-on facilities.
- > A student enjoys an extra ordinary benefit that his/her evaluation would be in terms of grades, computed through a more scientific and a logical process of normalization which imbibes the advantages of relative weighing of the performances against evaluating in an absolute way.
- > The great advantage is that the learning process is made continuous and the evaluation process is not only made continuous but also made learner-centric and is designed to recognize the capability and talent of a student.
- > CBCS is a process of evolution of educational reforms that would yield the result in subsequent years and after a few cycles of its implementation.

### CBCS Regulation for Undergraduate Programme

These Regulations shall govern Undergraduate programmes under the Choice Based Credit System. These regulations shall come into force from Academic year 2011-2012.

**Definitions:**

1. "Undergraduate programmes" mean Bachelor's degree programmes in the Faculties of Science, Arts, Commerce, Education, Social Science, Law and Home Science (Where ever it is applicable to the concerned university.)
2. "An academic year" consists of two semesters. Each semester will have 15-16 weeks for academic work equivalent to 90 days. The odd semesters may be scheduled from July to November and even semester from December to April.
3. "Programme" is used for a fixed educational programme in place of Degree. A normal Undergraduate programme shall be of six semester's duration.
4. "Course" is a component of programme i.e. in the CBCS; papers will be referred to as courses. Each Course is identified by a unique course code. Every course is not of equal weight age. Each course, in addition of having a curriculum, will have learning objectives and learning outcome. A Course may be designed to involve lectures/tutorials/laboratory work/ field work/project work/vocational training/viva voce etc. or combination of some of these.
5. "Credit" means the unit by which the course work is measured. It defines the quantum of contents/syllabus prescribed for the course. It also determines the number of hours of instructions required per week. In these regulations, one credit means one hour of direct teaching work or two hours of practical work/field work per week for 15 weeks in a semester.
6. "Grade letter" is an index to indicate the performance of a student in a particular course. It is arrived at by transformation of actual marks secured by a student in a said course. Grade letters are O, A, B, C, D, E, F.
7. "Grade Point" is the weight age allotted to each grade letter depending on the range of marks awarded in a course.
8. "Credit Points" refer to the product of "No. of credits assigned to the course" and the grade point secured for the same course.
9. "Semester Grade Point Average" (SGPA) is an index of a student's performance in a given semester. It is the ratio of the "total credit points earned by the students in all the courses at the semester" and the "total number of credits assigned to the courses" in the semester.
10. "Cumulative grade point Average" (CGPA) refers to the cumulative grade point average of SGPA and is computed based on the following formula.  $CGPA = \frac{\text{Sum of all Credit points of the entire programme}}{\text{Sum of Credits up to the end of the programme}}$
11. "Fee" means the fee prescribed by the University for the Undergraduate Programme. The tuition fee and the examination fee of a semester will be in accordance with the number of credits a candidate has registered for in that semester.

**Salient Features of Choice Based Credit System:**

1. All Undergraduate departments in the Universities/Affiliated Colleges shall offer undergraduate programmes in faculties of Arts, Commerce, Science, Education, Home Science, Law and Social Sciences from the Academic year 2011-12.
2. A student will have to get enrolled at an Affiliated College for a Core course depending upon his/her requirement of a degree in the said discipline of study.
3. A student will have a choice of selecting an Elective as well as Foundation courses from a pool of courses. She/he will have a choice of selecting such courses from the same department/faculty or the other department/ faculty depending upon his/her interest, need, long term goals and also feasibility in terms of available expertise and infrastructure.
4. The faculty/an Affiliated college may design and offer courses after the due consideration and approval by the university.
5. Each course shall be assigned a specific number of Credits.
6. A Core course is the course which should compulsorily be studied by a candidate as a Core requirement so as to get degree in a said discipline of study. Two courses each of Core compulsory and Core Elective shall be offered to each student in every semester. The Credit weight age for Core course shall be of Three (03) Credits.
7. In addition to the Core courses, a student will have to choose Elective as well as Foundation courses from a pool of courses. Two courses of Elective, one each from Generic Elective and Interdisciplinary/Multidisciplinary/Subject centric electives shall have to be offered. The Credit weight age for Elective course shall be of Two (02) Credits. Two courses of Foundation, one each from Compulsory Foundation and Elective Foundation shall have to be offered. The Credit weight age for Foundation course shall be of Two (02) Credits.

**Undergraduate Course Structure:**

1. Undergraduate programmes offered in the CBCS will be of Six semester duration. The General (G) level programme will be of 120 Credits distributed equally among the six semesters. The Advanced (A) level programme (Honors) shall be of 144 Credits distributed equally among the six semesters. A Special (S) level BS programme of eight semester duration will be considered for implementation at a later stage.
  2. Each Academic year shall consist of two semesters, each of 15 weeks of teaching equivalent to 90 working days. The Odd semester period shall be from July to November and the Even semester period shall be from December to April.
  3. There shall be following three categories of courses in Undergraduate programme.
    - A) Core Course: A course which shall compulsorily be studied by a candidate to complete the requirement for Degree in a said programme of study. Core Compulsory is a course which has to be studied compulsorily as a part of Core requirement so as to get degree in a said discipline of study. Core Elective or Core Allied is a course that supports/ strengthens the Core Compulsory.
    - B) Elective Course: It is a course which can be chosen from the pool of courses. The course may be specific/specialized/supportive or advanced to the discipline of study. They may be nurturing candidate's skill as well as proficiency. Generic Elective courses add generic proficiency to the students and they are for the said discipline of study. Open Elective courses are from the pool of courses that are Interdisciplinary and/or Multidisciplinary.
    - C) Foundation Course: It is a course that aims to improve proficiency and skill of the students. Compulsory Foundation courses add generic proficiency to the students belonging to all disciplines of study. Elective Foundation courses are Value based and aimed at Man making Education.
  4. All of the above courses may be designed so as to include Field work/Project work/Laboratory work/Entrepreneurship/Internship/Vocational training etc depending upon the course requirement. The credit distribution may be done keeping in mind the weight age of the required skill in the said discipline of study.
  5. In addition to the above three type of courses, more courses may be designed in future. They may be of following types:
    - A. Self Study Courses : The courses that enables students to learn on their own.
    - B. Add on Courses The courses that allow students to earn more credits than minimum required for the said programme. These courses may enable the students to get equipped with advance skills and proficiency.
    - C. Advanced level Foundation courses These are the courses that have special emphasis on proficiency in multiple languages as well as use of ICT in Knowledge Management.
  6. Each course shall have a unique Course code. The Core courses, Elective courses and the Foundation courses shall be abbreviated respectively as C, E and F.
    1. Core Compulsory CC Core Elective CE
    2. Elective Generic EG Elective Open EO
    3. Foundation Compulsory FC Foundation Elective FE 4
- The nonnal graduation programme shall have 20 credits/semester. The total number of credits for an G level undergraduate programme shall be 120. The weight age of Core, Elective and Foundation courses shall remain as follows:

Academic Year	Semester	Core	Elective	Foundation
1	I & II	60%	20%	20%
2	III & IV	60%	20%	20%
3	V & VI	60%	20%	20%

A general framework for G level undergraduate programme shall be as follows:

Semester	I	II	III	IV	V	VI	Total
Credits	20	20	20	20	20	20	120

The A level and S level programmes shall be considered for Implementation at a later stage.

Level	I	II	III	IV	V	VI	VII	VIII	Total
A	24	24	24	24	24	24	-	-	144
S	20	20	25	25	25	25	25	25	190

7. Since every course is independent and Self-contained, some courses can be permitted to be registered by the students of other departments, enabling them Cross-border and Interdisciplinary mobility.
8. A candidate has a provision to go with a slow pace by registering for a minimum of 12 credits in a semester. He/she may go with an accelerated pace by registering for a maximum of 23 credits in a semester.
9. 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.
10. A candidate can avail four additional semesters for the completion of the stipulated 120 credit requirement for a programme. However in special cases, a candidate with the permission of the college/university can avail two more semesters. The duration may be extended by the universities in the second cycle of the CBCS implementation

**Attendance and Medium of Instruction:**

The Attendance Rules as well as the medium of Instruction shall be as per the norms of Concerned University.

**Evaluation Methods:**

1. A student shall be evaluated through Comprehensive Continuous Assessment (CCA) as well as the End of Semester examination. The weight age of CCA shall be 30%, where as the weight age of the Semester end examination shall be 70%.
2. The In Semester assessment (CCA) is spread through the duration of the course and is to be done by the Teacher teaching the course. The assessment is to be done by various means including:
  - Written Tests -MCQ based quiz -Presentations/ Seminars -Project work/Field work -Group discussions/Group activities.
  - The End of Semester examination shall have an assessment based upon following perspective with respect to all the courses:
    - Evaluation with respect to Knowledge
    - Evaluation with respect to Understanding
    - Evaluation with respect to Skill
    - Evaluation with respect to Application
    - Higher Order Thinking Skills.

With respect to all the above components, there will be following four types of Questions from each unit of the course.

1. MCQ
2. Short Questions
3. Long answer questions
4. Very long answer questions

The questions may largely be from the questions from the question bank for the each Course.

The Schedule of the In Semester examination (Internal Evaluation) and the End of Semester examination (External Evaluation) shall be as follows. The End of Semester Examination will be conducted by the University. It will be compulsory for a candidate to obtain passing percentage in both Internal as well as External Evaluation. The passing marks for each course shall be 40%, or as decided by the University.

Component	Units covered	Weight age	Period of Assessment
I	1 & 2	15%	To be consolidated by 8th week
II	3 & 4	15%	To be consolidated by 16th week
III	Entire Course	70%	To be consolidated by 18-20 week

Final Grade should be announced by 24th week.

The candidate will never be said to have failed in a Course if he/she is unsuccessful in completing the course by the end of the semester. He/she is said to have Dropped the course.

The details of any Dropped paper will not appear in the Grade Card **Promotion, Re-Admission and Time for Completion of Course**.

1. A candidate who has undergone a regular course of study in Semester I, fulfill the required criteria of attendance and has secured marks equal to passing standard both in Internal and External Examination shall be eligible for promotion to Semester II. He/she will have to earn a minimum of 12 Credits in Semester I.
2. A candidate who has successfully completed all the courses of Semester I, but not all the courses of Semester II shall be eligible for promotion to Semester III. He/ she will be required to complete all courses of Semester II before migrating to Semester IV
3. A candidate who has undergone a regular course of study in Semester III, fulfill the required criteria of attendance and has secured marks equal to passing standard both in Internal and External Examination and having earned a minimum of 12 Credits shall be eligible for promotion to Semester IV.
4. A candidate who has successfully completed all the courses of Semester I and II but not all the courses of Semester III shall be eligible for promotion to Semester IV. He/ she will be required to complete all courses of Semester III before migrating to Semester V
5. The same rules shall be applied for promotion from Semester IV to V and from V to VI respectively.
6. A candidate will be allowed two blank semesters continuously in case he/she may have to leave his/her study halfway due to unforeseen circumstances. However he/ she may have to pay the prescribed registration fee as per the College/University norms for such semesters.
7. A candidate shall have maximum of 10 semesters (five academic years) for completion of a said programme in case he/ she wishes to go at a slower pace by registering a minimum of 12 credits per semester. However he/she will have to pay the prescribed registration fee for each of the semester in addition to the course fee for the courses he/ she avails during each semester.
8. A candidate shall have a choice of going at fast pace by registering for 23 credits per semester.
9. The minimum and maximum number of credits may increase provided a candidate opts for Add on courses.
10. The tentative/provisional grade shall be issued at the end of every semester indicating the courses completed successfully. The final Grade Card may be issued by the Registrar of the concerned university after a candidate has successfully completed all the courses of the said programme.

### Procedure for Awarding Grades:

A Normalization Committee shall be set up for every course. The committee will comprise of Head of the Department, One senior Faculty member from the same department and the concerned Course teacher.

The committee shall decide:

1. The Lower cut off to draw boundary between unsuccessful and successful candidates. This will be based upon analysis and logical thinking.
2. The Lower end of Grade and the Higher end of Grade that is thought to be appropriate for grading of students in a scale of 10 from 4 to 10.

Based upon above, the committee will calculate an Intermediate Score called U (unit Score Value) which is spread between 0 and 1.

$$U = \frac{(M - \text{Min}(M))}{(\text{Max}(M) - \text{Min}(M))}$$

Where M is the score of candidate for the said course, Min (M) is the minimum score in the class for the said course and Max (M) is the maximum score in the class for the said course, after eliminating the scores of unsuccessful candidates.

The Normalized Percentage value is calculated as follows:

$$P = \frac{(B - A) \times U}{B - A}$$

Where A is the marks corresponding to the Lower limit of the Lower end of the grade decided to be awarded and B is the marks corresponding to the Upper limit of the Higher end of the grade decided to be awarded.

If Normalization committee decides to grade all successful candidates from 5 to 10 in a scale of 10, then A is equal to 40 and B is equal to 99. This can be explained on the basis of following table.

Grade Points	Lower	Upper limit (B)	Range for P	Grade
4	30	39	$30 \geq P < 40$	Dropped
5	40	49	$40 \geq P < 50$	E
6	50	59	$50 \geq P < 60$	D
7	60	69	$60 \geq P < 70$	C
8	70	79	$70 \geq P < 80$	B
9	80	89	$80 \geq P < 90$	A
10	90	99	$90 \geq P < 100$	O

The Semester end Grade point average (SGPA) and the Course end Cumulative Grade point average (CGPA) are computed as follows.

The Grade Point in a said course may be calculated by using the formula

$$GP = CV \times G$$

where CV is the Credit Value of the said course and G is the Grade awarded to a candidate in the said course.

The SGPA may be calculated as follows:

$$SGPA = \frac{\text{Sum of all GPs in the said Semester}}{\text{Sum of Credits in the said semester}}$$

The CGPA may be calculated as follows:

$$CGPA = \frac{\text{Sum of all GPs in all the Semesters}}{\text{Credits for the said Programme}}$$

The CGPA may be expressed to an accuracy of three decimal digits.

The Percentage equivalence may be obtained by multiplying CGPA by 10.

#### Provision for Appeal:

There shall be a provision for Appeal for a candidate who may be dissatisfied with the Grade he/she has been awarded. He/she can approach the Grievance Cell with the written submission. The appeal may be made for In Semester examination as well as the End of Semester examination. The Grievance Cell is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated. The Grievance Cell may be set up as per the norms of the University/ Institution

Out of the 70% weight age of the external evaluation the style of the paper for all courses is so decided as to evaluate the students on different parameters.

The format includes subjective, objective and applications questions so the test of students can be done on parameters like conceptual knowledge, its application in actual sense, his or her memory and presence of mind. The structure is as under: -

**Distribution of Marks :**

- Q.1 14 marks will have multiple choice questions based on the given units
- Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I  
CC 102: Fundamentals of Communication Theory & Practice (Paper-I)  
(Communication in Business)**

Course Contents :		Marks (%)
Module No.	Modules/ Sub Modules	
1	1. Introduction to Communication 2. Definition of Communication 3. Forms of Communication	25%
2	1. Process of Communication 2. Objectives of Communication 3. Difference between Oral & Written Communication.	25%
3	1. Uses and Limitations of Verbal and Non verbal Communication 2. Barriers of communication 3. tips for attending Interview and personal meetings 4. Words often confused	25%
	Précis writing Assignments:	
1.	Preparation of Chart of process of Communication.	
2.	Creation of individual E Mail id.	
3.	Preparation of List of five Financial/ economic news papers in India (Any language)	
4.	Preparation of list of five economic/ financial magazines India (Any language)	
	Distribution of Marks :	
Q.1	14 marks will have multiple choice questions based on the given units	14 Marks
Q.2	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.3	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.4	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.5	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks

**Semester-I  
CC 103: Economics (Paper-I)  
(Fundamentals of Business Economics)**

Course Contents :		Marks (%)
Module No.	Modules/ Sub Modules	
1	<b>Basic Concepts and Definitions :</b> Utility, Goods and Services, Money and Wealth, Value and Price, Wealth and Welfare, Real Income and Monetary Income, Micro economics and Macro economics, Positive Economics and Normative Economics, Consumer surplus, Scarcity of Resources and Problems of Choice- Economic Policy, Economic Regulation and Economic Law- Prof. Marshall and Prof. Samuelsson Definitions of Economics, Demand function-Law of Demand-Determinants of Demand, Derivation of Demand through Indifference curve - Elasticity of Demand and its types — Methods for calculating Elasticity of Demand	25%
2	Demand Analysis and Consumer Behavior Types of Demand- Individual Demand and Market Demand, Industry Demand and Firm Demand. Demand for consumers goods and Demand For Producers Goods, Rational Demand, Demand for Durable and Demand for Perishable Goods. Estimation of Demand only on the basis of Price and Income and Basic survey and statistical methods for Demand forecasting- (Mathematical Approach is Required) Seven Marks for mathematical Approach	25%

3	Production, Cost and Revenue Analysis Production and Short run and Long run Production Function- Transformation Curve (Production Possibility Curve) Iso- quants and Iso-cost and equilibrium of firm — Basic Concepts of Economics and Diseconomies of Scale-Cost analysis Total Fixed Cost, Total Variable Cost, Total Cost, Average Fixed Cost, Average Variable Cost, Average Cost and Marginal Cost- Relationship between Average Cost and Marginal Cost., Real cost, Sunk Cost, Opportunity Cost, Implicit Cost, Accounting cost, Money cost, Explicit cost- Basic concepts of Revenues i.e Total Revenue, Marginal Revenue and Average Revenue- Relationship between Average Revenue and Marginal Revenue.	25%
4	Imperfect competition, Product Pricing & Factor Pricing Concept of Perfect Competition- Monopoly and Control of Monopoly- Price Discrimination and Dumping - Monopolistic Competitions- Price Determination in Monopolistic Competition- Selling cost and its Impacts - Concepts of Duopoly and Oligopoly- Collusive Oligopoly,-Price Leadership Model and Kinked Demand Curve- Two persons zero sum Game Theory -Theory of Rent (Ricardian and Modern) — Rent and Quasi Rent- Profit Innovations and Risk and Uncertainty theories of Profit. -	25%

Distribution of Marks :

Q. 1 14 marks will have multiple choice questions based on the given units 14 Marks

Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I**  
**CC 104 : Basic Disciplines of Management (Paper-I)**  
**(Human Resource Management)**

Course Contents :	Modules Sub Modules	Marks (%)
1. Human Resource Management: meaning-Features-Difference between Personal Management and Human resource Management —Objectives of HRM-Importance of HRM- Operative functions of HRM- Importance of HRM-Qualities of H.R.Manager-Roles of H.R. Manager Human Resources Planning in a Corporate Sector: Meaning, objectives, factors effecting, process of H.R.Planning — Benefits and Limitations of H.R.Planning.		25%
2. Recruitment : Meaning of Scientific Recruitment — Sources of Recruitment — Modern selection procedure and its advantages.Training : Meaning, needs, objectives — procedure of Training -Advantages and Limitations — Development : Meaning, needs, objectives and its advantages.Human Resource Development : Meaning and Characteristics, need for HRD — functions of HRD — Techniques or methods of HRD.		25%
3. Performance Appraisal :Meaning, Objectives — Appraisers —Brief idea of Human Resources Accounting — Psychological Appraisal, Management appraisal, Utility and problems of performance appraisal. Promotion : Meaning, basis of Promotion i.e. seniority and efficiency base — its merits and demerits. Transfer ; Meaning, causes and guiding principles. Demotion : Meaning, causes and guiding principles. Morale : Meaning, factors affecting — sign of low morale and its preventive measures — Factors contributing High Morale. Importance of Industrial morale.		25%
4. Job Design : Meaning, approaches of Job Design, Brief idea of Job Rotation, Job Enlargement, Job enrichment — Factors effecting Job Design — Importance of Job Design. Quality of work Life : Meaning — conditions Q.W.L. specific issues in Q.W.L. H.R. activity and its effects on Q.W.L. Quality Circles : Meaning — Objectives, Organizational Structure of Quality Circle — Advantages and Problems of Quality Circles -		25%

Distribution of Marks :

Q. 1 14 marks will have multiple choice questions based on the given units 14 Marks

Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I**  
**CC 105 : Accountancy (Paper-I)**

- Course Contents :	Modules/Sub Modules	Marks (%)
1 Consignment		25%
2 Branch Accounts. (excluding Foreign Branch)		25%
3 Insurance Claims: Claims for loss or stock & fixed assets; claim for profit or consequential loss		25%
4 Accounts from Incomplete Records: Conversion Method only (Use of ratios to find out missing data is not expected)		25%

Distribution of Marks :

Q.1 14 marks will have multiple choice questions based on the given units 14 Marks

Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks



**Semester-I CE 106 A :**  
**Financial, Cost and Management Account (Paper —I)**  
**(Financial Accounting)**

- Course Contents:			Marks
Module No.	Modules	Sub Modules	(%)
1	(A) Piecemeal Distribution of Cash (10%) (B) Profit prior to Incorporation (15%)		25%
2	(A) Issue and forfeiture of shares (Pro-rata) Concepts of Potential Equity Shares, sweat equity Shares, (20%) (B) Book Building Process, Bid and Buy back (5%)		25%
3	Redemption of Redeemable preference shares under section 80 of Companies Act 1956 and issue of Bonus Shares as per statutory provisions in force on 31st March of the immediate preceding academic year		25%
4	Company Final Accounts (Only vertical Presentation, Calculation of Managerial remuneration is expected)		25%

**Distribution of Marks :**

- Q.1 14 marks will have multiple choice questions based on the given units  
 Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I**  
**SE 107 B : Statistical Method (Paper —I)**  
**(Basic Statistics)**

Course Contents :			Marks
Module No.	Modules/Sub Modules		(%)
1	<b>Linear Correlation and Association of Attributes :</b> Concept of bivariate data, Definition and type of correlation, Definition of correlation coefficient (r), its properties, and interpretation of values of r, Methods of finding correlation coefficient by using Karl Pearson method for bi-variate data and for frequency distribution data, Speannan's method for finding rank correlation coefficient for repeated and non repeated ranks. Concept of qualitative data and the association between them, Meaning and interpretation of 2X2 contingency table, Types of association between attributes, Methods of obtaining nature of association by using comparison between observed and expected frequency, Coefficient of association by using Yule's method and its interpretations, Example on 2X2 problems only.		25%
2	<b>Business Forecasting :</b> Meaning and uses of business forecasting, Different methods of forecasting (i) Theoretical explanation of Regression analysis, Index numbers Economic models, Input output models, Opinion poll method, Extrapolation, Graphical method. (ii) Theoretical explanation with numerical examples of - Least Square Method for linear and quadratic relationship between variables, smoothing linear trend method.		25%
3	<b>Demographic Statistics :</b> Meaning, definition and uses of demographic statistic, Methods of collecting demographic statistics — registration method, census method, analytical method. Mortality rates pertaining to (i) CDR (ii) SDR (iii) IMR, Birth rates pertaining to (i) CBR, (ii) SBR (iii) Age specific birth rate, Fertility rates pertaining to (i) GFR, (ii) SFR (iii) TFR		25%
4	<b>Matrix Algebra :</b> Definition of Matrix, Different types of matrices, Algebra of matrices (Addition, Subtraction and Multiplication), Determinant of a square matrix, Definition of ad-joint of matrix, inverse of a matrix and its uses to solve simultaneous linear equations (up to three variables only), Use of matrix in simple business applications.		25%

**Distribution of Marks :**

- Q.1 14 marks will have multiple choice questions based on the given units  
 Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I**  
**SE 107 D: Secretarial Practice (Paper - I)**

-3 Course Contents :			Marks
Module No.	Modules/Sub Modules		(%)
1	<b>(1) Secretary:</b> Meaning-Types of Secretary-general and legal qualification of Company Secretary-Pre-incorporation and post incorporation duties of Company Secretary-powers and responsibilities of Company Secretary.		
	<b>(2) Company and its Characteristics:</b> Meaning and characteristics-Types of Company-Foreign Company-Multinational Company-Illegal association-Advantages and 25% Limitations of Public Limited Company-Private Limited Company: Meaning and Characteristics-privileges and restrictions on it-procedure to convert Private Limited Company into Public Limited Company and Public Limited Company into Private Limited Company.		25%
2	<b>(1) Promoters of public Limited Company:</b> Meaning- Functions of Promoters-Preliminary Contract-Liabilities of Promoters.		
	<b>(2) Allotment of Shares:</b> Meaning-Procedure-regular and irregular allotment - secretary's duties regarding allotment of shares 25% —procedure of allotment when shares are oversubscribed-private placement of share/debenture.		25%



# TOLANI COLLEGE, ADIPUR-KACHCHH

## List of Teaching & Non Teaching Staff

### Teaching Staff

Dr. M. K. Pandya

Principal



N. R. Bhagani

Asso. Prof



P. M. Thapa

Asso. Prof



P. M. Chauhan

Asso. Prof



P. B. Chauhan

Asso. Prof



Dr. N. T. Tagani

Asso. Prof



V. B. Jora

Asso. Prof



Dr. Bharathi

Asso. Prof



Dr. K. H. Kharecha

Asso. Prof



Dr. Divya Maheshwari

Asso. Prof



Dr. Jagdish Raiyani

Assist. Prof



K. V. Machhar

Asso. Prof



Thakor Gaurav

Assist. Prof



### Non Teaching Staff

Harsha J. Motwani

Assl. Accountant



K. G. Sorathiya

Jr. Clerk



M. B. Pania

HD. Clerk



Poonam Mamtani

Peon



P. H. Balat

Sr. Clerk



Arvind Ahir

Peon



K. T. Maheshwari

Sr. Clerk



Ashok V. Rangwani

Peon



N. N. Nawani

Sr. Clerk



Rajeshbhal Parmar

Peon



N. R. Kriplani

Jr. Clerk



Kamlesh Ramchandani

Watchman



Ramjibhal Solanki

Watchman





**MRS. ANJNA B. HAZARI**  
President  
Gandhidham Collegiate Board  
Adipur (Kachchh)

### VISION & MISSION

**VISION :** We envision the total transformation of this Drought prone Area of Kachchh through promotion of Trade, Industry and business by Way to imparting education in the field of Commerce.

**MISSION :** We dedicate ourselves to the mission of training young adults for academic excellence, development of skills and character with a view to upgrade their life styles.

### COURSES OFFERED :

1. B.Com

1. Choice Based Credit System (6 Semesters)

2. Elective Subject

- Accountancy
- Statistics
- Computer Science
- Secretarial Practice
- Business management

3. Foundation Course :

- Sem-I Environment Science
- Sem II - SCOPE (Cambridge University)

4. Com. CBCS (4 Semesters)

### ON-CAMPUS COURSES

1. C.W.A. : Oral Coaching for Cost Foundation and Intermediate recognized by the Institute of Cost & Works Accountants of India - Kolkata.

2. A.C.C. : Foundation Courses Center, accredited by The Institute Chartered Accountants of India, Delhi.

3. C.S. : Company Secretary, affiliated to Institute of Company Secretary, India New Delhi.

4. Foreign Trade Oriented Courses : (KSKV Kachchh University)

5. Certificate in Foreign Trade (One Year)

6. Diploma in Foreign Trade (Two Year)

7. Certificate in Computer Aided Accounting (Tally V.9) (One Year)

8. Study Center at Saheb Ambedkar Open University (BAOU) - Study Center.

9. Study Center at Indira Gandhi National Open University (IGNOU) - Study Center.



### REFUND OF FEE

(Including Caution Money & Library Deposit)

- (A) Full term Fees will be refunded in case of death of the student Concerned, if the death occurs within one month from the date of payment of fees.
- (B) Refund of Fees less Rs.25 will be made in case of
- (I) Transfer of Student/Parent to other city.
  - (II) Marriage of girl student
  - (III) Admission of student to any professional course, If the application is made within 15 day of the payment of fees.
- (C) In other cases, Tuition Fees shall be refunded after deducting Rs.100, if the student applies within 10 days from the date of payment of fees or the last date fixed for payment of fees by the college, whichever is earlier.

### MEDIUM OF INSTRUCTION

As the college has an heterogeneous group of Hindi, English, Gujarati medium student regular classes are conducted bilingually and the student are provided with Question Papers in English & Gujarati Languages and they are permitted to write their answers in Hindi, English or Gujarati in terminal as well as annual examinations.

### ATTENDANCE

As per the ordinance of KSKV Kachchh University, every Student is Required to remain present in the college for minimum 75% in each Semester. The Class-Room attendance in the lectures of every subject is compulsory. Less than 75% attendance may disqualify the Student from appearing in annual exams.

### CODE OF CONDUCT

Loitering in the corridors during the college hours invites fine to the students.

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Read the notice board daily as all the important dates and Information are displayed on it.

Copy in the examination (terminal or annual) will lead to expulsion from appearing in the examination. The marks will be zero in the subject.

# KSKV KACHCHH UNIVERSITY RESULTS YEAR 2018-19

**SEMESTER - II**  
Total Students : 854



Students in A+ Grade : 20  
Students in A Grade : 130  
Students in B+ Grade : 266  
Students in B Grade : 132  
Students in C Grade : 39

**SEMESTER - IV**  
Total Students : 761

Students in A+ Grade : 18  
Students in A Grade : 128  
Students in B+ Grade : 223  
Students in B Grade : 125  
Students in C Grade : 32



**SEMESTER - VI**  
Total Students : 600



Students in A+ Grade : 30  
Students in A Grade : 130  
Students in B+ Grade : 204  
Students in B Grade : 77  
Students in C Grade : 54

**TOLANI CENTER FOR PROFESSIONAL STUDIES (TCPS)**

**ANNOUNCES**

**REGISTRATIONS FOR**

**NEW BATCHES (DECEMBER 2019) FOR**

**CA / CS / CMA**

**Excellent**

**Educational**

**Facilities &**

**Facilitators**

**Library**

**&**

**Reading**

**Facility**

**Lowest Fee**

CA Foundation: Rs. 2500/- Per Subject

CS Foundation: Rs. 2000/- Per Subject

IPCC / EXECUTIVE: Rs. 3000/- Per Subject

CMA Inter: Rs. 2000/- Per Subject

**Learning**

**Friendly**

**Atmosphere**

**TOLANI CENTER FOR PROFESSIONAL STUDIES (TCPS)**

**C/o. TOLANI COMMERCE COLLEGE**

**ADIPUR**

**For Inquiries & Registration Contact:**

**Coordinator**

**Contact No. 7405591610**

**Office Address (Time 6:00 p.m. to 8:00 p.m.)**

**TOLANI CENTER FOR PROFESSIONAL STUDIES (TCPS)**

**C/o. TOLANI COMMERCE COLLEGE**

**HURRY!**

**HURRY!**

# TOLANI COMMERCE COLLEGE

ADIPUR - KACHCHH

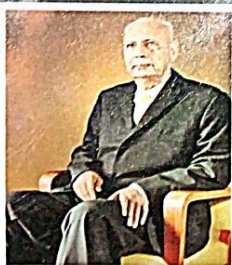
(MANAGED BY : GANDHIDHAM COLLEGIATE BOARD)

(Affiliated to : KSKV Kachchh University - Bhuj)

(Naac Accredited "B" Grade CGPA - 2.80)



Tel. : 02836 - 260623  
Fax : 02836 - 263429



## LATE KAKA P.S. TOLANI

Founder president of Gandhidham Collegiate Board, an Industrialist, of Tolani Shipping Ltd., dedicated his time and wealth for the well-being of the human kind throughout his life.





**MS. ANJNA B. HAZARI**  
President  
Gandhidham Collegiate Board  
Adipur (Kachchh)



**L. H. DARYANI**  
CAMPUS DIRECTOR

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B.Com  
with Choice Based Credit System (6 Semesters)

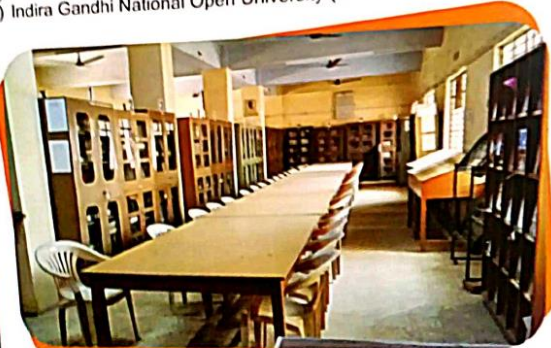
Core Elective Subject - Accountancy  
- Statistics  
- Computer Science  
- Secretarial Practice  
- Business management  
- Sem-I Environment Science  
- Sem II - SCOPE (Cambridge University)

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- 3) C.S. : Company Secretary, affiliated to Institute of Company Secretary, India New Delhi.
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  - Diploma in Foreign Trade (Two Year)
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- 6) Indira Gandhi National Open University (IGNOU) - Study Center.



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**TOLANI COMMERCE COLLEGE**  
(UGC Sponsored)

**B. Voc Programme**

Affiliated to KSKV Kachchh University - Bhuj

**Job Oriented**

Afternoon College (1:30 p.m. onwards)

**Admissions are Open for**

**Software Development**

**Building Technology**

A Unique Course of Skill Based Technology

National skill Qualification Framework-New Delhi (NSQF) Approved Courses

**Students will get Admission After 12th Pass (Arts/Commerce/Science)**

After 1st Year (Two Semester-I & II) Diploma Certification

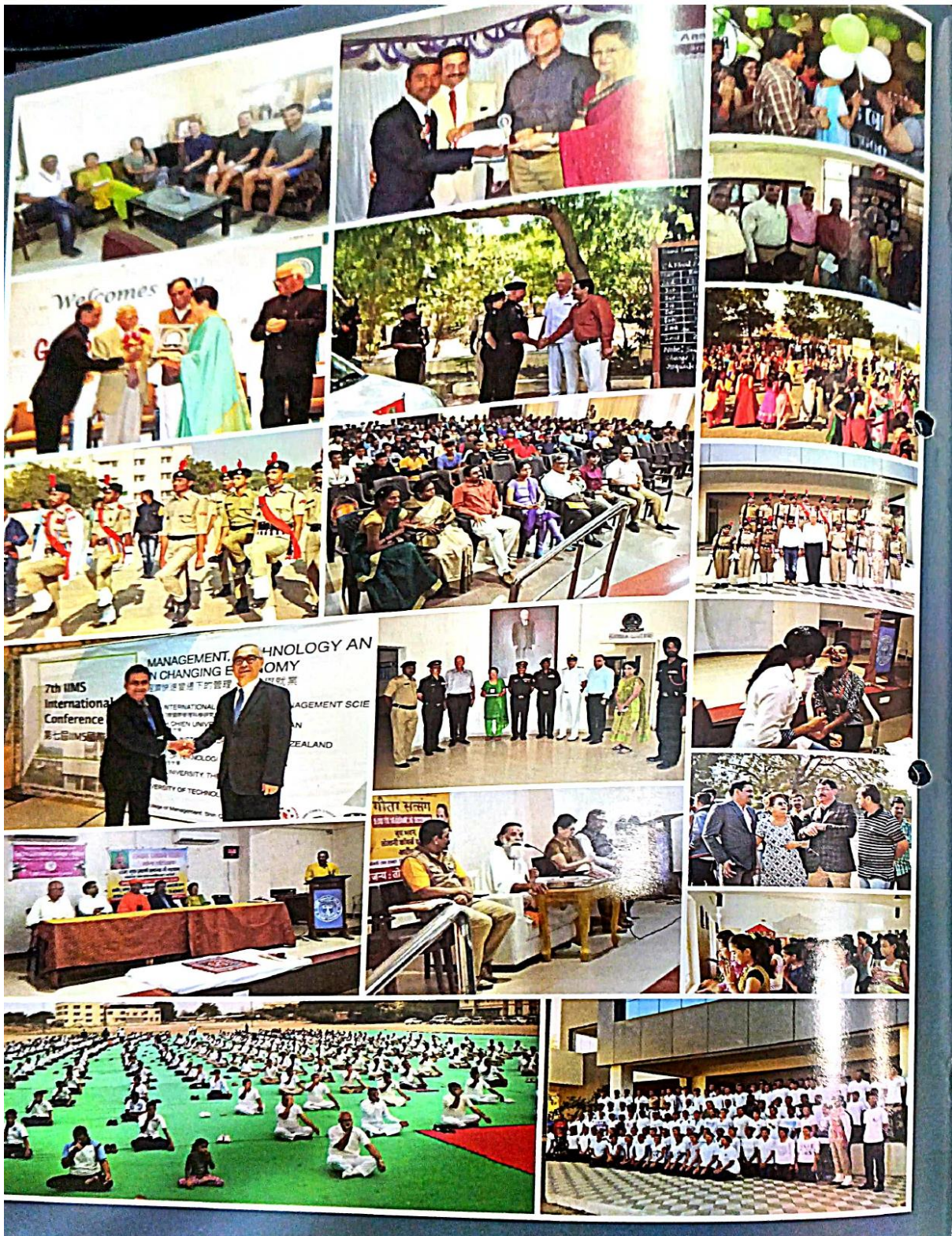
After 2nd Year (Two Semester - III & IV) Advance Diploma Certification

After 3rd Year (Two Semester - V & VI) Bachelor of Vocational (B.Voc) Degree Certification

- Experienced & Well Qualified Staff
- State Of the art Infrastructure
- Technology Enabled Well Equipped Library
- Free Internet & Wi-Fi Facilities
- Modern Laboratories For IT Building Technology
- Latest Equipments
- More Field Work / Lab Work - Class Work

**For Fees & Other Details Contact**

The Principal  
Tolani Commerce College  
Adipu - Kachchh  
Ph. : 02836-260623  
Fax : 02836-263429  
Email : [tcctolani@gmail.com](mailto:tcctolani@gmail.com)



## TOLANI COMMERCE COLLEGE - ADIPUR - KACHCHH

### ADMISSION INFORMATION & RULES – 2018-19

- 1) Admissions are given purely on merit basis as per the UGC, Guj. Govt and KSKVKU guidelines.
- 2) Keep (in two sets) all your documents ready before filling the online admission form. (Copy of mark sheet/s and certificate of attempt, two passport size photographs, blood group report, School leaving certificate, caste/Cremilayer certificate for reserved category students etc.)
- 3) SC/ST category students are required to submit their caste certificate issued by the competent authority. Without caste certificate, the student will be treated as general category student.
- 4) OBC category students need to produce non-Cremilayer certificate issued by the competent authority and valid for the current financial year, i.e. 2018-19. The admission form is incomplete without it and is not eligible for reservation. No claim will be entertained after due date.
- 5) Fees should be paid in time in any branch of Bank of Baroda as per the time slot allotted on our website at the time of merit list. Failure to this may lead to the cancellation of your right to the admission.
- 6) Students have to produce all the original documents for verification before paying the fees at college.
- 7) As per Gujarat govt. rules, students having domicile of other states will not be given reservation rights to the admission to this college. Getting admission on this basis may lead to cancellation of the admission at any time.
- 8) Keep your form/payment receipt carefully and produce at the time of admission or at any inquiry related to admission.
- 9) Do not do any financial transactions to any institutions/agent/persons regarding admission to this college. Admissions are done purely on merit.
- 10) Students except Gujarat Board (CBSC board and the students from other states) are required to produce PROVISIONAL ELIGIBILITY CERTIFICATE from KSKV Kachchh University, Bhuj at the time of admission. Students have to submit MIGRATION CERTIFICATE to the KSKV Kachchh University directly within 45 days from the date of admission and FINAL ELIGIBILITY CERTIFICATE to the college. Failing to this may lead to cancellation of admission.
- 11) Students of parents of Kashmiri migrants will be given benefits of admission as per the letter of MHRD no. 3-1/2012 NER dated 7-3-2013.
- 12) Students who have passed 12<sup>th</sup> exam before 2018 will be considered only if the seats in their respective category will remain vacant after the admission to 2018 passed students. 15 marks per attempt will be deducted from the total marks at the time of merit.
- 13) RESERVATION RATIO:

-	ST	07%
-	SC	15%
-	OBC	27%
-	OPEN	51%
-	3% seats for physically challenged persons	
- 14) Students getting admission to commerce stream must have commerce subjects in 12<sup>th</sup> standard. Hence the students without these subjects are not eligible for the admission to commerce stream. (Arts and Science students)
- 15) No students in any circumstances will be readmitted after the cancellation of admission and reimbursement of fees.
- 16) Ragging is an offence. It is strictly prohibited. Involvement of any students in such activities may lead to cancellation of admission and judicial inquiry and punishment.
- 17) Attendance in the classroom is a must for all the students. Failing to this may lead to termination of the student from the college. Such students are not allowed to appear in the mid semester exam of the college.
- 18) I card is a must during college hours. No student is permitted to enter the college premises without it.
- 19) Use of mobile phones and electronic devices are strictly prohibited in the college building. If caught with mobile, Rs. 500 fine will be charged from that student.
- 20) For more rules, visit university website using following link:  
<http://kskvku.digitaluniversity.ac/Content.aspx?ID=29333>

## About Kaka P. B. Tolani - The Founder President - Tolani Vidya Mandir

Revered Kaka Shri Prabhudas S Tolani was born on 25th August 1893 at Larkana, Sindh (now part of Pakistan). He was one of the richest Zamindars (landlords) of Sindh province. Gandhidham-Adipur being in a remote corner of India, there was little facility for higher education in the area till late 1950s. Revered Late Kaka Prabhudas S Tolani, came to this region with a mission to spread higher education among the people of Kutch. Although he had lost almost entire wealth in Sindh in aftermath of partition of India, he came to Mumbai in 1949 and built up a thriving construction and shipping business. But it was his determination that he would dedicate all his earnings to the development of education. He started this by taking over a small private engineering college and starting other new colleges with only 12 students in late 1950s at Adipur and setting up Gandhidham Collegiate Board along with the Maitri Mandal. That small college was expanded by Kaka P. B. Tolani with his own resources into a polytechnic. Soon after in 1967 courses in mechanical and electrical were added at the polytechnic. In 1969 separate buildings for polytechnic and arts college were added and a science college was started. In 1970 Kaka brought more resources from his own earnings and added new laboratories and workshops to polytechnic. Then there was no looking back. Kaka kept pouring his own money freely generously into higher education facilities at Adipur, Kutch.

### "Tolani Vidya Mandir" - An Oasis of Knowledge in the Desert of Kutch.

"Friends this is not all. We do not believe in haphazard planning or merely constructing half a dozen or a dozen buildings to house the institutions. In fact our aim is to make Adipur a centre of attraction in the field of higher education, with as many as educational institutions as would, in due course, to establish a small university." These are the words said by Late Rev. Kaka Prabhudas Tolani, Founder President, Gandhidham Collegiate Board, Adipur (Kutch) in his welcome address on the inauguration of Tolani Commerce College in 1973. In 1962 Kaka Prabhudas Tolani, a shipowner of Bombay was invited to Adipur-Kutch by his good friends Mr. Hundraj 'Dukhayal' & Mr. Hari Daryani to help in the cause of education in a very backward area. These gentlemen knew about the dream or a vision that Kaka had in the jail in Sind during partition of India and Pakistan. Kaka lost everything that he had earned by working very hard for past 30 years. In jail he promised himself that if he ever became rich again, he will give his all to the cause of Education. He was a firm believer that 'If you educate one person the whole family prospers'. He himself was a graduate from Wilson College Bombay as there were no colleges in whole of Sind. In 1962 Kaka took over the Gandhidham Civil Engineering Institute and Gandhidham Arts College being run by Gandhidham Maitri Mandal. He upgraded the institute to Polytechnic in Civil Engineering and added Mechanical & Electrical courses as well in 1967 and a new Trust 'Gandhidham Collegiate Board' was formed, for management and development of Higher Education in this backward district of Kutch. Science faculty was added in 1969 and then Tolani Foundation Gandhidham Polytechnic and Tolani College of Arts & Science started functioning in new buildings constructed with all modern facilities. Kaka was not only passionate and pragmatic but also inspired people around him to dedicate their time and services to the cause of higher education. His untiring efforts to develop educational facilities particularly for girls have today converted Adipur into a university town. He was an arch Advocate for girls' literacy in testimony whereof goes the adage "If you educate a girl, you educated the whole family." Accordingly girls' hostel & college for Home Science, training girls for self-sufficiency and making ideal house wives was established in 1984. Tolani Institute of Pharmacy was also added to campus in 1984. It will not be an exaggeration to say that Kaka's "SANKALP" — meaning determination and service to mankind made him a living legend.

Kaka Prabhudas Tolani did not have eyesight for last two decades of his life but he had vision. The planning of educational campus "Vidya Mandir" which was made by him 40 years back is fulfilling the higher education needs of more than 7,000 students specially from western Kutch covering 5 talukas out of 10, like Rapar, Bhachau, Anjar, Gandhidham, & Mundra, where there are no facilities of Higher Education available, offering courses in Arts, Science, Commerce, Engineering, Pharmacy, Home Science, Computer Aided Costume Designing, Management, Law etc., 'Tolani Vidya Mandir' campus today not only boasts of having maximum number of faculties and courses, but also quality education having students ranking in top ten at University level and Technical Board examinations of Gujarat State. Looking to the dry weather of Kutch District and no medical facilities for eye diseases, Kaka established Tolani Eye Hospital & Research Centre in 1982. This hospital conducts free eye camps through out the district in various villages and operates for cataract and other eye diseases with latest equipments and techniques of surgery.

Legends are however difficult to carry on. Gandhidham Collegiate Board was faced with this challenge in 1988 when our beloved Kaka passed away. And it was known that he transferred all his belongings to the trust for development of education. Because Kaka always believed, "The GIFT OF EDUCATION is far higher gift than that of food & clothes. It is even higher than giving LIFE to man because the real life of man consists of KNOWLEDGE."

Mrs. Samvanti-H. Kanai, the eldest daughter of Kaka, inherited the courage, determination and vision from her father. She took over the reigns of Gandhidham Collegiate Board in her able hands in 1988. Under her leadership, many new initiatives were taken and existing facilities were further improved. The successful setting up of Tolani Institute of Management Studies (TIMS) in 1995, an institute offering Post Graduate Diploma in Business Management (Recognized by All India Council for Technical Education - New Delhi), with very good infrastructure and academic facilities and boasts to have very good placement record in leading and big companies not only in Gujarat but even outside. The building for Tolani Institute of Pharmacy, New Hostels for Boys & Girls, Learning Resource Centre (Under World Bank Scheme) for Polytechnic, Water Harvesting Project, Post-Graduate Centers at Arts & Commerce Colleges, Professional courses like C.A. & I.C.W.A., Open University (IGNOU) & Dr. Ambedkar centers, were some of the developments which gave the campus a look of a university what Kaka was thought of.

The Earthquake of January 2001 shook the roots of Tolani Vidya Mandir campus as well, having loss of human lives, destruction of staff quarters, hostels and college buildings and damage to almost all the infrastructure facilities on the campus. There was all over depression and gloomy atmosphere. During this time the youngest daughter of Kaka Tolani, Mrs. Anjana Hazari, the current President of Gandhidham Collegiate Board, who was staying in U.S.A. for last 30 years, was invited by her elder sister and past president of Gandhidham Collegiate Board, Mrs. J. H. Kanai, to help her in the administration of the campus. Her motivation and dedicated work lifted the morale of all in the campus. With grace of GOD as well as her Sincerity and Honesty, the assistance came from all the direction and the reconstruction of campus could be done with new colors. She took over as President of Gandhidham Collegiate Board after death of Mrs. J. H. Kanai in May 2004. After earthquake the NGO's like Kandla Port Trust Earthquake Relief Fund, Rajiv Gandhi Foundation, Times Foundation, Akhil Bharat Maheshwari Samaj etc. helped to rebuild the campus. Once the work of reconstruction was over the President, Mrs. Hazari has diverted her concentration for further development of the campus. The Tolani Institute of Commerce — an English Medium Commerce College. Tolani Institute of Excellence — an institute to train the children for all types of Competitive Examinations like MAT, CAT, GMAT, GCET, TOFEL, PMT, JEE, IIEEE, etc. and to conduct seminars for all groups of society are started. Mrs. Anandiben Patel, Hon'ble Minister of education, Gujarat State, inaugurated Technical Diploma programs in Civil, Electrical, Mechanical and Computer Engineering under self-finance scheme in 2006. The Tolani Institute of Law recognized by Bar Council of India has been started since June 2007.

Today the 'TolaniVidyaMandir' campus spread over 43 acres of land, is having modern infrastructure facilities including hostels for boys & girls, a big sports stadium, an auditorium, staff, professors & principals quarters, libraries having more than 65,000 volumes of books and subscription of more than 200 journals, well equipped laboratories for science, pharmacy and engineering colleges. There is also Sri Ramakrishna Seva Kendra for spiritual development of the students on the campus. Thus, in true sense the campus is an Oasis of Knowledge in Desert of Kutch. Mrs. Hazari expressing her feelings on the development of the campus says: "The Kutch University has been declared as Role Model for other Universities and I wish to give maximum contribution from TolaniVidyaMandir Campus to make it a role model university"

## Choice Based Credit System

### The Gujarat Initiative

#### Lead In

The 11th Five Year plan of India proposed various measures for academic reforms in higher education. The National Knowledge Commission in its report to the nation in 2008-2009 on higher education and Yashpal Committee Report in 2009 recommended revamping of higher education through academic and administrative reforms. Keeping in view the challenges of the changed times and make the higher education in Indian Universities compatible with the universities in developed nations, the UGC (11th plan, March 2009) and later on the Association of Indian Universities (AIU) stressed on the following recommendations:

1. Semester System
2. Choice Based Credit System.
3. Curriculum Development
4. Examination Reforms
5. Administrative Reforms

All the above recommendations for reforms have been reviewed in by representatives of various universities in the State and considered for implementation with the aim of transforming Higher Education — a transformation where students change from being passive recipients of knowledge to becoming active participants of the knowledge imbibing process. The education system in the State thus changes from a teacher-centric to learner-centric mode. It should aim at all-round integral development of students' personality so that they become good citizens of the new world order.

In consonance with the recommendations of the Gyanam committee, National Knowledge Commission and UGC recommendations the Government of Gujarat under the visionary leadership of Honorable Chief Minister Shree Narendra Modi, guidance from Honorable Education Minister Shree RamanabhaiVora as well as Honorable Minister of State for Technical and Higher Education SmtVasuban Trivedi directed the office of the Commissioner of Higher Education to constitute a committee of experts and educationalists to study the different recommendations and to prepare a framework for implementation of Choice Based Credit System (CBCS). The meeting of about 60 experts was held on 25th March 2009 under the chairmanship of Shri Kireet Joshi, advisor to Honorable Chief Minister. The project was entrusted to Maharaja Sayajirao University of Baroda. The Vice Chancellor of M.S. University of Baroda Prof. Ramesh K. Goyal and ex Vice Chancellor of Gujarat University Prof. A.U. Patel carried out an intensive study of existing system of higher education after consultation with experts and academicians and prepared a report which was submitted to the office of the Commissioner of Higher Education. The report was presented to all Vice Chancellors in a meeting (September 2009, Saurashtra University) which was chaired by the Principal Secretary, Education Dr. Hasmukh Adhia.

This was subsequently followed by a series of workshops involving various stakeholders including Vice Chancellors, Members of Statutory bodies, Deans, Members of the Board of Studies, Principals, Faculty and students from the State Universities. Based upon such workshops, a standard framework was prepared and was presented to all Vice Chancellors in a meeting. (March 2010, Gujarat University) With their commitment for quality in Higher education Vice Chancellors of all State Universities implemented Choice Based Credit System at Postgraduate level from the academic year 2010-11. It was implemented at Undergraduate level at Saurashtra University, Sardar Patel University, and Bhavnagar University and in the faculty of Science at M.S. University of Baroda.

The framework was further refined, consolidated and standardized with input received from the universities that had already implemented the CBCS. The present draft has been prepared after having considered the successful models in different Universities of India as well as operational feasibility of the Choice Based Credit System in the State Universities.

#### 1. Semesterization

The duration of academic transaction has varied in different institutions in different periods. What should be the ideal length of an academic term? 3 years? 2 years? 1 year? 6 months? 4 months? All the above models are in use in universities across the nation. The annual system has now been almost completely discarded internationally. The examination at the end of a year or two years puts a greater demand on memory recall and the examination questions in such an examination would not have a comprehensive coverage of topics studied. Shorter duration terms — like 6 months — seems to be more suited as:-

They will have relatively less demand for memory recall

Questions can cover topics more comprehensively

It is easier to ensure cohesive learning experience and academic momentum for shorter terms.

In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from July to November, and even semester from December to April. Each semester will have 15-16 weeks for academic work equivalent to 90 days.

#### 1. Choice Based Credit System (CBCS)

As per the Report by the Times of India on Challenges of Higher Education (2010) are the challenges of Globalization. They can be met by:

1. Making the curriculum interdisciplinary. All cutting edge development in technologies occur at the interface of two or more disciplines. Interdisciplinary approach enables integration of concepts, theories, techniques, and perspectives from two or more disciplines to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline
2. Bridging the gap between professional and liberal education. This will greatly improve the employability of students.

3. Promoting students' mobility — horizontal as well as vertical.

4. Collaboration with industry and foreign partners to foster innovations. This will go a long way in capacity building of students.

Choice Based Credit System (CBCS) contains all salient features mentioned above. It offers a flexible system of learning. The system permits students to

Learn at their own pace

Choose electives from a wide range of courses

Undergo additional courses and acquire more than required number of credits

Adopt an interdisciplinary approach in learning

Inter-college/University transfer of Credits

Complete a part of programme in the parent institute and get enrolled in another institution for specialized courses

Enhance skill employability by taking up project work, entrepreneurship and vocational training.

Carry on and transfer their credit

Make best use of the expertise of available faculty.

Some of the terms used in the new system along with their short definitions are as follows:

**Programme:-**

The term "Programme" is used for a fixed educational programme instead of "Degree"

**Course:-**

A "Course" is a component of programme, i.e. in the new system; papers will be referred to as courses. Each course is identified by a unique course code. Every course is not of equal weightage. While designing syllabus, course can have defined weightages. These weightages are called credits. Each course, in addition to having a curriculum, will have learning objectives and learning outcome. A course may be designed to comprise lectures/tutorials/laboratory work/field work/project work/vocational training/viva voce etc or a combination of some of these.

**Credit:-**  
Credit defines the quantum of content/syllabus prescribed for the course. It may be a unit prescribed for a course and is determined by the number of hours of instruction required per week. Thus, in each course credits will be assigned on the basis of the no. of hours required per week for lectures/tutorials/lab work/field work to complete the course in a single semester.

1 credit = 1 hour of direct teaching /week

1 credit = 2 hours of lab work /week

1 credit = 2 hours of field work /project /week

Thus, 1 credit course requires 1 hour per week during a 15 week semester and accordingly a 3 credit or 4 credit courses requires 3 or 4 hours per week during a 15 week semester.

A course which has 3-4 hours per week per semester with weightage of 3 to 4 credits is considered as a full course.

A paper with 2 credits is like a half paper.

A course of 3 credits may be so designed that there will be 2 credits for theory and 1 credit for lab work/field work/project work

A course of 4 credits may be so designed that there will be 3 credits for theory and 1 credit for lab work/field work/project work.

Typically a course will comprise of 4 (four) units.

**Grade:-**

Grade is an index to indicate the performance of a student in a particular course.

**Types of Courses:**

Courses in a programme will be of three kinds: Core, Elective and Foundation.

**1. Core Course:-**

There will be a Core Course in every semester. This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a said discipline of study.

A course may be a soft core if there is a choice or an option for the candidate to choose from a pool of courses from the sister allied disciplines which supports the main discipline. It may be called "Core Elective" or "Core Allied". In contrast, a Compulsory Course paper is called "Core compulsory"

**2. Elective Course:-**

Elective course is a course which can be chosen from a pool of papers. It may be:

Supportive to the discipline of study

Enabling an exposure to some other discipline/domain

Providing an expended scope

Nurturing candidate's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students.

An elective be "Discipline centric" elective. It may be called "Subject Elective."

An elective paper may be chosen from an unrelated discipline. It may be called an "Open Elective."

**3. Foundation Course:-**

The Foundation Courses will be of two kinds: Compulsory Foundation and Elective foundation.

"Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines.

"Elective Foundation" courses are value based, and are aimed at man making education. The credit framework for the Core course, Elective course and the Foundation course for a

<b>Core Compulsory</b>	<b>Generic Elective</b>	<b>Compulsory foundation</b>
Course I -3 credits Course II -3 credits 6 credits/semester	2 credits/semester	2 credits/semester
<b>Core Elective (Allied)</b>	<b>Discipline centric elective/Open elective</b>	<b>Elective foundation</b>
Course I -3 credits Course II -3 credits 6 credits/semester	2 credits/semester	2 credits/semester

Core courses, thus, shall have 12 credits. Elective courses shall have 4 Credits/semester. Foundation courses shall have 4 credits/semester.

The normal graduation programme, thus, shall have 20 credits/ semester and the total Credits of all the six semester shall be 120. Since every course is independent and self-contained, some courses can be permitted to be registered by the students of other departments, enabling cross-border and inter-disciplinary mobility of the students. The courses being offered by Dr. Babasaheb Ambedkar Open University, Gujarat Knowledge Society and SCOPE which have been Standardized according to the CBCS framework and so declared by KCG may be directly offered as Elective and Foundation courses.

New courses may be introduced by the department/ institution at any time depending upon the requirement after completing necessary formalities.

General framework for Bachelor's programme shall as follows:

G (General) Level programme 120 credits A (Honors) Level programme 144 credits S (Special) Level 4 year BS programme 190

Level	Semester - Wise credits								Total
	1	2	3	4	5	6	7	8	
G	20	20	20	20	20	20	20	20	120
A	24	24	24	24	24	24	24	24	144
S	20	20	25	25	25	25	25	25	190

P.S.: S level shall be considered for implementation at a later stage.

The semester wise weightage of core, elective and foundation courses shall be as follows:

Academic year	Core & Core Allied	Interdisciplinary Electives	Foundation courses
Sem I & II	60%	20%	20%
Sem III & IV	60%	20%	20%
Sem IV & IV	60%	20%	20%

A Candidate has a provision to go with a slow pace by registering for a minimum of 12 credits in a semester. He/She may go with an accelerated pace by registering for a maximum of 23 credits in a semester provided he/ she opts for 120 credits for a normal G level programme.

The tuition fee and examination fee to be fixed up by the university will be in accordance with the number of credits equivalent to courses a candidate has registered in the given semester.

A candidate may avail a maximum of two blank semesters in one stretch. However, he has to pay a nominal 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 nominal extra fee for the credits registered during the spilled over semester.

A candidate can avail four additional semesters for completion of the stipulated 120 credits requirement for the programme. However in special cases, the student with the permission of the college/university can avail two more semesters. (The duration may be extended by the universities in the second cycle of CBCS implementation)

A candidate who decides to avail the add-on facility can register for a maximum of 27 credits per semester including 12-23 credits for regular papers. Such candidates have to pay extra fee for add on credits registered.

University would decide on the validity of credits already earned by a candidate even after a lapse of more number of years, provided the candidate is able to cross the entry level of competency for the course.

3. Class room processes

A) Active Learning Methodology: Transformation in the field of higher education requires revamping of class room processes. Class room needs to be made a place of an interesting Learning experience. With this ideology Active Learning methodology (ALM) is to be introduced in the Higher Education. The salient features of ALM are as follows.

a) It is activity based Learning. b) The emphasis is on learning through meaningful interaction. c) It is a student centric methodology. B) Use of ICT ICT has made the teaching learning processes more interactive. Besides it empowers the teachers as well as students to explore the possibility of accessing knowledge worldwide.

a) Digital Education and Learning Laboratory (DELL) has been set up in 216 colleges and proposal to set up such laboratories in 170 more colleges is in pipeline. These laboratories shall work as Learning centers for all the subjects.

b) Sandhan facilitates students to have an access to an interactive presentation by eminent academicians from across the nation. In addition it also covers aspects such as personality development, proficiency in English, research methodology and preparation for various competitive examinations. It is also going to function as a valuable repository of knowledge in the form of CDs and DVDs.

c) There is a proposal to set up an Audiovisual room in the colleges across the State. This would facilitate learning through programmes that would be telecast live.

d) There is a plan to prepare E content of various courses to be introduced as a part of CBCS. The motivation and support to develop E content under NME-ICT has been provided to the teachers across the state and the response as well as result has been quite good. E content will facilitate learning at anytime and for as many times as the student wishes.

e) The higher education department plans to set up 180 computer laboratories each having 100 computers and internet connectivity. Apart from being used as centers for On Demand On Line examination (ODOLE), these laboratories will serve as learning centers.

c) The teaching learning process shall also involve project work/field work, Quiz as well as presentations by the students. This would be largely facilitated by Teacher Fellow (TF) as well as Course Assistant (CA). This will also form a part of Internal (Comprehensive) evaluation of the students. This will help imparting the necessary skill to the students as well as it will lead to development of analytical as well as research aptitude among the students.

**4. Teacher Capacity Building**

The teacher training and capacity building is going to be carried out to enhance the skill, knowledge as well as to create right kind of attitude required to play a role of teacher. It will not only increase the competency with respect to knowledge but also in terms of technology, research, teaching and pedagogy. This will enable them to work as facilitator as well as motivator for students.

**5. Continuous and Comprehensive Assessment**

Continuous and Comprehensive assessment is an integral part of CBCS. A continuous assessment system in semester system (also known as internal assessment/comprehensive assessment) is spread through the duration of course and is done by the teacher teaching the course. The assessment is done through various means including: Written tests MCQ based quizzes Presentations Projects Field visits Seminars Group discussions/activities etc. The continuous assessment provides a feedback on teaching learning process. The feedback after being analyzed is passed on to the concerned for implementation and subsequent improvement. To let the candidate know about his/her progress periodically, a semester is divided into three distinct components. The weightage of the in semester evolution (internal evaluation) shall be 30% and weightage of the end of semester evaluation shall be 70%.

Component	Units covered In a course	Weightage	Weightage Unit wise	Period of cont- assessment
I	1.2	15%	7.5%	To be consolidated by 8th week
II	3.4	15%	7.5%	To be consolidated by 16th week
III	Semester end exam	70%	17.5%	To be consolidated by 18-20 week

Final Grades to announced by 24<sup>th</sup> week

The end of semester examination shall have assessment from following perspective with respect to all courses:  
 1. Evaluation with respect to knowledge. 2. Evaluation with respect to Understanding. 3. Evaluation with respect to skill. 4. Evaluation with respect to Applications.

5. Higher Order Thinking Skills With respect to all above components, there will be following four types of questions from each unit of the course.

1. MCQ 2. Short Questions 3. Long Answer Questions 4. Very Long Answer Questions  
 Question bank shall be prepared by the subject experts across the State. It will have all types of questions as mentioned above. The questions will be largely based upon the Course objective and the Course outcome and it will cover all the aspects of the course content. The questions papers will be set in such a manner that even a very ordinary student would be able to successfully clear/answer a part of the question paper and obtain minimum % of the marks based on a basic level of Conceptual clarity, understanding and application. The next 30% questions would be tough and will be of that level that about 30% of the class can attempt successfully. The next 10% will be of a higher level of difficulty which only about 5% of the class can attempt successfully. The remaining 10% will be truly challenging questions of a level of difficulty that barely 1% of class can attempt both in terms of speed and difficulty.

A questions bank shall be prepared for each course based upon learning objectives and learning outcome of each of the course. A student shall have an option to go for on demand on line examination (ODOLE). Preparations for development of a module for ODOLE are being made on the model of National Institute of Open School. The evaluation papers/ assessments during component I and component II of assessment will be immediately returned to the candidates. The duration of component I and component II examination shall be 1 hour. The duration of semester end examination shall be of 2 hours. There shall be no practical examination for component I and II.

The evaluation of semester end practical viva voce examination, wherever such an examination is required to be conducted, will be carried out by a panel consisting an internal examiner and an external examiner in case such an examination is to be conducted at University level. In case of viva voce examination, the examiners should particularly test for the creative and problem solving capabilities in a candidate. The distribution of maximum marks for practical examination will be 20 and for theory examination will be 50 and the total semester end examination will be for 70 marks for bachelor degree programme. In Internal assessment, the student will have to score 40% marks in each of the component. The candidate will NEVER be said to have failed in a course if he/ she is unsuccessful in completing the course by the end of the semester. On the contrary he/ she is said to have DROPPED the paper.

The regulations of the university and provisions therein would determine conduct of continuous and comprehensive assessment for the programme.

**6. Grading**

Grading constitutes the core of CBCS, as it tries to reduce the subjective element in Assessment/evaluation and there by prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a course.



Grade Points	Description	% OF MARKS	Division/Grade
10	Outstanding	90% - 99%	First/D
9	Excellent	80% - 89%	First/A
8	Very Good	70% - 79%	First/B
7	Good	60% - 69%	First/C
6	Fair	50% - 59%	Second/D
5	Average	40% - 49%	Pass/E
4	DROPPED	Below 40%	F

F = Dropped (<40%)

The % of marks taken into considerations includes marks of component I, II and III of each semester.

Semester Grade Point Average (SGPA) indicates the performance of a student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total numbers of credits assigned to the courses in a semester.

Credit point for the paper = No. of credits assigned for the course

X

Grade point secured for the course

SGPA = Total credit points earned in a semester / Total credits for that semester

For Example

Course	Credit	Marks obtained by student (In %)	Grade letter	Grade point	Credits assigned X Grade point = Credit Point
Core comp.	6	60	C	7	6 X 7 = 42
Core allied	6	55	D	6	6 X 6 = 36
Elective Generic	2	60	C	7	2 X 7 = 14
Elective Open	2	60	C	7	2 X 7 = 14
Foundation Generic	2	60	C	7	2 X 7 = 14
Foundation Elective	2	60	C	7	2 X 7 = 14
	20				134

SGPA = 134/20 = 6.7

Thus SGPA for semester I is 6.7

Cumulative grade point average (CGPA) is obtained by dividing the total number of credit points earned in all the semester by the total number of credits in all the semester.

For Example

I	Semester	Total	Credit	Point	134
II	"	"	"	"	130
III	"	"	"	"	122
IV	"	"	"	"	136
V	"	"	"	"	128
VI	"	"	"	"	130
				Total	780

Total credits for semester I+II+III+IV+V+VI = 120

**Undergraduate Course Structure**

1. Undergraduate programmes offered in the CBCS will be of six semester duration. The General (G) level programme will be of 120 Credits distributed equally among the six semesters. The Advanced (A) level programme (Honors) shall be of 144 Credits distributed equally among the six semesters. A Special (S) level BS programme of eight semester duration will be considered for implementation at a later stage.

2. Each Academic year shall consist of two semesters, each of 15 weeks of teaching equivalent to 60 working days. The odd semester period shall be from July to November and the Even semester period shall be from December to April.

3. There shall be following three categories of courses in Undergraduate programme

A) Core Course: A course which shall compulsorily be studied by a candidate to complete the requirement for Degree in a said programme of study.

Core Compulsory is a course which has to be studied compulsorily as a part of Core requirement so as to get degree in a said discipline of study. Core Elective or Core Allied is a course that supports/ strengthens the Core Compulsory.

B) Elective Course  
It is a course which can be chosen from the pool of courses. The course may be specific/specialized/supportive or advanced to the discipline of study. They may be nurturing candidate's skill as well as proficiency.

Generic Elective courses add generic proficiency to the students and they are for the said discipline of study.  
Open Elective courses are from the pool of courses that are Interdisciplinary and/ or Multidisciplinary.

C) Foundation Course  
It is a course that aims to improve proficiency and skill of the students.  
Compulsory Foundation courses add generic proficiency to the students belonging to all disciplines of study.  
Elective Foundation courses are Value based and aimed at Man making Education.

4. All of the above courses may be designed so as to include Field work/Project work/Laboratory work/Entrepreneurship/Internship/Vocational training etc depending upon the course requirement. The credit distribution may be done keeping in mind the weight age of the required skill in the said discipline of study.

In addition to the above three type of courses, more courses may be designed in future. They may be of following types:

A. Self Study Courses:  
The courses that enables students to learn on their own.

B. Add on Courses  
The courses that allow students to earn more credits than minimum required for the said programme. These courses may enable the students to get equipped with advance skills and proficiency.

C. Advanced level Foundation courses  
These are the courses that have special emphasis on proficiency in multiple languages as well as use of ICT in Knowledge Management.

6. Each course shall have a unique Course code. The Core courses, Elective courses and the Foundation courses shall be abbreviated respectively as C, E and F.

1. Core Compulsory CC Core Elective CE  
2. Elective Generic EG Elective Open EO  
3. Foundation Compulsory FC Foundation Elective FE 4

The nonnal graduation programme shall have 20 credits/semester. The total number of credits for an G level undergraduate programme shall be 120. The weight age of Core, Elective and Foundation courses shall remain as follows:

Academic Year	Semester	Core	Elective	Foundation
1	I & II	60%	20%	20%
2	III & IV	60%	20%	20%
3	V & VI	60%	20%	20%

A general framework for G level undergraduate programme shall be as follows:

Semester	I	II	III	IV	V	VI	Total
Credits	20	20	20	20	20	20	120

The A level and S level programmes shall be considered for implementation at a later stage.

Level	I	II	III	IV	V	VI	VII	VIII	Total
A	24	24	24	24	24	24	-	-	144
S	20	20	25	25	25	25	25	25	190

7. Since every course is independent and Self-contained, some courses can be permitted to be registered by the students of other departments, enabling them Cross-border and Interdisciplinary mobility.
8. A candidate has a provision to go with a slow pace by registering for a minimum of 12 credits in a semester. He/she may go with an accelerated pace by registering for a maximum of 23 credits in a semester.
9. 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.
10. A candidate can avail four additional semesters for the completion of the stipulated 120 credit requirement for a programme. However in special cases, a candidate with the permission of the college/university can avail two more semesters. The duration may be extended by the universities in the second cycle of the CBCS Implementation.

**Attendance and Medium of Instruction:**

The Attendance Rules as well as the medium of Instruction shall be as per the norms of Concerned University.

**Evaluation Methods:**

1. A student shall be evaluated through Comprehensive Continuous Assessment (CCA) as well as the End of Semester examination. The weight age of CCA shall be 30%, where as the weight age of the Semester end examination shall be 70%.
2. The In Semester assessment (CCA) is spread through the duration of the course and is to be done by the Teacher teaching the course. The assessment is to be done by various means including:
- Written Tests -MCQ based quiz -Presentations/ Seminars -Project work/Field work -Group discussions/Group activities.
  - Evaluation with respect to Knowledge -Evaluation with respect to Understanding -Evaluation with respect to Skill -Evaluation with respect to Application -Higher Order Thinking Skills.
- With respect to all the above components, there will be following four types of Questions from each unit of the course.
1. MCQ 2. Short Questions 3. Long answer questions 4. Very long answer questions
- The questions may largely be from the questions from the question bank for the each Course.
- The Schedule of the In Semester examination (Internal Evaluation) and the End of Semester examination (External Evaluation) shall be as follows. The End of Semester Examination will be conducted by the University. It will be compulsory for a candidate to obtain passing percentage in both Internal as well as External Evaluation. The passing marks for each course shall be 40%, or as decided by the University.

Component	Units covered	Weight age	Period of Assessment
I	1 & 2	15%	To be consolidated by 8th week
II	3 & 4	15%	To be consolidated by 16th week
III	Entire Course	70%	To be consolidated by 18-20 week

- Final Grade should be announced by 24th week.
- The candidate will never be said to have failed in a Course if he/she is unsuccessful in completing the course by the end of the semester. He/she is said to have Dropped the course.
- The details of any Dropped paper will not appear in the Grade Card.
- Promotion, Re-Admission and Time for Completion of Course".**
1. A candidate who has undergone a regular course of study in Semester I, fulfill the required criteria of attendance and has secured marks equal to passing standard both in Internal and External Examination shall be eligible for promotion to Semester II. He/she will have to earn a minimum of 12 Credits in Semester I.
  2. A candidate who has successfully completed all the courses of Semester I, but not all the courses of Semester II shall be eligible for promotion to Semester III. He/ she will be required to complete all courses of Semester II before migrating to Semester IV
  3. A candidate who has undergone a regular course of study in Semester III, fulfill the required criteria of attendance and has secured marks equal to passing standard both in Internal and External Examination and having earned a minimum of 12 Credits shall be eligible for promotion to Semester IV.
  4. A candidate who has successfully completed all the courses of Semester I and II but not all the courses of Semester III shall be eligible for promotion to Semester IV. He/ she will be required to complete all courses of Semester III before migrating to Semester V
  5. The same rules shall be applied for promotion from Semester IV to V and from V to VI respectively.
  6. A candidate will be allowed two blank semesters continuously in case he/she may have to leave his/her study halfway due to unforeseen circumstances. However he/ she may have to pay the prescribed registration fee as per the College/University norms for such semesters.
  7. A candidate shall have maximum of 10 semesters (five academic years) for completion of a said programme in case he/ she wishes to go at a slower pace by registering a minimum of 12 credits per semester. However he/she will have to pay the prescribed registration fee for each of the semester in addition to the course fee for the courses he/ she avails during each semester.
  8. A candidate shall have a choice of going at fast pace by registering for 23 credits per semester.
  9. The minimum and maximum number of credits may increase provided a candidate opts for Add on courses.
  10. The tentative/provisional grade shall be issued at the end of every semester indicating the courses completed successfully. The final Grade Card may be issued by the Registrar of the concerned university after a candidate has successfully completed all the courses of the said programme.

CGPA = 780/120 = 6.5

The Class Division shall be awarded on the basis of CGPA

1. First Division with Distinction: CGPA 9.00 to 10.00
2. First Division: CGPA 8.00 to 8.99
3. Higher Second Division: CGPA 7.00 to 7.99
4. Second Division: CGPA 6.00 to 6.99
5. Pass Division: CGPA 5.00 to 5.99

#### Lead Out:

CBCS is the mother of student centric educational reforms. A student is provided with an academically rich, highly flexible learning system blended with abundant provision for skill practice and activity orientation that he/she could learn in depth without sacrificing his/her creativity.

1. A student can exercise the option to decide his/her own pace of learning- slow, normal or accelerated plan and sequence his/her choice of paper, learn to face challenges through term work/ project work/ and may venture out to acquire extra knowledge/proficiency through add-on facilities.
2. A student enjoys an extraordinary benefit that his/her evaluation would be in terms of grades, computed through a more scientific and a logical process of normalization which imbues the advantages of relative weighing of the performances against evaluating in an absolute way.
3. The great advantage is that the learning process is made continuous and the evaluation process is not only made continuous but also made learner-centric and is designed to recognize the capability and talent of a student.
4. CBCS is a process of evolution of educational reforms that would yield the result in subsequent years and after a few cycles of its implementation.

### CBCS Regulation for Undergraduate Programme

These Regulations shall govern Undergraduate programmes under the Choice Based Credit System. These regulations shall come into force from Academic year 2011-2012.

#### Definition:

1. "Undergraduate programmes" mean Bachelor's degree programmes in the Faculties of Science, Arts, Commerce, Education, Social Science, Law and Home Science (Where ever it is applicable to the concerned university.)
2. "A: academic year" consists of two semesters. Each semester will have 15-16 weeks for academic work equivalent to 90 days. The odd semesters may be scheduled from July to November and even semester from December to April.
3. "Programme" is used for a fixed educational programme in place of Degree. A normal Undergraduate programme shall be of six semester's duration.
4. "Course" is a component of programme i.e. in the CBCS; papers will be referred to as courses. Each Course is identified by a unique course code. Every course is not of equal weight age. Each course, in addition of having a curriculum, will have learning objectives and learning outcome. A Course may be designed to involve lectures/tutorials/laboratory work/ field work/project work/vocational training/viva voce etc. or combination of some of these.
5. "Credit" means the unit by which the course work is measured. It defines the quantum of contents/syllabus prescribed for the course. It also determines the number of hours of instructions required per week. In these regulations, one credit means one hour of direct teaching work or two hours of practical work/field work per week for 15 weeks in a semester.
6. "Grade letter" is an index to indicate the performance of a student in a particular course. It is arrived at by transformation of actual marks secured by a student in a said course. Grade letters are O, A, B, C, D, E, F.
7. "Grade Point" is the weight age allotted to each grade letter depending on the range of marks awarded in a course.
8. "Credit Points" refer to the product of "No. of credits assigned to the course" and the grade point secured for the same course.
9. "Semester Grade Point Average" (SGPA) is an index of a student's performance in a given semester. It is the ratio of the "total credit point" earned by the students in all the courses at the semester" and the "total number of credits assigned to the courses" in the semester.
10. "Cumulative grade point Average" (CGPA) refers to the cumulative grade point average of SGPA and is computed based on the following formula:  $CGPA = \frac{\text{Sum of all Credit points of the entire programme}}{\text{Sum of Credits up to the end of the programme}}$
11. "Fee" means the fee prescribed by the University for the Undergraduate Programme. The tuition fee and the examination fee of a semester will be in accordance with the number of credits a candidate has registered for in that semester.

#### Salient Features of Choice Based Credit System:

All Undergraduate departments in the Universities/Affiliated Colleges shall offer undergraduate programmes in faculties of Arts, Commerce, Science, Education, Home Science, Law and Social Sciences from the Academic year 2011-12. A student will have to get enrolled at an Affiliated College for a Core course depending upon his/her requirement of a degree in the said discipline of study.

A student will have a choice of selecting an Elective as well as Foundation courses from a pool of courses. She/he will have a choice of selecting such courses from the same department/faculty or the other department/faculty depending upon his/her interest, need, long term goals and also feasibility in terms of available expertise and infrastructure.

The faculty/an Affiliated college may design and offer courses after the due consideration and approval by the university.

Each course shall be assigned a specific number of Credits.

A Core course is the course which should compulsorily be studied by a candidate as a Core requirement so as to get degree in a said discipline of study. Two courses each of Core compulsory and Core Elective shall be offered to each student in every semester. The Credit weight age for Core course shall be of Three (03) Credits.

In addition to the Core courses, a student will have to choose Elective as well as Foundation courses from a pool of courses. Two courses of Elective, one each from Generic Elective and Interdisciplinary/Multidisciplinary/Subject centric electives shall have to be offered. The Credit weight age for Elective course shall be of Two (02) Credits.

Two courses of Foundation, one each from Compulsory Foundation and Elective Foundation shall have to be offered. The Credit weight age for Foundation course shall be of Two (02) Credits.

**Procedure for Awarding Grades:**

A Normalization Committee shall be set up for every course. The committee will comprise of Head of the Department, One senior Faculty member from the same department and the concerned Course teacher.

The committee shall decide:

1. The Lower cut off to draw boundary between unsuccessful and successful candidates. This will be based upon analysis and logical thinking.
2. The Lower end of Grade and the Higher end of Grade that is thought to be appropriate for grading of students in a scale of 10 from 4 to 10.

Based upon above, the committee will calculate an Intermediate Score called U (unit Score Value) which is spread between 0 and 1.

$$U = \frac{(M - \text{Min}(M))}{(\text{Max}(M) - \text{Min}(M))}$$

Where M is the score of candidate for the said course, Min (M) is the minimum score in the class for the said course and Max (M) is the maximum score in the class for the said course, after eliminating the scores of unsuccessful candidates.

The Normalized Percentage value is the calculated as follows:  
$$P = ((B - A) \times U) + A$$

Where A is the marks corresponding to the Lower limit of the Lower end of the grade decided to be awarded and B is the marks corresponding to the Upper limit of the Higher end of the grade decided to be awarded.

If Normalization committee decides to grade all successful candidates from 5 to 10 in a scale of 10, then A is equal to 40 and B is equal to 99.

This can be explained on the basis of following table.

Grade Points	Lower	Upper limit (B)	Range for P	Grade
4	30	39	$30 \geq P < 40$	Dropped
5	40	49	$40 \geq P < 50$	E
6	50	59	$50 \geq P < 60$	D
7	60	69	$60 \geq P < 70$	C
8	70	79	$70 \geq P < 80$	B
9	80	89	$80 \geq P < 90$	A
10	90	99	$90 \geq P < 100$	O

The Semester end Grade point average (SGPA) and the Course end Cumulative Grade point average (CGPA) are computed as follows.

The Grade Point in a said course may be calculated by using the formula

$$GP = CV \times G$$

where CV is the Credit Value of the said course and G is the Grade awarded to a candidate in the said course.

The SGPA may be calculated as follows:

$$SGPA = \frac{\text{Sum of all GPs in the said Semester}}{\text{Sum of Credits in the said semester}}$$

The CGPA may be calculated as follows:

$$CGPA = \frac{\text{Sum of all GPs in all the Semesters}}{\text{Credits for the said Programme}}$$

The CGPA may be expressed to an accuracy of three decimal digits.

The Percentage equivalence may be obtained by multiplying CGPA by 10.

**Provision for Appeal:**

There shall be a provision for Appeal for a candidate who may be dissatisfied with the Grade he/she has been awarded. He/she can approach the Grievance Cell with the written submission. The appeal may be made for In Semester examination as well as the End of Semester examination. The Grievance Cell is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated. The Grievance Cell may be set up as per the norms of the University/ Institution

## SYLLABUS - B.Com Sem-I & II

Krantiguru Shyamji Krishna Verma  
Kachchh University  
Mundra Road, Bhuj - Kachchh.  
Bachelor of Commerce  
(With Effect From Academic Year 2011-12)

### Subjects and their Codes

SR. NO.	SUBJECTS
<b>SEMESTER-I</b>	
1	CC 101 :General English
2	CC 102: Fundamentals of Communication Theory & Practice
3	CC 103: Economics
4	CC 104: Basic Disciplines of Management
5	CC 105: Accountancy
6	CC 106 A: Financial, Cost and Management Account
7	SE 107 A: Statistical Method, (B) Computer Sci: (C) S. P. (D) B. M. (Any one)
8	FC 108 :EnvirommentScienqe
1	CC 201: General English
2	CC 202: Fundamentals of Communication Theory & Practice
3	CC 203: Economics
4	CC 204: Basic Disciplines of Management II 1
5	CC 205: Accountancy
6	CE 206 A: Financial, Cost and Management Account
7	SE 207 B: Statistical Method, (C) Computer Science (D) Secretarial Practice (E) Advance Business Management (Any one )
8	FC 208 : Scope

#### Semester-I

#### CC 101: General English: Text, Grammar & Composition (Paper-I)

**1. Prescribed Text:** Advanced English for College Students edited by Dr. Rajendrasinh Jadeja, Dr. Jagdish Joshi and Dr Hitesh Raviya, published by Macmillan Publishers India Limited, New Delhi, India.

**Course Contents :**

Following stories are prescribed.

- |                             |                     |
|-----------------------------|---------------------|
| 1 The Last Leaf             | - O' Henry          |
| 2 A Day's Wait              | - Earnest Hemingway |
| 3 The Neight Train at Deoli | - Ruskin Bond       |
| 4 AnAstrologer's Day        | - RKNarayan         |
| 5 The Diamond Necklace      | - Guy de Maupassant |

**2. Structure of Course Examination**

The external evaluation pattern would be based on the written examination taken at the end of the semester. The overall evaluation pattern is as under:

**Evaluation pattern**

End Semester examination	70%
Mid-Semester examination	20%
Projects, assignments, quizzes, class participation	10%

Out of the 70% weight age of the external evaluation the style of the paper for all courses is so decided as to evaluate the students on different parameters. The format includes subjective, objective and applications questions so the test of students can be done on parameters like conceptual knowledge, its application in actual sense, his or her memory and presence of mind. The structure is as under.

**Distribution of Marks :**

Q.1	14 marks will have multiple choice questions based on the given units	
Q.2	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.3	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.4	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.5	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks

**Semester-I**  
**CC 102: Fundamentals of Communication Theory & Practice (Paper-I)**  
**(Communication in Business)**

Course Contents :	Modules/ Sub Modules	Marks (%)
Module No.		
1	1. Introduction to Communication 2. Definition of Communication 3. Forms of Communication	25%
2	1. Process of Communication 2. Objectives of Communication 3. Difference between Oral & Written Communication.	25%
3	1. Uses and Limitations of Verbal and Non verbal Communication 2. Barriers of communication 3. tips for attending Interview and personal meetings 4. Words often confused	25%
	Précis writing Assignments: 1. Preparation of Chart of process of Communication. 2. Creation of individual E Mail id. 3. Preparation of List of five Financial/ economic news papers in India (Any language) 4. Preparation of list of five economic/ financial magazines India (Any language)	
Q.1	Distribution of Marks : 14 marks will have multiple choice questions based on the given units	
Q.2	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.3	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.4	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.5	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks

**Semester-I**  
**CC 103: Economics (Paper-I)**  
**(Fundamentals of Business Economics)**

Course Contents :	Modules/ Sub Modules	Marks (%)
1	<b>Basic Concepts and Definitions :</b> Utility, Goods and Services, Money and Wealth, Value and Price, Wealth and Welfare, Real Income and Monetary Income. Micro economics and Macro economics, Positive Economics and Normative Economics, Consumer surplus, Scarcity of Resources and Problems of Choice- Economic Policy, Economic Regulation and Economic Law- Prof. Marshall and Prof. Samuelsson Definitions of Economics, Demand function-Law of Demand-Determinants of Demand, Derivation of Demand through Indifference curve - Elasticity of Demand and its types — Methods for calculating Elasticity of Demand	25%
2	Demand Analysis and Consumer Behavior Types of Demand- Individual Demand and Market Demand, Industry Demand and Firm Demand. Demand for consumers' goods and Demand For Producers Goods, Rational Demand, Demand for Durable and Demand for Perishable Goods, Estimation of Demand only on the basis of Price and Income and Basic survey and statistical methods for Demand forecasting- (Mathematical Approach is Required) Seven Marks for mathematical Approach	

- 3 Production, Cost and Revenue Analysis Production and Short run and Long run Production Function- Transformation Curve (Production Possibility Curve) Iso- quants and Iso-cost and equilibrium of firm — Basic Concepts of Economies and Diseconomies of Scale Cost analysis Total Fixed Cost, Total Variable Cost, Total Cost, Average Fixed Cost, Average Variable Cost, Average Cost and Marginal Cost- Relationship between Average Cost and Marginal Cost., Real cost, Sunk Cost, Opportunity Cost, Implied Cost, Accounting cost, Money cost, Explicit cost- Basic concepts of Revenues i.e Total Revenue, Marginal Revenue and Average Revenue- Relationship between Average Revenue and Marginal Revenue. 20%
- 4 Imperfect competition- Product Pricing & Factor Pricing Concept of Perfect Competition- Monopoly and Control of Monopoly, Price Discrimination and Dumping - Monopolistic Competitions- Price Determination in Monopolistic Competition- Selling cost and its Impacts - Concepts of Duopoly and Oligopoly- Collusive Oligopoly- Price Leadership Model and Kinked Demand Curve- Two persons zero sum Game Theory -Theory of Rent (Ricardian and Modern) — Rent and Quasi Rent- Demand Impositions and Risk and Uncertainty theories of Profit. - 20%

- Distribution of Marks :
- Q.1 14 marks will have multiple choice questions based on the given units 14 Marks
- Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I**  
**CC 104 : Basic Disciplines of Management (Paper-I)**  
**(Human Resource Management)**

**Course Contents :**

Module No.	Modules Sub Modules	Marks (%)
1.	Human Resource Management: meaning-Features-Difference between Personal Management and Human Resource Management —Objectives of HRM-Importance of HRM- Operative functions of HRM- Importance of HRM-Qualities of H.R.Manager-Roles of H.R. Manager Human Resources Planning in a Corporate Sector: Meaning, objectives, factors affecting, process of H.R.Planning — Benefits and Limitations of H.R. Planning.	25%
2.	Recruitment : Meaning of Scientific Recruitment — Sources of Recruitment — Modern selection procedure and its advantages.Training : Meaning, needs, objectives — procedure of Training -Advantages and Limitations — Development : Meaning, needs, objectives and its advantages.Human Resource Development : Meaning and Characteristics, need for HRD — functions of HRD — Techniques or methods of HRD.	25%
3.	Performance Appraisal :Meaning, Objectives — Appraisers —Brief idea of Human Resources Accounting — Psychological Appraisal, Management appraisal, Utility and problems of performance appraisal. Promotion : Meaning, basis of Promotion i.e seniority and efficiency base — its merits and demerits. Transfer ; Meaning, causes and guiding principles. Demotion : Meaning, causes and guiding principles. Morale : Meaning, factors affecting — sign of low morale and its preventive measures — Factors contributing High Morale. Importance of Industrial morale.	25%
4.	Job Design : Meaning, approaches of Job Design, Brief idea of Job Rotation, Job Enlargement, Job enrichment — Factors affecting Job Design — Importance of Job Design. Quality of work Life : Meaning — conditions Q.W.L. specific issues in Q.W.L. H.R. activity and its effects on Q.W.L. Quality Circles : Meaning — Objectives, Organizational Structure of Quality Circle — Advantages and Problems of Quality Circles -	25%

- Distribution of Marks :
- Q.1 14 marks will have multiple choice questions based on the given units 14 Marks
- Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I**  
**CC 105 : Accountancy (Paper-I)**

**- Course Contents :**

Module No.	Modules/Sub Modules	Marks (%)
1	Consignment	25%
2	Branch Accounts (excluding Foreign Branch)	25%
3	Insurance Claims: Claims for loss or stock & fixed assets; claim for profit or consequential loss	25%
4	Accounts from Incomplete Records: Conversion Method only (Use of ratios to find out missing data is not expected)	25%

- Distribution of Marks :
- Q.1 14 marks will have multiple choice questions based on the given units 14 Marks
- Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks



- 3 (1) Listing Securities: Meaning-legal provisions for listing of securities-Documents required for listing of securities- Advantages of listing of 25% securities
- (2) Calls and Forfeiture of shares: Meaning of calls- Provisions of Company Law regarding share calls-procedure of demanding call of share.
- Forfeiture of Shares: Meaning-legal provisions for forfeiture of shares-procedure of forfeiture of share-effects of forfeiture of share-procedure of reissue of forfeited shares-secretary's duties
- Office Management: meaning and Characteristics-functions procedure of inward and outward letters- Importance of Correspondence-Brief idea of 25% modern office equipments-Importance of Office Management
- Distribution of Marks : Q 1 14 marks will have multiple choice questions based on the given units
- Q 2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q 3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q 4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q 5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I**  
**SE 107 E : Advance Business Management (Paper —I)**  
**(Sales Management)**

**- Course Contents :**

Module No.	Modules / Sub Modules	Marks (%)
1	<b>Sales Management Strategies Introduction;</b> Selling & Buying Styles; Selling Situations; Selling Skills.	25%
2	<b>Sales Organisation</b> Sales Organisation; Factors affecting sales organisation design & size; Types of Sales organisation; Methods determining number of sales people: Affordability Method, Incremental Method & Workload Method	25%
3	<b>Recruitment &amp; Selection :</b> Hiring Process; Challenges in sales force selection; Planning for recruitment ; Sales Force Recruitment Selection of a sales person.	25%
4	<b>Sales Promotion Strategies</b> Definition of Sales Promotion; Trade Promotion tools; Consumer Promotion tools	25%

**Text Books:**

Sales & Distribution Management: By Dr. S. L. Gupta Excel Book

**Distribution of Marks :**

- Q 1. 14 marks will have multiple choice questions based on the given units
- Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**SYLLABUS - B.Com Sem- II**  
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Mundra Road, Bhuj - Kachchh.  
Bachelor of Commerce  
(With Effect From Academic Year 201 1-12)

**Semester-II**

**CC 201: General English: Text, Grammar & Composition (Paper-II)**

**- Prescribed Text :** Advanced English for College Students edited by Dr Rajenndrasinh Jadeja, Dr. Jagdish Joshi and Dr Hitesh Raviya, published by Macmillan Publishers India Limited, New Delhi, India.

**- Course Contents :**

Following stories are prescribed.

1	The Bet	- Anton Chekhov
2	The Gift of Magi	- O 'Henry
3	The Open Window	- 'Saki'
4	Information Please	-Anonymous
5	Stories form the Net	-Anonymous Evaluation

**Evaluation**

**Evaluation pattern**

End Semester examination	70%
Mid-Semester examination	20%
Projects, assignments, quizzes, class participation	10%

**-Distribution of Marks :**

- Q.1 14 marks will have multiple choice questions based on the given units
- Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-I CE 106 A :**  
**Financial, Cost and Management Account (Paper —I)**  
**(Financial Accounting)**

- Course Contents:		Marks (%)
Module No.	Modules/Sub Modules	
1	(A) Piecemeal Distribution of Cash (10%) (B) Profit prior to Incorporation (15%)	25%
2	(A) Issue and forfeiture of shares (Pro-rata) (B) Book Building Process, Bid and Buy back (5%)	25%
3	Redemption of Redeemable preference shares under section 80 of Companies Act 1956 and issue of Bonus Shares as per statutory provisions in force on 31st March of the immediate preceding academic year	25%
4	Company Final Accounts (Only vertical Presentation, Calculation of Managerial remuneration is expected)	25%
<b>Distribution of Marks :</b>		
Q.1	14 marks will have multiple choice questions based on the given units	14 Marks
Q.2	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.3	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.4	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.5	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks

**Semester-I**  
**SE 107 B : Statistical Method (Paper —I)**  
**(Basic Statistics)**

Course Contents :		Marks (%)
Module No.	Modules/Sub Modules	
1	<b>Linear Correlation and Association of Attributes :</b> Concept of bivariate data, Definition and type of correlation, Definition of correlation coefficient (r), its properties, and interpretation of values of r, Methods of finding correlation coefficient by using Karl Pearson method for bi-variate data and for frequency distribution data, Spearman's method for finding rank correlation coefficient for repeated and non repeated ranks. Concept of qualitative data and the association between them, Meaning and interpretation of 2X2 contingency table, Types of association between attributes, Methods of obtaining nature of association by using comparison between observed and expected frequency, Coefficient of association by using Yule's method and its interpretations, Example on 2X2 problems only.	25%
2	<b>Business Forecasting :</b> Meaning and uses of business forecasting, Different methods of forecasting (i) Theoretical explanation of Regression analysis, Index numbers Economic models, Input output models, Opinion poll method, Extrapolation, Graphical method. (ii) Theoretical explanation with numerical examples of - Least Square Method for linear and quadratic relationship between variables, smoothing linear trend method.	25%
3	<b>Demographic Statistics :</b> Meaning, definition and uses of demographic statistic, Methods of collecting demographic statistics — registration method, census method, analytical method. Mortality rates pertaining to (i) CDR (ii) SDR (iii) IMR, Birth rates pertaining to (i) CBR, (ii) SBR (iii) Age specific birth rate, Fertility rates pertaining to (i) GFR, (ii) SFR (iii) TFR	25%
4	<b>Matrix Algebra :</b> Definition of Matrix, Different types of matrices, Algebra of matrices (Addition, Subtraction and Multiplication), Determinant of a square matrix, Definition of ad-joint of a matrix, Inverse of a matrix and its uses to solve simultaneous linear equations (up to three variables only), Use of matrix in simple business applications.	25%
<b>Distribution of Marks :</b>		
Q.1	14 marks will have multiple choice questions based on the given units	14 Marks
Q.2	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.3	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.4	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks
Q.5	Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc.	14 Marks

**Semester-I**  
**SE 107 D: Secretarial Practice (Paper - I)**

-3 Course Contents :		Marks (%)
Module No.	Modules/Sub Modules	
1	(1) <b>Secretary:</b> Meaning-Types of Secretary-general and legal qualification of Company Secretary-Pro-incorporation and post incorporation duties of Company Secretary-powers and responsibilities of Company Secretary.	25%
	(2) <b>Company and its Characteristics:</b> Meaning and characteristics-Types of Company-Foreign Company-Multinational Company-Illegal association-Advantages and 2 5% Limitations of Public Limited Company-Private Limited Company: Meaning and Characteristics-privileges and restrictions on it-procedure to convert Private Limited Company into Public Limited Company and Public Limited Company into Private Limited Company.	25%
2	(1) <b>Promoters of public Limited Company:</b> Meaning- Functions of Promoters-Preliminary Contract-Liabilities of Promoters.	25%
	(2) <b>Allotment of Shares:</b> Meaning-Procedure-regular and irregular allotment - secretary's duties regarding allotment of shares 25% — procedure of allotment when shares are oversubscribed-private placement of share/debenture.	25%

- 3 Consumer Behaviour: Factors influencing consumer behaviour, Buying behaviour Process, Market Segmentation: Meaning, Basis and importance of 25% Market Segmentation — Target Market
- 4 Marketing research: Meaning of Market Research and Marketing Research — Objectives and Scope of Marketing Research - Stages of Marketing research — Importance and limitations of Marketing Research Ethical issue in Marketing research: From the view point of Researchers, Customers and Researchers
- Distribution of Marks:
- Q.1 14 marks will have multiple choice questions based on the given units
- Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks
- Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-II**  
**CC 205 : Accountancy (Paper-II)**

**3. Course Contents :**

Module No.	Modules/Sub Modules	Marks (%)
1	<b>Investment Accounts:</b> Accounting for interest bearing (Fixed Earning) securities in the Books of Investor only.	25%
2	<b>Joint Venture</b> (Excluding Conversion of Consignment into Joint Venture.)	25%
3	<b>Computerized Accounting:</b> Introduction, various components of a computer including Hardware and Software, Features of a computer, role of computer in accounting, Accounting Information system vs. Management Information system; Selection of the best software for the business; Advantages and disadvantages of a computer system; Tally software (7.2 version)	25%
4	<b>Hire Purchase Account</b>	25%

**Distribution of Marks :**

Q.1 14 marks will have multiple choice questions based on the given units

Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-II**  
**CE 206 A : Financial, Cost and Management Account (Paper —II)**  
**(Financial Accounting)**

**Course Contents :**

Module No.	Modules/ Sub Modules	Marks (%)
1	A. Purchase of Business by a Company (Accounting Treatments in the Books of Company) (15%) B. Indian Accounting Standards: AS — 2 Valuation of Inventories, AS — 6 Depreciation Accounting, AS — 10 Accounting for fixed Assets (10%)	25%
2	(A) Underwriting of Shares and Debentures (15%) (Computation for fixing the liabilities of underwriters) (B) Redemption of Debentures (10%) (Own debentures from open market)	25%
3	(A) Capital Reduction (15%) (Excluding preparation of Scheme of Internal resolution) (B) Sub-division / consolidation of shares, conversion of shares into stock and its re-conversion (10%)	25%
4	Revenue Accounts of General insurance company (Invertical form)	25%

**Distribution of Marks :**

Q.1 14 marks will have multiple choice questions based on the given units

Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-II**  
**CE 207 B : Statistical Method (Paper —II)**  
**(Operations Research)**

**Course Contents :**

Module No.	Modules/Sub Modules	Marks (%)
1	Meaning of linear programming, its uses, assumptions and limitations, Explanation of basic terminologies, Mathematical form of linear programming problem, Solution of linear programming problem by using graphical methods, Simple formulation problems (for two variables).	25%
2	<b>Transportation Problem:</b> Definition of balanced Transportation Problem (T.P.), General Transportation table and its mathematical form, Initial basic feasible solution and initial cost by using North-West Corner rule, Least Cost Method, Vogel's Approximation Method, Examples base on these methods.	25%

**Semester-II**  
**CC 202: Fundamentals of Communication Theory & Practice (Paper-II)**  
**(Business Correspondence)**

Module No.	Modules/Sub Modules	Marks (%)
1	<b>Seven C's of Business Letter writing,</b> Important components of Business Letters, Kinds of Business Letters.	25%
2	<b>Routine Business Letters:</b> Sales Letters (Inquiry and reply, complaint and adjustment)	25%
3	<b>Resume and Job Applications :</b> Business Memos, Telex Messages, Facsimiles, Electronic Mail, Handling a Mail	25%
4	<b>Business presentation Techniques:</b> Forms and methods (Speeches, personal meeting, Power Point)	25%
4	<b>Assignments:</b> 1. One Power Point Presentation to introduce Self 2. One stage speech to introduce a new product	25%

**Distribution of Marks :**  
 Q.1 14 marks will have multiple choice questions based on the given units  
 Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-II**  
**CC 203; Economics (Paper-II)**  
**(Fundamentals of Business Economics)**

Module No.	Modules/Sub Modules	Marks (%)
1	<b>National Income Accounts:</b> Concepts of GDP and NDP- Sectoral Composition of National Income - GDP at Factor Price and Constant Prices- Concept of GNP and NNP, Factor Cost and National Income-Per Capita income, Disposable Income and Personal Disposable Income- Measurement of National Income — Difficulties in measuring National Income- Trends in India's GDP and Per capita GDP since Independence- Concept of GDP Deflator.	25%
2	<b>Money and Credit:</b> Meaning and Evolution of Money- Commodity to Fiat money Definition of Money-Functions of Money — Demand for money - Quantity Theory of Money- Fisher's Equation of Exchange- Cambridge Theory and relationship between these two — Supply of Money — Determinants of Money Supply- Components of Money Supply- RBI's approach, M1, M2, M3, M4- High Money - Concepts of Credit-Types of Credit- Methods of Credit Creation — Instruments of Credit Control Bank rate operations — Reporate — CRR and SLR — Credit Ration*	25%
3	<b>Keynesian Economic Theory:</b> Simple Classical Model for income Determinations- Criticisms of Classical Theory by Keynes- Simple Keynes Model — Consumption Function - Concept and its determinants — Investment Multiplier — Investment Function- Marginal Efficiency of Capital and Factor affecting it.	25%
4	<b>Business Cycle and Inflation:</b> Concepts of Business cycle — Four phases of Business Cycle— Interest rate — Loan able fund Theory and Liquidity preference theory; motives for liquidity preference: Transaction Motive, Precaution Motive, Speculative Motive— Factors affecting interest Rate- Inflation: Meaning, Types, Causes, Effects- Inflation and Investment- Anti Inflationary policy	25%

**Distribution of Marks :**  
 Q.1 14 marks will have multiple choice questions based on the given units  
 Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-II**  
**CC 204 : Basic Disciplines of Management (Paper-II)**  
**(Fundamentals of Marketing Management)**

Module No.	Modules/Sub Modules	Marks (%)
1	<b>Marketing:</b> Meaning- nature- Scope- Different Approaches Marketing Mix Market Demand : Meaning-Factors affecting-Marketing in different situation of market demand.	25%
2	<b>Main functions of Marketing :</b> Branding: Meaning-Types-Policy decisions-Importance of Branding Pricing: Meaning-Objectives-factors affecting —Types- Importance Advertising: Meaning- Objectives-Importance-disadvantages-Difference between advertisement and Publicity.	25%

- 3 **Assignment and Replacement Problems:**  
 Definition of balanced Assignment Problem (A.P.), its mathematical form, Application of Hungarian method for solving A.P. in the cases of maximization and minimization problem, Meaning of Replacement problem, Meaning of Replacement problem when the units are deteriorate depending on time and money value remains same.
- 4 **PERT and CPM Techniques:**  
 Meaning and characteristics of PERT, Explanation of basic terms — activity, event, dummy activity, Forward pass for numbering the events, Meaning of Critical Path Method (CPM), Differences between PERT and CPM, Earliest start time, Earliest finish time, Latest start time, Latest finish time, Total float time of activities, Uses and limitations of PERT and CPM and simple examples.
- **Distribution of Marks :**  
 Q.1 14 marks will have multiple choice questions based on the given units  
 Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks  
 Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks

**Semester-II**  
**SE 207 D : Secretarial Practice (Paper - II)**

Module No.	Modules/Sub Modules	Marks (%)
1	<b>Alteration in Share Capital:</b> Modes of alteration in share capital as per Company Law-procedure and provisions of reduction in share capital-Legal provisions for Right Shares and Bonus Shares and its Guiding Principles. Debenture: Meaning and types of debenture—procedure and legal provisions of Company law Board to issue debenture- Methods of redemption of ebenture- Guiding Principles of SEBI.	25%
2	<b>Administration of Company Law:</b> Department of Company affairs-The Company Lqw Board- regional directors- The company registrar. Investigation of Company's Administration: Provisions of Cortpany Law regarding investigation of company's administration - Appointment of Inspector by Central Government It's provisions , his power and report. Corporate Governance- Meaning-its development in India —contents of corporate governance report— Importance of corporate governance.	25%
3	<b>Capital Market:</b> Meaning of Primary and Secondary Capital Market — Share Market-meaning and organization — Types — BSE,NSE,NIFTY,OTCE-Types of trading in share market —Derivatives —Demate Account-Main Provisions of Securities Contract Regulation Act. Mutual Fund: Definition-Types-Advantages and Disadvantages. 4 Winding up/Liquidation of the Company: Meaning and modes of winding up and liquidation of the company- Provisions regarding compulsory liquidation-meaning and procedure of voluntary winding up of a company-Provisions regarding company's voluntary winding up bymembers and creditors —appointment —Powers and duties of liquidator.	25%
<b>Distribution of Marks:</b>		
Q.1 14 marks will have multiple choice questions based on the given units		
Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		
Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		
Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		
Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		

**Semester-II**  
**SE 207 E : Advance Business Management (Paper -II)**  
**(Distribution Management)**

Module No.	Modules/Sub Modules	Marks (%)
1	<b>Distribution System</b> Distribution Channels why are they required? Activities that a typical distribution channel perform; Distribution Channel Strategy; Distribution Channel Management	25%
2	<b>Distribution costs, control &amp; customer service</b> Designing customer oriented marketing channels; Conceiving the Channel Flows; Linking the Service Output objectives to the 25% flows; Conducting Cost Analysis; Designing the Ideal Channel; Comparing the Ideal with the reality.	25%
3	<b>Selection of Channel &amp; Selection of Ideal Channel Partners</b> Channel Relationships; Channel Control; Channel Power; Channel Positioning	25%
4	<b>Motivational Tools of Distribution Channels</b> Channel Influence Strategies; Managing Channel Conflicts; Promotion and Payment systems as a tool of Motivating Channel Members	25%
4	<b>Text Books:</b> Sales & Distribution Management: By Dr. S. L. Gupta Excel Book	
<b>Distribution of Marks :</b>		
Q.1 14 marks will have multiple choice questions based on the given units		
Q.2 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		
Q.3 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		
Q.4 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		
Q.5 Answer two short questions OR Any one question which could be a long question, case study, application of concepts etc. 14 Marks		

**TOLANI COMMERCE COLLEGE – ADIPUR – KACHCHH**  
**ACADEMIC CALENDER**  
**YEAR 2018-19**

MONTH	SR.NO	ACTIVITY
JUNE	1	Online admission process, Merit List, Fees etc. for sem- I, III, V
	2	College Reopens
	3	Orientation Meeting with Sem-1 students
	4	Teaching work begins
	5	Co-curricular and extracurricular activity information – NSS, NCC, Saptadhara, Cultural, Sports, CWDC, Placement, Different committees etc.
	6	IQAC meeting for planning for NAAC visit and other activities
	7	Guest Lecture on GST and its Impact on the Indian Market
JULY	1	Registration & Starting of Co-curricular and extracurricular activities. (NSS, NCC)
	2	Meeting of all the coordinators for the programme planning for the academic year 2018-19 and visit of NAAC peer team members
	3	Tentative dates for NAAC peer team visit, KAKA's Death anniversary program
	4	Co-curricular and Extra-curricular activities (Saptadhara)
	5	Tentative dates for NAAC peer team visit
	6	Guest lecture for CWDC, NSS, NCC (Army and Naval) – Women and cyber crime
	7	Tentative dates for NAAC peer team visit
	8	Lectures for value education and Soft skills
AUGUST	1	Sports activities – University games Planning & implementation
	2	NCC Army and Naval Clean campus drive and Nature Day
	3	Student oriented activities – Presentations
	4	NSS – Regular activity
	5	NCC parade training for Independence Day celebration
	6	Independence Day Celebration
	7	Different activities for new students
	8	Celebration of Rakhi Festival, KAKA's Birth Anniversary
	9	Cultural competitions
SEPTEMBER	1	Student oriented activity (NCC, NSS, SPORTS, CWDC, RED RIBBON) Krishna Janmasthan Celebration (NSS, NCC, Culture, sports, CWDC) Teacher's Day Celebration – Tolani group of institutions
	2	CWDC program (Collegiate Woman Development Cell)
	3	Thalassemia check-up AIDS Awareness Program (GUJARAT AIDS CONTROL SOCIETY)
	4	One day NSS Camp – Jogninar
	5	Celebration of Ganesh Chaturthi Saptadhara district level competition
	6	Mid Sem Exam for Sem I, III, and V
	7	University Youth Festival preparation
OCTOBER	1	Mahatma Gandhi Jayanti celebration – different activities
	2	Celebration of Navratri and Dusherrah
	3	University Exam for Sem I/III/V
	4	Sardar Vallabhbhai Patel Jayanti
NOVEMBER	1	Diwali Vacation
	2	College Reopens / Admission to Sem – II, IV and VI/ Declaration of Mid Sem Results
DECEMBER	1	Children's Day celebration – NSS, NCC, SPORTS, CWDC
	2	Feedback form from students/Teachers and parents IQAC/AQAR
	3	CWDC Lecture
	4	Parents/Alumni Meeting at TCC
	5	Industrial visit / Sem – VI, COC, ICWA students
	6	UDISHA CLUB / Placement Cell Activity
	7	NSS CAMP
	8	Days celebration at college
JANUARY-19	1	College Annual Day
	2	Essay Writing Competition (Vivekanand Birth Day)
	3	Republic Day Celebration
FEBRUARY-19	1	Mid Sem exam for Sem II/IV/VI
	2	Declaration of mid semester exam Results
MARCH-19	1	University Exam for Sem II/IV/VI/
APRIL-19	1	University Exam M.Com
MAY-19	1	Summer Vacation

# KSKV KACHCHH UNIVERSITY RESULTS YEAR 2017-18



**SEMESTER - II**  
Total Students : 872

Students in A+ Grade : 30  
Students in A Grade : 134  
Students in B+ Grade : 247  
Students in B Grade : 139  
Students in C Grade : 32

**SEMESTER - IV**  
Total Students : 764

Students in A+ Grade : 32  
Students in A Grade : 140  
Students in B+ Grade : 214  
Students in B Grade : 106  
Students in C Grade : 35



**SEMESTER - VI**  
Total Students : 726

Students in A+ Grade : 16  
Students in A Grade : 151  
Students in B+ Grade : 253  
Students in B Grade : 110  
Students in C Grade : 38



TOLANI CENTER FOR PROFESSIONAL STUDIES (TCPS)  
ANNOUNCES

REGISTRATIONS FOR  
NEW BATCHES (JUNE' 2018) FOR

CA / CS / ICWAI

Excellent  
Educational  
Facilities &  
Facilitators  
Library  
&  
Reading  
Facility

Lowest Fee

Learning  
Friendly  
Atmosphere

TOLANI CENTER FOR PROFESSIONAL STUDIES (TCPS)  
C/o. TOLANI COMMERCE COLLEGE  
ADIPUR

For Inquiries & Registration Contact:

*The Coordinator*

Contact No. 7046679793

Office Address (Time 6:00 p.m. to 8:00 p.m.)

TOLANI CENTER FOR PROFESSIONAL STUDIES (TCPS)  
C/o. TOLANI COMMERCE COLLEGE

**HURRY!**

**HURRY!**



# TOLANI COMMERCE COLLEGE, ADIPUR-KACHCHH

## List of Teaching & Non Teaching Staff

### Teaching Staff

Dr. M. K. Pandya

Principal



B. V. Vyas

Asso. Prof



Dr. Divya Maheshwari

Asso. Prof



K. P. Lalwani

Asso. Prof



P. M. Thapa

Asso. Prof



N. R. Bhagtani

Asso. Prof



P. B. Chauhan

Asso. Prof



P. M. Chauhan

Asso. Prof



V. B. Jora

Asso. Prof



Dr. N. T. Taglani

Asso. Prof



Dr. K. H. Kharecha

Asso. Prof



K. V. Machhar

Asso. Prof



Dr. Jagdish Raiyani

Assist. Prof



Dr. Bharathi

Asso. Prof



Thakor Gaurav

Assist. Prof



### Non Teaching Staff

T. K. Jeswani

Accountant



K. G. Sorathia

Jr. Clerk



M. B. Pania

HD. Clerk



Girish Makvana

Computer Programer



P. H. Balat

Sr. Clerk



Poonam Mamtani

Peon



S. Maheshwari

Sr. Clerk



Arvind Ahir

Peon



N. N. Nawani

Sr. Clerk



Kamlesh Ramchandani

Watchman



N. R. Kriplani

Jr. Clerk



Ramjibhai Solanki

Watchman



# TOLANI COMMERCE COLLEGE

## TOLANI VIDYA MANDIR CAMPUS Institutes Managed:

- Tolani Foundation Gandhidham Polytechnic
- Tolani College of Arts & Science
- Tolani Commerce College
- Tolani Institute of Pharmacy
- Tolani Institute of Management & Studies
- Tolani Institute of Law
- Tolani Eye Hospital & Research Centre
- Sri Ramakrishna Seva Kendra
- Tolani Vocational College



VISIT US AT ::

**TOLANI COMMERCE COLLEGE**  
**ADIPUR - KACHCHH**

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*Handwritten signature in blue ink, possibly reading "Jeeish" or similar.*

PRINCIPAL  
Tolani Commerce College  
ADIPUR - KUTCH  
GUJARAT - 370 205