

UNIVERSITY OF KERALA

Regulations for Post –Graduate Programme M Com, under Semester pattern in the School of Distance Education (SDE)

1. Scope

1.1 The Regulations framed herein shall apply to Post Graduate Programme M Com under the faculty of Commerce conducted in the School of Distance Education.

1.2 These Regulations shall come in to effect from 2014 admissions onwards.

2. Eligibility for admission

2.1 Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time.

2.2 Re-admission

Re-admission to the PG Course under semester system can only be given from the very beginning of the semester.

3. Duration

3.1. The normal duration of PG Degree Programme shall be 4 Semesters. The duration of each semester shall be five months inclusive of examinations. There shall be at least 15 instructional days in a semester and a minimum of 90 hours of instruction in a semester.

3.2. The examination for the first two semesters (Semester I & Semester II) shall be conducted together on completion of 10 months.

4. Scheme and Syllabus

4.1. Distribution of papers among the semesters is given below and the aggregate marks shall be 2000. There shall be a Dissertation/Project/Essay during any one of the last two semesters and shall be evaluated at the end of the last semester. A comprehensive viva-voce shall be conducted at the end of the last semester for which the maximum marks shall not be more than 100.

All the two components i.e. Essay/Project & Project viva-voce and Comprehensive viva-voce are compulsory and that a candidate shall have to appear for all the above two components to obtain minimum marks for theory unit of the IV Semester PG examination.

4.2. The detailed scheme and syllabus for each paper shall be framed by the concerned Board of Studies and approved by the Faculty and Academic Council.

Semester I (S1)			Marks		
Code	Paper	Subject	CA	ESA	Total
CO2 11	Paper 1	Contemporary Management Concepts and Thoughts	25	75	100
CO2 12	Paper 2	Management Information System	25	75	100
CO2 13	Paper 3	Research Methodology	25	75	100
CO2 14	Paper 4	Planning Development Administration	25	75	100
CO2 15	Paper 5	Advanced Corporate Accounting	25	75	100
Total			125	375	500

Semester II (S2)			Marks		
Code	Paper	Subject	CA	ESA	Total
CO2 21	Paper 1	E -Business and Cyber laws	25	75	100
CO2 22	Paper 2	Business Ethics and Corporate Governance	25	75	100
CO2 23	Paper 3	Quantitative Techniques	25	75	100
CO2 24	Paper 4	International Business	25	75	100
CO2 25	Paper 5	Strategic Management	25	75	100
Total			125	375	500

Semester III Elective					
(S3) (Finance)			Marks		
Code	Paper	Subject	CA	ESA	Total
CO2 21	Paper 1	Income tax Planning and Management	25	75	100
CO2 22	Paper 2	Security Analysis and Portfolio Management	25	75	100
CO2 23	Paper 3	Strategic Financial Management	25	75	100
CO2 24	Paper 4	Advanced Cost and Management Accounting	25	75	100
Total			100	300	400

Semester IV (S4) Elective					
(Finance)			Marks		
Code	Paper	Subject	CA	ESA	Total
CO2 21	Paper 1	Indirect Tax Laws and practices	25	75	100
CO2 22	Paper 2	International Finance	25	75	100
CO2 23	Paper 3	Management Optimization Techniques	25	75	100
CO2 24	Paper 4	Financial Statements-Interpretation and Reporting	25	75	100
Total			100	300	400
Project Report/ Essay					100
Comprehensive Viva					100
Grand Total					2000

Semester III Elective (Information Technology & E-business)					
(S3)			Marks		
Code	Paper	Subject	CA	ESA	Total
CO2 21	Paper 1	Management Control Techniques	25	75	100
CO2 22	Paper 2	Internet and Web Designing	25	75	100
CO2 23	Paper 3	Management of Intellectual Property	25	75	100
CO2 24	Paper 4	Cyber laws and Implications	25	75	100
Total			100	300	400

Semester IV		Elective (Information technology & E-business)			Marks	
(S4)						
Code	Paper	Subject	CA	ESA	Total	
CO2 21	Paper 1	Data base Management and Information Technology	25	75	100	
CO2 22	Paper 2	E -Banking and Business Models	25	75	100	
CO2 23	Paper 3	E- Commerce and Global Marketing	25	75	100	
CO2 24	Paper 4	Corporate Laws and E Governance	25	75	100	
Total			100	300	400	

Semester III		Elective (International trade)			Marks	
(S3)						
Code	Paper	Subject	CA	ESA	Total	
CO2 21	Paper 1	Foreign Language	25	75	100	
CO2 22	Paper 2	International Trade and Documentation	25	75	100	
CO2 23	Paper 3	Logistics Management	25	75	100	
CO2 24	Paper 4	International Finance	25	75	100	
CO2 25	Paper 5	Management of intellectual property	25	75	100	
Total			125	375	500	

Semester IV		Elective (International trade)			Marks	
(S4)						
Code	Paper	Subject	CA	ESA	Total	
CO2 21	Paper 1	FOREX Management	25	75	100	
CO2 22	Paper 2	Strategic Management for MNCs	25	75	100	
CO2 23	Paper 3	Legal Framework for International Trade	25	75	100	
CO2 24	Paper 4	Overseas Project Management	25	75	100	
Total			100	300	400	

Semester III

(S3) Elective (Marketing)			Marks		
Code	Paper	Subject	CA	ESA	Total
CO2 21	Paper 1	Income Tax Planning and Management	25	75	100
CO2 22	Paper 2	International Marketing	25	75	100
CO2 23	Paper 3	Consumer Behaviour	25	75	100
CO2 24	Paper 4	Services Marketing	25	75	100
Total			100	300	400

Semester IV

(S4) Elective (Marketing)			Marks		
Code	Paper	Subject	CA	ESA	Total
CO2 21	Paper 1	Advertising and Sales Promotion	25	75	100
CO2 22	Paper 2	Logistics Management	25	75	100
CO2 23	Paper 3	Marketing Research	25	75	100
CO2 24	Paper 4	Indirect Taxes	25	75	100
Total			100	300	400

Semester III

(S3) Elective (Banking and Insurance)			Marks		
Code	Paper	Subject	CA	ESA	Total
CO2 21	Paper 1	Income Tax Planning and Management	25	75	100
CO2 22	Paper 2	Modern Banking	25	75	100
CO2 23	Paper 3	Insurance Law and Practice	25	75	100
CO2 24	Paper 4	Foreign Exchange Management	25	75	100
Total			100	300	400

Semester (S4) Code	IV Paper	Elective (Banking and Insurance) Subject	Marks		
			CA	ESA	Total
CO2 21	Paper 1	Indirect Taxes	25	75	100
CO2 22	Paper 2	Investment Banking and Financial Services	25	75	100
CO2 23	Paper 3	Actuarial Principles and Practice	25	75	100
CO2 24	Paper 4	Management Optimization Techniques	25	75	100
Total			100	300	400

5. Evaluation

5.1. Evaluation of each paper shall be done in two parts viz. 1. Continuous Assessment (CA)
2. End Semester Assessment (ESA).

5.2. The distribution of marks shall be 25% for CA and 75% for ESA.

6. Continuous Assessment

6.1. The allocation of marks for each component under continuous assessment shall be in the following proportions.

Theory Paper		Practical	
a. Assignment	15	a. Attendance	5
b. Test paper/Practicum/Case Analysis	10	b. Tests	10
		c. Record	10
<u>Total</u>	25	<u>Total</u>	25

6.2. There shall be no continuous assessment for dissertation/project work.

6.3. Attendance

Attendance in contact classes is compulsory for the students. However those who do not attain 50% of the total attendance in contact classes have to pay the condonation fee prescribed by the University in order to write the examination. No marks will be awarded for the attendance.

6.4. Assignments

Each student shall be required to do not more than one assignments for each paper.

6.5. Test Paper/Practicum/Case Analysis

For each paper there shall be at least one class test/practicum/case analysis during a semester.

Regarding test paper probable dates of tests shall be announced at the beginning of each semester. The tests for the first two semesters shall be conducted together with two separate question papers for each semester.

Practicum is designed to give students a practical knowledge of a previously or currently studied theory.

Case analysis is a method for encouraging analytical and critical thinking among the students.

- 6.6. All assignments and answer scripts of test paper/practicum/case analysis of the continuous assessment must be kept in the department for a maximum period of 30 days from the publication of results.

7. Project Evaluation

Dissertation/Project to be submitted at the end of the last semester will be valued by a Board of two examiners appointed by the University. The maximum marks shall be 100 of which 20% shall be allotted for viva-voce examination which shall be conducted along with the comprehensive viva.

However the marks awarded for project in a particular year shall be combined with the marks awarded for project based viva-voce conducted at subsequent appearance as a special case.

8. End Semester Assessment

End Semester Assessment of all the papers including the examination for Essay shall be conducted by the University. There shall be single valuation system of answer books with provision for revaluation.

Publication of Results

The results of the CA shall be displayed within 30 working days from the last day of a semester. The complaints regarding award of marks for the various components of CA, if any, have to be submitted to the Course Co-ordinator within 15 working days from the display of CA results. These complaints shall be examined by the Course Co-ordinator and the Course Co-ordinator shall arrive at a decision regarding the awarding of marks.

The marks awarded for various components of the CA shall not be rounded off, if it has a decimal part. The total marks of the CA shall be rounded off to the nearest whole number. The statement of marks of the CA of all the students in a semester shall be approved by the Course Co-ordinator, countersigned by the Director and forwarded to the Controller of Examinations. The University has the right to normalize the CA for which separate rules shall be framed by the Syndicate.

9. Pass Requirement

9.1. Those who secure not less than 30% marks of ESA for each theory paper and an aggregate minimum of 40% marks including CA for all the theory papers of a semester and Essay/Project & project based viva and comprehensive viva shall be declared to have successfully completed the semester. However, Practical and Theory can be treated as separate units. The pass requirement for practicals for the fourth semester shall be as in the second semester.

There shall be no separate minimum for project, project based viva and comprehensive viva. The marks for project and viva will be carried over.

9.2. Those who have successfully completed all the semesters of a programme shall be declared to have successfully completed the PG Programme.

10. Classification of Results

10.1 The classification of results of the Programme shall be done at the end of the 4th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50%	-	Third Class
Candidates securing not less than 50% but below 60%	-	Second Class
Candidates securing 60% and above	-	First Class.

10.2 Ranking

Candidates who passed all semester examinations in the first appearance within the minimum period prescribed for each semester shall be ranked on the basis of aggregate marks secured for all the semesters.

11. Issue of Mark Lists

11.1 The Mark Lists of each of the first three semesters shall be issued immediately after the publication of the results of the each semester.

11.2 Consolidated Mark Lists showing the marks secured for all the papers of all the four semesters with classification will be issued immediately after the finalization of the results of the final semester.

12. Promotions to higher semesters

12.1 Students who register for the end semester examination except first semester examination alone will be promoted to the higher semesters.

13. Re-appearance of Failed Students

13.1 Students who fail to secure the minimum marks for a pass will be permitted to re-appear for the ESA of the concerned semester along with the next regular batch of students. Failed candidates will have to appear for the failed papers of concerned semester only instead of writing whole papers of concerned semester as specified under 9.1.

They will not be allowed to repeat the course, but the marks secured by them for the CA part will be carried over along with the marks of ESA so re-appeared.

In the case of failed candidates, the marks awarded for dissertation/project alone will be carried over and the candidates have to reappear for all the other components of the theory unit.

Those candidates who discontinue the study under one Scheme and get readmitted to the next batch have to study the Scheme that is applicable to the current batch i.e., the batch to which they are admitted.

Betterment

Betterment to secure higher percentage of marks is to be allowed after the completion of the course.

Cancellation of the whole semester examinations by any candidate (not paper wise) can be done as per the general rules for cancellation.

The students, who intend for betterment, if there is change in the scheme & syllabi of examination, should appear for the examinations as per the current scheme with carryover of internal marks. Candidates seeking betterment should complete all the papers in the examinations and shall be given only two chances for betterment.

Improvement

There will be provision for improvement of marks after each semester during the period of the course.

14. Monitoring of the Programmes

Monitoring of the PG Programmes shall be done at two levels - SDE Level and University Level.

14.1 SDE Level Committee (SDELC)

A committee consisting of the Director and Course Co-ordinators of the PG Programmes and selected representatives of teachers in the SDE Council shall constitute the SDE level committee. The Director shall be the Chairman and the member nominated by the Director from among the Course Co-ordinators of the PG departments shall serve as the Convener. This committee shall be responsible for the conduct of the PG Programmes, ensuring the minimum instructional days, arranging ESA (University examinations) of the various semester, etc. Complaints of students not redressed by the Department Level Committee regarding evaluation of CA shall be considered by this committee for taking appropriate decision. The SDE Level Committee shall be reconstituted every year by the Director immediately on commencement of the PG programme.

14.2 University Level Committee

There shall be a committee with the following members to monitor and supervise the conduct of the PG Programme.

1. The Pro- Vice-Chancellor-Chairman
2. A member of the Syndicate nominated by the Vice-Chancellor.
3. A Dean nominated by the Vice-Chancellor
4. Controller of Examinations.
5. The Director SDE shall be the convener of the Committee.

This Committee shall be responsible for the monitoring and conducting the PG courses in the SDE. This committee shall finalize the academic calendar and supervise the conduct of ESA in the SDE. This committee shall also serve as to appellate committee to examine the complaints if any. The committee shall also be competent to suggest amendments to the regulations to the PG Courses.

14.3 All committee mentioned under clauses 14.1, 14.2 and 14.3 shall meet at least three times in a semester in the beginning, middle and end of the semester.

15. Transitory Provision

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of two years from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any PG Programme with such modifications as may be necessary.

16. Repeal

Regarding Post Graduate Management Programmes, Library & Information Science Programmes, IT Programmes, Health Science Programmes, Communication Programmes, and Post Graduate Certificate Courses the present status-quo will be maintained.