



PROSPECTUS

P. G. DIPLOMA COURSES

FACULTY OF COMMERCE

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
DEEP ASHWINBHAI PATEL CENTRE FOR POST-GRADUATE STUDIES
(PG UNIT)

DEEP BUILDING
SHRI PRATAPSIKHRAO GAEKWAD PARISAR
VADODARA (GUJARAT) 390 002
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2019-2020

(Likely to be Revised)

OFFICERS
OF
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

RAJMATA SHUBHANGINIDEVI GAEKWAD
CHANCELLOR

PROF. PARIMAL H. VYAS
VICE- CHANCELLOR

VACANT
PRO-VICE- CHANCELLOR

MR. NAVIN K. OJA
I/C. REGISTRAR

PROF. (DR.) DINKAR N. NAYAK
DEAN, FACULTY OF COMMERCE

MR. KALPESH SHAH
VICE DEAN, FACULTY OF COMMERCE

आत्मानं भावयेन्नित्यं ज्ञानेन विनयेन च ।

न पुनर्भ्रियमाणस्य पश्चात्तापो भविष्यति ॥

Purify your soul continuously through right knowledge and good conduct ! If so, when you die, you will not need to repent. Mahasubhasita-samgraha, pp.1125-1126



Shrimant Maharaja Sayajirao Gaekwad III

“.....Education is one part of the temple of knowledge and it should be available for all without restriction of caste and creed. When this has been done intelligently, we may then be able to ascertain the extent of human progress.” (p.773).

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
FACULTY OF COMMERCE
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FROM THE DESK OF DEAN, FACULTY OF COMMERCE



I welcome you to the Faculty of Commerce with immense pride.

It is an honour and privilege to be the Dean, Faculty of Commerce at The Maharaja Sayajirao University of Baroda, an Institution that is known to strive for excellence by continuously setting highest academic standards.

Catering to over 16000 students, the Faculty of Commerce is considered amongst the best and most sought after Commerce Institutes in the state of Gujarat. It offers a large number of academic programs at both Under-graduate and Post-graduate levels. The Faculty consists of five Departments - Accounting and Financial Management; Banking and Insurance; Business Economics; Commerce and Business Management; Cooperative Management and Rural Studies. The Faculty, over the years, has produced many distinguished professionals, personalities and leaders whose noteworthy contributions in diverse fields are well known across the country. We are committed towards providing quality education by equipping our students with updated knowledge, skills, confidence and a positive approach thus leading to the students' holistic development.

We wish you the very best in all your academic pursuits and look forward to welcoming you to the Faculty of Commerce.

Kind regards,

Professor Dinkar N Nayak
Dean, Faculty of Commerce

A BRIEF ABOUT THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

The idea of establishing a University at Baroda had engaged the attention of the Government of the former State of Baroda by visualizing the concept of regional universities and decentralization. This resulted in establishing The Maharaja Sayajirao University of Baroda in the year 1949, under the patronage of the Visionary King of Baroda State after whom it is named. The Maharaja Sayajirao University of Baroda, originally founded in 1881 as the “Baroda College”, is a premier unitary residential University, established on 30th April, 1949. Smt. Hansa Mehta then First Vice-Chancellor played a pioneering role in laying a firm foundation for an Education Institution with a glorious tradition. His Highness the Maharaja of Baroda is the Chancellor of the University. An Honourable Vice-Chancellor is the Principal Executive and Academic Officer to be assisted by the Pro-Vice Chancellor.

Over the years, the Maharaja Sayajirao University of Baroda has acquired a very high reputation for its various programmes and for producing Graduates & Post-Graduates with excellent analytical and empirical skills from a multi-disciplinary perspective. The students are exposed to the modern methods of analysis and trained in sophisticated computational and linguistic skills while pursuing academic programme under the Guidance of able faculty members.

The Maharaja Sayajirao University of Baroda has a long tradition of pursuing excellence in teaching and research in Science and Technology, Humanities, Commerce & Management, Family & Community Science, Performing Arts, Fine Arts, Journalism and Sports. It is the only State University exclusively offering ‘English’ as it’s medium of instruction in the State of Gujarat.

It comprises of total number of 13 Faculties, 03 Constituent Colleges, 02 Institutions and 8 Centers of Specialized Studies, wherein more than 37,295 students pursue higher studies, under the care and supervision of 1,112 teaching (662 Permanent) and 1190 permanent teaching staff members.

It houses 89 Departments spread over 6 Campuses (02 Rural and 4 urban) covering 275 acres of land including a built up area of 418500 sq. mt. There are 16 hostels (12 Boys and 4 Girls) which accommodates about 4103 students. There are 475 residential quarters too for teaching and non-teaching staff. The University has 03 Units of NCC with an enrolment of 420 male students and 223 female students. In NSS, there are 577 male and 443 female students.

The University offers a wide range of courses giving opportunity for education from early childhood to Ph.D. It offers 98 PG Programs, 66 Ph. D Programs, 39 PG Diploma Programs, and 88 Under Graduate Programs with an option from 347 Academic Programs in 92 subjects. It also offers 11 Certificate Programme, out of which 33 per cent of the students are from outside Gujarat State.

Smt. Hansa Mehta Library is the Central Library. In addition to 14 constituent libraries and over 25 departmental libraries with over 8 lakh books/periodicals and above 1300 dissertation/thesis, 25 computers and 75 nodes are exclusively marked for surfing. It has a single largest reading room within its 80,025 sq. ft. built up areas, which can accommodate about 1100 readers at a time and the library is open to readers 14 hours a day.

The University supports Excellence and Innovation in Academic Programmes. It promotes Excellence in Research, Scholarship and Teaching and is committed to attracting and supporting the best students and recruiting Faculty who excel at Teaching and Research. The university teachers publish a large number of research papers (over 500 per year) and many of the publications have high citation index. UGC, AICTE, DST, ICSSR, Central and State Governments have awarded various Research Schemes and Projects like DRS, SAP, WSRC, CASE, Canadian Study center, IAS Study Center etc., to a number of University Departments.

Higher Education is the fundamental building block of any nation to establish an honourable position in the Global Competitive Space. The University is sincerely striving to strengthen its’ image of “Student Centric Institution”. By working closely with its’ students’ Community, we are proud to play a leadership role in stimulating innovative spirits, fostering inquisitiveness and enhancing independent thinking.

A BRIEF ABOUT THE FACULTY OF COMMERCE

The Faculty of Commerce was established in the year 1949. It comprises of five departments viz. Department of Accounting & Financial Management, Department of Banking and Insurance, Department of Business Economics, Department of Commerce & Business Management, and Department of Co-operative Management & Rural Studies. We also draw Faculty Members from Department of English, Faculty of Arts as well as Department of Statistics & Department of Mathematics, Faculty of Science & Department of Law, Faculty of Law respectively.

We offer PG [Ph. D, M Com & PG Diplomas] and UG [B Com Regular and Honours & BBA] Programs. The Classes for B. Com Regular are held at [i] Main Building [ii] General Education Unit, and at [iii] Smt. Surajben Patel Gordhanbhai Patel Commerce & Arts College for Girls whereas BBA Program is being offered at 'Smt. Kamalaben Ramanlal Shah Building'. Our B. Com. (Hons) and PG Classes [M Com & PG Diplomas] are held at 'Deep Ashwinbhai Patel Centre for Post Graduate Studies' located in the Pratapsinhrao Gaekwad Parisar. It was set up with an initial strength of 362. Ours is the biggest Faculty in the entire Maharaja Sayajirao University of Baroda and in the year 2015-2016, more than 14000 students have been admitted in the faculty including at Shri M. K. Amin Arts & Science College of Commerce [constituent College] at Padra.

We have implemented the Choice Based Credit System: CBCS Semester System for B Com both regular and Honours as well as BBA w. e. f. Academic Year 2012-2013 whereas Semester system has been in force for PG Programs w. e. f. Academic Year 2011-2012. We have also launched diverse PG Diplomas for job seekers, aspiring professionals and fresher in the areas of Business Management, Financial Management, Marketing Management, Banking & Insurance, Strategic Human Resource Management and Services Management. The curriculum design and updating is periodically undertaken considering input from the students, academia and industry professionals. Our students regularly participates in various academic, extension and co-curricular activities. We also benefit from an excellent network of alumni in the corporate sector and in research and academic institutes. It has a vibrant and active Commerce Students' Students' Associations at each of the academic unit and also for UG & PG students that regularly conducts different kind of students' activities and community outreach programmes. The distinguished speakers are invited to deliver talk from time to time. Our task is to help students grow deep root of our tradition and catch the sunshine of modernity.

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सत्यं शिवं सुन्दरम्

FACULTY OF COMMERCE

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

ROLL OF HONOURS: DEANS OF THE FACULTY OF COMMERCE

[1949 ONWARDS]

SR. NO.	DEANS OF FACULTY OF COMMERCE	ACADEMIC YEAR
01	PROF. V.Y.KOLHATKAR	1949-1950 to 1959-1960
02	PROF. B.G. SHAH	1960-1961 to 1963-1964
03	PROF. K. N.NAIK	1964-1965 to 1973-1974
04	PROF. H.P.CHOKSHI	1974-1975 to 1980-1981
05	PROF. K.C.MEHTA	1980-1981 to 1981-1982
06	PROF. G.C.BERI	1982-1983 to 1984-1985
07	PROF. M.D.SHARMA	1985-1986 to 1987-1988
08	PROF. A.G. PATEL	1988-1989 to 1990-1991
09	PROF. K.R. SHAH	1990-1991 to 1991-1992
10	PROF. M.D. MOHITE	1991-1992 to 1992-1993
11	PROF. B.S. PATEL	1993-1994 to 1997-1998
12	PROF. J.K. SYAN	1997-1998 to 1998-1999
13	PROF. S.K.SINGH	1999-2000 to 2001-2002
14	PROF. M.D. MOHITE	2002-2003 to 2004-2005
15	PROF. S.K. SINGH	2005-2006 to 2007-2008
16	PROF. P.H. VYAS [OFFICIATING]	2007-2008 to 2008-2009
17	PROF. A.R. HINGORANI [OFFICIATING]	2009-2010 to 2010-2011
18	PROF. P.H. VYAS	2011-2012 to 2013-2014
19	PROF. SHARAD N. BANSAL	2014-2015 to 2016-2017
20	PROF. DINKAR N. NAYAK	JULY 2017 ONWARDS

FACULTY OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
ROLL OF HONOURS: HEADS OF THE DEPARTMENTS OF THE FACULTY OF COMMERCE
DEPARTMENT OF ACCOUNTING AND FINANCIAL MANAGEMENT

SR.NO.	Name of the Head of the Department	ACADEMIC YEAR
01	PROF. M.M. CHOKSHI	1949-50 to 1962-63
02	PROF. K. C. MEHTA	1962-63 to 1983-84
03	PROF. A. G. PATEL	1983-84 to 1991-92
04	PROF. J. H. SHAH	1991-92 to 1994-95
05	PROF. J. R. KHEDKAR	1994-95 to 2003-04
06	SHRI M. B. MAJMUDAR	2003-04 to 2007-08
07	PROF. AMITA S. KANTAWALA	2007-08 to 2013-2014
08	SHRI JANAK M. SHAH [OFFG. HEAD]	2014 to 2015
09	PROF. KULKARNI SHIRISH R. [OFFG. HEAD]	2015 to 2016
10	PROF. PRAGNESH B. SHAH (OFFG. HEAD)	2016 ONWARDS

DEPARTMENT OF BANKING & INSURANCE

SR.NO.	Name of the Head of the Department	ACADEMIC YEAR
01	PROF. B G SHAH	1955-1967
02	PROF. R D PANDYA	1967-1971
03	PROF. M D SHARMA	1971-1986
04	PROF. B H ELAVIA	1986-1996
05	PROF. J K SYAN	1996-2005
06	DR. D K CHELLANI (OFFG. HEAD)	2005 to 2017

DEPARTMENT OF BUSINESS ECONOMICS

SR.NO.	Name of the Head of the Department	ACADEMIC YEAR
01	PROF. H. P. CHOKSI	1972 to 1984
02	PROF.S. SRIKANTHIAH	1984 to 1985
03	PROF. K. R. SHAH	1985 to 1993
04	PROF. D. S. PATHAK (OFFG. HEAD)	1993
05	PROF. S. K. SINGH	1993 to 2001
06	PROF. D.V. BALONI	2001 to 2004
07	PROF. G. M. PARIKH (OFFG. HEAD)	2004 to 2005
08	PROF. S. D. JOSHI	2005 to 2008
09	PROF. D.V. BALONI (OFFG. HEAD)	2008 to 2011
10	DR. S. A. SAIYAD	2011 to 2015
11	PROF. DINKAR. N. NAYAK	2015 ONWARDS

DEPARTMENT OF COMMERCE & BUSINESS MANAGEMENT

SR.NO.	Name of the Head of the Department	ACADEMIC YEAR
01	PROF. H. L. DHOLAKIA	1949 to 1972
02	PROF. DHAVAL MEHTA	1974 to 1976
03	PROF. I. P. VYAS	1976 to 1978 & 1984 to 1993
04	PROF. G. C. BERI	1979 to 1984
05	PROF. B. S. PATEL	1993 to 1998
06	PROF. A. R. HINGORANI	1998 to 2004
07	PROF. P.H.VYAS	2004 to 2013
08	Dr. U. R. DANGARWALA	2014 to 2017
09	SHRI KALPESH H. SHAH (OFFG. HEAD)	2017 ONWARDS

DEPARTMENT OF COOPERATIVE MANAGEMENT & RURAL STUDIES

SR.NO.	Name of the Head of the Department	ACADEMIC YEAR
01	PROF. K.N. NAIK	1964 to 1974
02	PROF. C S RATHOD	1974 to 1988
03	PROF. B H ELAVIA	1989 to 1991
04	PROF. M D MOHITE	1991 to 2006
05	PROF. SHARAD N BANSAL	2006 to 2017
06	MS. NEETA BALONI	2017 ONWARDS

R.B.I. UNIT

SR.NO.	Name of the Head of the Department	ACADEMIC YEAR
01	PROF. T.R. BISHNOI	2014 to 2018

FACULTY OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
LIST OF TEACHING STAFF OF THE FACULTY OF COMMERCE
[ACADEMIC YEAR 2017-18]
DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT

SR.NO	NAME OF THE FACULTY MEMBER	DESIGNATION	EDUCATIONAL QUALIFICATIONS
1	PROF. (DR.) CA. AMITA S. KANTAWALA	PROFESSOR	M.Com., F.C.A., Ph. D.
2	PROF. (DR.) PRAGNESH B. SHAH	PROFESSOR (CAS) & OFFG. HEAD	M.Com., M .Phil, Ph.D.
3	PROF. KETAN R. UPADHYAY	ASSOCIATE PROFESSOR	M.Com., M.Phil., Ph.D., FDP.,IIMA
4	SHRI JANAK M. SHAH	ASSOCIATE PROFESSOR	M.Com, D.T.P., D.C.A.
5	MS. SAVITRI D. CHELLANI	ASSOCIATE PROFESSOR	M.Com., B. Ed., M. Phil.
6	CA. SHRI BHARAT T. DHARAMSI	ASSOCIATE PROFESSOR	M.Com., F.C.A., ICWA
7	DR. GYNANESH S. DESAI*	ASSOCIATE PROFESSOR	M.Com., M. Phil, Ph.D.
8	CA. SHRI MINESH M. SHAH*	ASSOCIATE PROFESSOR	M.Com., F.C.A.
9	DR. JAYESH K. PANDYA	ASSOCIATE PROFESSOR	M.Com., M. Phil, Ph.D.
10	MS. VISALAKSHI M. IYER	ASSISTANT PROFESSOR	M.Com.
11	CA. SHRI YOGESH J. KESHARIYA	ASSISTANT PROFESSOR	M.Com., F.C.A.
12	CA. MS. BIJAL K. NAIK	ASSISTANT PROFESSOR	M.Com., A.C.A.
13	DR. RUPALI S. AMBADKAR	ASSISTANT PROFESSOR	M.Com., Ph. D.
14	SHRI DINESH S. VAGHELA	ASSISTANT PROFESSOR	M.Com., B. Ed.
15	SHRI KAMLESH D. VALA	ASSISTANT PROFESSOR	M.Com.
16	MS. NIDHI U. ARGADE	ASSISTANT PROFESSOR	M.B.A.
17	CA. SHRI MITUL T. PARMAR	ASSISTANT PROFESSOR	M.Com.; C. A.; I. C. W. A.
18	DR. RAMRUP K. SHARMA**	ASSISTANT PROFESSOR [CES]	M.Com.,Ph. D.
19	SHRI VISHAL N. SHAH**	ASSISTANT PROFESSOR [CES]	M.Com.
20	CS. SHRI HEMANT K. VALAND**	ASSISTANT PROFESSOR [CES]	M.Com., CS
21	MS. PRIYA D. PARIKH**	ASSISTANT PROFESSOR [CES]	M.Com., MED.

22	MS. MAMTA C. HINDOCHA**	ASSISTANT PROFESSOR [CES]	M.Com.
23	CMA. MS. NEHA M. SHAH**	ASSISTANT PROFESSOR [CES]	M.Com.
24	CA. SHRI ATUL P. SUVAGIYA***	ASSISTANT PROFESSOR [CES]	M.Com., CA, CS
25	MS. ALKA H. SHAH***	ASSISTANT PROFESSOR [CES]	M.Com. PGDBM. PGDTT

DEPARTMENT OF BANKING & INSURANCE

01	DR. DILIP K.CHELLANI	ASSOCIATE PROFESSOR	M.A., M. Com., Ph. D., DBM.
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DEPARTMENT OF BUSINESS ECONOMICS

SR.NO	NAME OF THE FACULTY MEMBER	DESIGNATION	EDUCATIONAL QUALIFICATIONS
01	PROF. DINESH V.BALONI	PROFESSOR	M.A., Ph. D.
02	PROF. DINKAR .N. NAYAK	ASSOCIATE PROFESSOR & HEAD	M.A., Ph. D.
03	MS. PRADNYA A .JAVDEKAR	ASSOCIATE PROFESSOR	M.A.
04	MS. RUCHA .S.VAIDYA	ASSOCIATE PROFESSOR	M.A.
05	SHRI KIRTRAM R.BADOLA	ASSOCIATE PROFESSOR	M.A., B.Ed., M.Ed.
06	DR. P. KRISHNAKUMAR	ASSOCIATE PROFESSOR	M.A., Ph. D.
07	DR. D RAMESH	ASSOCIATE PROFESSOR	M.Com., Ph. D.
08	DR. K. SHANMUGAN	ASSOCIATE PROFESSOR	M.A., Ph. D.
09	DR. JAYANT KUMAR	ASSOCIATE PROFESSOR	M.A., Ph. D.
10	DR. NANDINI KANNAN	ASSOCIATE PROFESSOR	M.A., Ph. D.
11	SHRI YASHIN VANKAR*	ASSOCIATE PROFESSOR	M.A.
12	DR. JYOTI ACHANTA	ASSOCIATE PROFESSOR	M.Com., Ph. D.
13	DR. SHRADHA BUDHDEO	ASSOCIATE PROFESSOR	M.Com., Ph. D.
14	DR. HEMA SUNDARI	ASSISTANT PROFESSOR	M.A. M.Phil., Ph.D.
15	DR. ARCHANA FULWARI	ASSISTANT PROFESSOR	M.A., Ph.D.
16	SHRI PRAKASH PARMAR*	ASSISTANT PROFESSOR	M.A.
17	MS. ASHWINI TRIVEDI**	ASSISTANT PROFESSOR [CES]	M.A.
18	SHRI SUMAN SINGH BISTH***	ASSISTANT PROFESSOR [CES]	M.A.

19	DR. SANGITA AGARWAL**	ASSISTANT PROFESSOR [CES]	M.A. Ph. D.
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DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

SR.NO	FACULTY MEMBER	DESIGNATION	EDUCATIONAL QUALIFICATIONS
01	PROF. PARIMAL.H.VYAS	PROFESSOR	M.Com., Ph.D., FDP., IIMA
02	DR. UMESH .R. DANGARWALA	ASSOCIATE PROFESSOR	M.Com., Ph.D., M. Phil., F.C.A., A.I.C.W.A.
03	SHRI KALPESH .H.SHAH	ASSOCIATE PROFESSOR & OFFG. HEAD	M.Com. M. Phil.
04	DR. AMIT .R.PANDYA	ASSOCIATE PROFESSOR	M.Com., Ph. D.
05	MS. SMITA .P.PATEL	ASSOCIATE PROFESSOR	M.Com.
06	DR. SANJAY R.DESAI	ASSOCIATE PROFESSOR	M.Com., Ph.D., FDP., IIMA
07	DR. SHAMAL A. PRADHAN	ASSOCIATE PROFESSOR	M.Com, M. Phil., Ph.D.
08	DR.VILAS Z. CHAUHAN	ASSISTANT PROFESSOR	M.Com., PGDBM, Ph. D.
09	SHRI R. HARIHARAN	ASSISTANT PROFESSOR	M.Com.
10	DR. KALPESH D. NAIK	ASSISTANT PROFESSOR	M.Com. Ph.D.
11	DR. MRUDULA TRIVEDI	ASSISTANT PROFESSOR	M.Com., Ph. D.
12	DR. MADHUSUDAN N . PANDYA	ASSISTANT PROFESSOR	M.Com.,Ph.D.
13	DR. VISHAL B. JAVIYA	ASSISTANT PROFESSOR	M.B.A., Ph.D.
14	DR. SANDIP G. PRAJAPATI	ASSISTANT PROFESSOR	M.B.A.
15	DR. TEJOVATI S. PRABHU*	ASSOCIATE PROFESSOR	M.Com, M. Phil.Ph.D.
16	DR. PRITI U. NIGAM*	ASSISTANT PROFESSOR	MBA, LLB, Ph.D.
17	DR. DRISHTI B. JOSHI**	ASSISTANT PROFESSOR [CES]	M.Com. Ph.D.
18	MS. PARINDA DOSHI**	ASSISTANT PROFESSOR [CES]	M.Com., CA
19	SHRI PARAG S. SHUKLA**	ASSISTANT PROFESSOR [CES]	M.Com.
20	MS. NEHA V. SHAH**	ASSISTANT PROFESSOR [CES]	MBA, PGDHRD
21	DR. AMEE A. AGRAWAL***	ASSISTANT PROFESSOR [CES]	MBA, Ph. D.
22	SHRI KALPESH J. PUROHIT***	ASSISTANT PROFESSOR [CES]	M.Com., CS

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

01	PROF. SHARAD N.BANSAL	PROFESSOR	M.A., Ph. D.
02	MS. NEETA BALONI	ASSISTANT PROFESSOR	M.Com.

DEPARTMENT OF ENGLISH

01	MS. SEEMA S.GOYAL	ASSISTANT PROFESSOR	M.A., M. Phil.
02	MS. LIZY ENDREWS	ASSISTANT PROFESSOR	M.A., M. Phil.
03	Dr. ANSHU SURVE	ASSISTANT PROFESSOR	M.A., Ph. D.

DEPARTMENT OF STATISTICS

01	MS. S.J.PARIKH	ASSISTANT PROFESSOR	MSC. Dip. in Computer Programming
02	DR. ARTI KHABIA	ASSISTANT PROFESSOR	M.SC. P.HD.

***Faculty Appointed at M.K. Amin Arts & Science College & College of Commerce, Padra (Constituent College of the M S University of Baroda)**

****Assistant Professors appointed on a tenure basis under ‘Contract for Educational Services at HPU, Faculty of Commerce**

*****Assistant Professors appointed on a tenure basis under ‘Contract for Educational Services at BBA Program, Faculty of Commerce**

FACULTY OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

LIST OF NON-TEACHING STAFF OF THE FACULTY OF COMMERCE [ACADEMIC YEAR 2017-18]

Sr. No.	Name	Post Held
A	DEAN'S OFFICE	
01	Shri K. M. Gohil	Head Clerk
02	Shri M. S. Patel	Sr. Clerk (HGS-II)
03	Shri P. B. Chauhan	Sr. Clerk (Work Arrangement)
04	Ms. Sonia Shah	Sr. Clerk (HGS-II)
05	Ms. S. U. Chokshi	Clerk (HGS)
06	Mr. P. J. Patel	Temp. Clerk
07	Ms. Shweta P.Rana	Temp. Clerk
B	MAIN BUILDING UNIT	
01	Mr. B. A. Shah	Sr. Clerk (HGS-II) (Work Arrangement)
02	Mr. M. J. Shah	Temp. Clerk (HPFU)
03	Mr. Kuldeep Rao	Temp. Clerk (Account)
04	Ms. Devanshi Gandhi	Temp. Clerk (Data Operator)
C	GENERAL EDUCATION BUILDING UNIT[HPU]	
01	Mrs. L. K. Vyas	Head Clerk
02	Mr. M. S. Khant	Clerk
03	Mr. P. V. Bhoite	Temp. Clerk (HPFU)
04	Shri L. M. Trivedi	Temp. Clerk (HPFU)
05	Mr. Y. G. Shah	Temp. Clerk
D	GIRLS' COLLEGE	
01	Shri G. M. Shrimali	Sr. Clerk
02	Ms. N. R. Tandle	Sr. Clerk (Work Arrangement)
03	Shri P. H. Prajapati	Typist Clerk (HGS)
04	Mr. S. D. Deshmukh) Clerk (HGS)
E	P. G. UNIT (DEEP BUILDING)	
01	Mr. C. M. Devle	Assistant Accountant (Work Arrangement)
02	Mr. B. N. Shah	Temp. Clerk
03	Mr. Sandeep Rajput	Temp. Clerk
04	Pandya M. R.	Clerk

FACULTY OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
[ACADEMIC YEAR 2017-18]
LIST OF MINISTERIAL STAFF OF THE FACULTY OF COMMERCE

No	Name	Post Held
A	DEAN'S OFFICE & MAIN BUILDING UNIT	
01	Shri Suhas Thakur	Peon
02	Shri Santos Prabhakar	Peon
03	Smt. Sudha Patel	Peon
04	Shri Sunil More	Peon
05	Shri Pravin P. Rana	Peon
06	Shri Viral Shah	Temp. Peon
07	Shri Suresh Patel	Temp. Peon
08	Shri Nitesh Parmar	Temp. Peon
09	Shri Hemant Thite	Temp. Peon
10	Shri Nikul Mali	Temp. Peon
11	Shri Kaushik Sandim	Temp. Peon
12	Shri Ritesh Dabholkar	Temp. Peon
13	Shri Trushar Jadhav	Temp. Peon
14	Shri Krunal V. Surve	Temp. Peon
15	Shri Parag Dave	Temp. Peon
16	Shri Harshad Dabholkar (HPU)	Temp. Peon
17	Shri Akash Patel (HPU)	Temp. Peon
B	GENERAL EDUCATION BUILDING UNIT[HPU]	
01	Shri Ramesh Karekar	Peon
02	Shri R.G. Pawar	Peon
03	Shri Harshad Solanki	Peon
04	Shri Shailesh K. Pawar	Peon
05	Shri Chandrakant Solanki	Temp. Sweeper
06	Mrs.Lataben Chaudhary (HPU)	Temp. Peon
C	GIRLS COLLEGE :	
01	Shri Prakash Mahadik	Peon
02	Shri Dinesh M. Gohil	Temp. Peon
03	Shri Vinayak Pawar	Temp. Peon
04	Shri Mitesh Kamle	Temp. Peon
05	Smt. Rekha Solanki	Temp. Sweeper
D	P. G. UNIT (DEEP BUILDING)	
01	Shri R. P. Dhabholkar	Peon
02	Shri Devendra Rathod	Peon
03	Shri Jayesh Acharya	Peon(W.A.)
04	Shri Pravin Solanki	Sweeper
05	Shri Jayesh S. More	Temp. Peon
06	Shri Chavda Dipak	Temp. Peon
07	Shri Kiran Solanki	Temp. Sweeper
08	Shri Varsan Rathwa (M.Diploma)	Temp. Peon

FACULTY OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
ACADEMIC PROGRAMS OF THE FACULTY OF COMMERCE
AT A GLANCE

[Academic Year 2017-2018]

COURSE	DETAILS OF THE DEGREE AND DIPLOMAS OFFERED [UG & PG]	ELIGIBILITY CRITERIA	Minimum Cut off %	
			Local	Outsider
PH. D. PROGRAM	Ph. D. in Accounting and Financial Management Ph. D in Banking and Insurance Ph. D in Business Economics Ph. D in Commerce and Business Management Ph. D in Co-operative Management and Rural Studies	<ul style="list-style-type: none"> A Candidate holding a recognized Master's Degree or recognized equivalent to Master's Degrees in the concerned subjects. Passed PET examination/ NET /SLET/ M.Phil 	50%	50%
M.COM. [REGULAR PG PROGRAM]	M. Com. with Specialization in Accounting and Financial Management	<ul style="list-style-type: none"> A Candidate having passed B.Com/BBA/BBS or equivalent degree 	55%	60%
	M. Com. with Specialization in Banking and Insurance	<ul style="list-style-type: none"> In addition B.A. Degree 	55%	60%
	M. Com. with Specialization in Business Economics (I) Specialization in Industrial Economics and International Business (II) Specialization in Financial Economics	<ul style="list-style-type: none"> In addition B.A. Degree 	50%	60%
	M. Com. with Specialization in Commerce and Business Management (I) Specialization in Marketing Management (II) Specialization in Human Resource Management M. Com. with Specialization in Co-operative Management and Rural Studies	<ul style="list-style-type: none"> A Candidate having passed B.Com/BBA/BBS or equivalent degree In addition B.A. Degree 	50%	60%
M.COM.	New Programme commencing from the academic year 2018-19.	<ul style="list-style-type: none"> A Candidate having passed B.Com/BBA/BBS or equivalent degree 	50%	50%
PG DIPLOMA PROGRAMS [Regular Programme]	Post Graduate Diploma in Banking	<ul style="list-style-type: none"> A Candidate having passed B.Com/ BBA/ BBS/ BA with Economics as one of the subjects 	45%	60%
	Post Graduate Diploma in Applied Economics		45%	45%
	Post Graduate Diploma in Co-operative Management		40%	40%
PG DIPLOMA PROGRAMS [HIGHER PAYMENT: MORNING]	Post Graduate Diploma in Accounting and Finance Post Graduate Diploma in Business Administration	<ul style="list-style-type: none"> A Candidate having passed B.Com / BBA / BBS or equivalent 	45%	50%

PG DIPLOMA PROGRAMS [HIGHER PAYMENT: EVENING]	Post Graduate Diploma in Financial Management Post Graduate Diploma in Business Management Post Graduate Diploma in Marketing Management Post Graduate Diploma in Strategic Human Resource Management Post Graduate Diploma in Banking and Insurance	<ul style="list-style-type: none"> Any Graduate with 45% marks in aggregate. 	45% 45% 45% 45%	45% 45% 45%
COURSE	DETAILS OF THE DEGREE AND DIPLOMAS OFFERED [UG &PG]	ELIGIBILITY CRITERIA	Minimum Cut off %	
			Local	Outsider
B.COM (REGULAR COURSE) [UNDER CHOICE BASED CREDIT SYSTEM (CBCS)]	With 40 Courses having 120 Credits in Total Number of Six Semesters to be offered equally at FY B Com, SYB Com, & T Y B Com	<ul style="list-style-type: none"> A Candidate having passed XII in any stream with English as one of the subjects 	12 TH PASS	40%
B.COM. (HONOURS) [Higher Payment]	With 56 courses having 156 Credits in Total Number of Six Semester at F.Y. B.Com., S.Y. B.Com. & T.Y. B.Com	<ul style="list-style-type: none"> A Candidate having passed XII in any stream with English as one of the subjects 	50%	50%
BACHELOR IN BUSINESS ADMINISTRATION [Higher Payment]	With 48 Courses having 177+ Credits in Total Number of Six Semesters to be offered equally at FY B Com, SYB Com, & T Y B Com	<ul style="list-style-type: none"> A Candidate having passed XII in any stream with English as one of the subject 	45%	45%
UG DIPLOMA PROGRAM	UNDER GRADUATE DIPLOMA IN COOPERATIVE MANAGEMENT	<ul style="list-style-type: none"> XII Passed in any stream with English as one of the subjects OR SSC with English as one of the subjects, provided the candidate has worked for atleast three complete years subsequent to his passing the examination in a recognized co-operative institution 	-	-

Further details can be obtained from Faculty Prospectus.

FACULTY OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
A BRIEF ABOUT VARIOUS DEPARTMENTS OF THE FACULTY OF COMMERCE

The Faculty of Commerce consists of Five Departments viz. Department of Accounting & Financial Management, Department of Banking and Insurance, Department of Business Economics, Department of Commerce & Business Management, and Department of Co-operative Management & Rural Studies.

DEPARTMENT OF ACCOUNTING AND FINANCIAL MANAGEMENT

The Department was established in the year 1949, and it imparts education in areas of Accounting and Finance at B.Com, M.Com and PG Diploma Programs. Its faculty members continually participate in Seminars and Conferences. It has introduced the paper of Basics of IT and e-Accounting at UG as well as PG Diploma level. With the introduction of semester system as well as Choice Based Credit System at the Faculty level, the Department has updated and upgraded its syllabi of various courses offered at UG & PG level respectively. Placement activities are regularly planned organized for the benefit of its students. It has set up vibrant and active Accounting and Finance Students' Association (AFSA – UG and PG) which periodically organizes Seminars in collaboration with WICASA, ICAI. It also plans and organizes varying co-curricular activities, community outreach programmes and industrial visits for its students.

DEPARTMENT OF BANKING & INSURANCE

It offers teaching in the areas of banking, finance and insurance at UG & PG level respectively. It continually interacts with banks, insurance companies and other financial institutions. It has introduced compulsory internship as a part of the Course Curriculum for its students a period of one month in banks, insurance companies and other financial institutions. It has created in house Library facilities. It has set up Banking and Insurance Students' Forum (BISF) which organizes various students' activities for the benefit of its students.

DEPARTMENT OF BUSINESS ECONOMICS

It imparts education with specialization in Business Economics at UG & PG level respectively. It has also established Business Economics Students' Association (BECOSA) that regularly organizes industrial visits as well as co-curricular activities for the benefit of its students. The Department has updated and upgraded its syllabi of various courses offered at UG & PG level respectively. The department has organized number of National Level Seminars and Conferences over the years.

DEPARTMENT OF COMMERCE & BUSINESS MANAGEMENT

It was established along with the Faculty in 1949, and in 1959 it began its pioneering leading academic courses in management as a core field of study. In 1977, the Department launched for the first time specialized courses at undergraduate level in the subjects of "Marketing Management" as well as "Personnel and Industrial Relations Management". At present, the student graduates with a degree in "Bachelor of Commerce" as well as "Masters in Commerce" majoring in "Marketing Management" or "Human Resource Management". With the introduction of semester system as well as Choice Based Credit System at the Faculty level, the Department has updated and upgraded its syllabi of various courses offered at UG & PG level respectively. It organizes various academic, co-curricular & extension activities throughout the year for the overall development of our students. Management Students' Association at PG regularly organizes industrial visits as well as co-curricular activities such as Test; Case study Analysis & Group Discussion were organized in a way to enhance the knowledge of the students celebration of Teachers' Day; Industrial visit to Indian Railway; Guest Lecture; Sports Week etc. MSAPG had also organized MAGWEEK in which Brain Storming session; Project Presentation; Poster Presentation; General Awareness for the benefit of its students.

DEPARTMENT OF COOPERATIVE MANAGEMENT & RURAL STUDIES

It imparts Under Graduate & Post Graduate education in the area of Co-operative Management & Rural Studies. It offers Under Graduate & Post-Graduate Degree as well as Diploma programme. Since its inception, has been playing a vital role in providing education in the thrust areas of Co-operation and has conducted training programme for its students and teachers. The Department has updated and upgraded its syllabi of various courses offered at UG & PG level respectively. It has received financial support to set-up Center for Research and Training in Co-operative Banking and Micro Finance.

FACULTY OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
Total Fees Charged for Degree & Diploma Programmes [UG & PG]

Sr. No.	Name of the Course	Fees To be Charged in 2018-19 likely to be revised (In Rupees)		Total Examination fees [Both Sem.] Rupees
		Boys	Girls	
REGULAR [GRANTS-IN-AID] GRADUATE DEGREE[B COM] /DIPLOMA PROGRAMS				
01	F.Y.B.Com (Regular Program) [Main Building /Girls’ College]	5900	4700	1120
02	S.Y.B.Com (Regular Program) [Main Building /Girls’ College]	5900	4700	1120
03	T. Y.B.Com (Regular Program) [Main Building /Girls’ College]	5900	4700	1120
04	UG Diploma in Co-operative Management [Main Building]	5900	4700	1120
REGULAR [GRANTS-IN-AID] POST-GRADUATE GRADUATE DEGREE [M COM]/DIPLOMA PROGRAMS				
	M.Com (Pervious) (Regular Program) [PG Unit]	-	-	-
01	M.Com. with Specialization in Accounting and Financial Management [PG Unit]	5900	4700	1660
02	M.Com. with Specialization in Banking and Insurance [PG Unit]	5900	4700	1660
03	M.Com. with Specialization in Business Economics [PG Unit]	5900	4700	1660
04	M.Com. with Specialization in Commerce and Business Management [PG Unit]	5900	4700	1660
05	M.Com with Specialization in Co-operative Management and Rural Studies [Main Building]	5900	4700	1660
06	M.Com			
	M.Com (Final) (Regular Program) [PG Unit]			1660
07	M.Com in Accounting and Financial Management [PG Unit]	5900	4700	1660
08	M.Com in Banking and Insurance [PG Unit]	5900	4700	1660
09	M.Com in Business Economics [PG Unit] (I) Specialization in Industrial Economics and International Business (II) Specialization in Financial Economics	5900	4700	1660
10	M.Com in Human Resource Management [PG Unit]	5900	4700	1660
11	M.Com in Marketing Management [PG Unit]	5900	4700	1660
	M.Com with Specialization in Co-operative Management and Rural Studies [Main Building]	5900	4700	1660
12	M.Com (New)	5900	4700	1660
13	PG Diploma in Banking (Regular Program): [PG Unit]	5900	4700	1660
14	PG Diploma in Applied Economics (Regular Program):[PG Unit]	5900	4700	1660
15	PG Diploma in Co-operative Management & Rural Studies: (Regular Program): [Main Building]	5900	4700	1660
GRADUATE DEGREE[B COM] PROGRAMS OFFERED ON HIGHER PAYMENT BASIS				
01	F.Y.B.Com (Higher Payment Basis) [General Education Building]	11500	11500	1120
02	S.Y.B.Com (Higher Payment Basis) [General Education Building]	11500	11500	1120
03	T.Y.B.Com (Higher Payment Basis) [General Education Building]	11500	11500	1120
04	F.Y.B.Com [B COM: HONOURS] (Donor’s Plaza)	20700	20700	1120
POST GRADUATE DIPLOMA PROGRAMS OFFERED ON HIGHER PAYMENT BASIS [MORNING PROGRAMS]				
01	PG Diploma in Accounting & Finance: [PG Unit]	11500	11500	1660
02	PG Diploma in Business Administration: [PG Unit]	11500	11500	1660
POST GRADUATE DIPLOMA PROGRAMS OFFERED ON HIGHER PAYMENT BASIS [EVENING PROGRAMS]				
01	PG Diploma in Financial Management : [PG Unit]	21500	21500	1660
02	PG Diploma in Banking and Insurance : [PG Unit]	21500	21500	1660
03	PG Diploma in Business Management: [PG Unit]	21500	21500	1660
04	PG Diploma in Marketing Management : [PG Unit]	21500	21500	1660
05	PG Diploma in Strategic Human Resource Management	21500	21500	1660

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
FACULTY OF COMMERCE

ADMISSION GUIDELINES FOR P G DIPLOMA COURSES

[BANKING / BUSINESS ECONOMICS/COOPERATIVE MANAGEMENT AND RURAL STUDIES]

1. (A) Admission Guidelines for P. G. Diploma Courses (For M.S.U. Students):

- a) Post Graduate Degree or Diploma admissions for all students (Local and others) will be decided on the basis of merits of grand total marks obtained by the candidate from all the semesters/year end examinations (i.e from six semesters/three years).
- b) All applicants who have passed B.Com/B.B.A/B.B.A or B.A with Economics as a major subject or any other equivalent degree as full time regular student with minimum of 45% marks in aggregate in FY, SY and TY examinations (i.e from six semesters/three years) will be eligible for admission to 1st Semester of Post Graduate Diploma in Banking.
- c) All applicants who have passed B.Com/B.B.A/B.B.A or B.A with Economics or Political Science or Sociology as major subject or Bachelor of Agriculture or Bachelor of Co-operation or Bachelor of Rural Management or any other equivalent degree as full time regular student with minimum 40% of marks in aggregate in FY, SY and TY examinations (i.e from six semesters/three years) will be eligible for admission to 1st Semester of Post Graduate Diploma in Co-operative management.
- d) All applicants with minimum of 45% marks as full time regular student at degree level having Economics as one of the subject are eligible for admission to 1st Semester of Post Graduate Diploma in Applied Economics.
- e) All applicants seeking admission to PG courses need to attach original transfer certificate along with the admission form. This certificate can be obtained from respective units.

1. (B) Admission Guidelines for other than M.S.U. Students:

- a) All applicants other than MSU students shall be admitted on merit basis up to 5% of total intake capacity of the respective department. Applicants must have minimum 45% marks in aggregate in FY.SY and TY examination of B.Com/ B.B.A/ B.B.S/ B.A. or any other equivalent degree as full time regular student for admission to 1st Semester of any post graduate diploma course of Department of Banking and Insurance.
- b) All applicants other than MSU seeking admission to Department of Co-operative Management and Rural Studies must have secured 40% and Business Economics, must have secured minimum 45% marks in aggregate in FY.SY and TY examination of B.Com/ B.B.A/ B.B.S/ B.A. or any other equivalent degree from any university as full time regular student for admission to 1st Semester of post graduate diploma course of the Department of Co-operative Management and Rural Studies and Department of Business Economics.

2. To calculate the percentage for admission, following points would be considered (For All Applicants):

- a) Grace marks added in grand total of any bachelor degree under ordinance will be taken into consideration for calculating percentage for admission. Also grace marks for passing in individual subject will be considered for the calculation of aggregate percentage.
- b) Fraction should be ignored in calculating percentage of any bachelor degree programme for eligibility purpose.
- c) No deduction of percentage will be made for gap upto five years after passing the basic qualifying degree course for admission to post graduate programmes. However, if seats in any programmes remain vacant than the gap of more number of years may be consider.
- d) For additional attempts at degree programmes, one percent will be deducted for calculating the merit for admission to PG programmes. Maximum deduction will be upto the minimum percentage for determining the eligibility for admission to the PG programmes.

3. Sports and NCC Cases:

- a) All applicants, who have participated / represented in sports at National or State or District level only during under graduate course be entitled for benefit for admission to 1st Semester of M.Com. (Previous) or Post Graduate Diploma Courses, as per University Rules.
- b) All applicants, who have passed N.C.C. with 'A', 'B' or 'C' Certificate, 1%, 2% or 3% respectively will be added for admission to 1st Semester of M.Com. (Previous) or Post Graduate Diploma Courses as per SR (AC) 97-III-5 dated 20.12.1997; This benefit will be given for any one certificate at a time. It is compulsory to submit the NCC certificate at the time of submission of admission form without which the applicant will be considered as general applicant.

4. Reserved Category:

- a) All applicants belonging to SC/ST/SEBC/Physically Challenged category will be considered for admission to 1st Semester of M. Com. (Previous) or Post Graduate Diploma Courses as per the Government of Gujarat Rules applicable from time to time. A relaxation of 5% marks will be given in case of SC and ST candidates.
- b) SC/ST/SEBC certificates can be obtained from The Collector, The Mamlatdar, The Taluka Development Officer, The Director of Social Welfare and The District Social Welfare Officer.
- c) The SEBC applicants are required to attach compulsory SEBC Caste Certificate and Non-Creamy Layer Certificate i.e. Annexure "C" for the income of the current year without which he / she will be considered as general applicant.
- d) Physically Challenged applicants with disability suffering from blindness/ low vision or hearing impairment and locomotors disability / cerebral palsy will only be eligible

for admission to M. Com. (P) provided they have physical deficiency of 40% and above. This must be certified by the Civil Surgeon of General Hospital.

5. Ex-Service Men:

- a) Wards of Ex-Servicemen who are native of Gujarat have to attach the Xerox copy of service card as a proof of domicile in Gujarat and those who belong to other states have to produce a domicile certificate stating that they are resident in Gujarat at least for 10 years previous to current year. In addition, the wards of Ex-serviceman have to attach the Eligibility Certificate for Reserved seat issued by the Director, Sainik Welfare Board, Gujarat State or District Sainik Welfare and Resettlement Officer. The wards of in-service Defense Personnel have to attach certificate issued by the Commanding Officer of the respective unit in which they are serving.

6. Foreign Applicant:

- a) Foreign Students have to attach Registration form for International Student and produce HIV Test Report, Police Registration Certificate and Passport with Visa details. (The Validity period of Visa must be for two academic years for Degree Course and one academic year for Diploma Course).

7. Government Transfer Case:

- a) All applicants who are sons / daughters of the Government Employees transferred to and joined recently at Baroda during previous year succeeding the current academic year or during the current academic year will be considered at par with local students. Such applicants will be admitted, if found eligible on the production of transfer order and joining report from the employer of their parents.

8. Refund of Tuition Fees : [0.193 B(10)/(H-A)]:

- a) The refund of tuition fees paid by the student may be dealt with as mentioned below on condition that a written application for the refund is received from the student concerned on or before the date of leaving the institution :
- b) Full Fees after deducting Rs. 10 as administrative charges will be refunded in case the admission is cancelled within seven days of the declaration of his/her admission;
- c) 50% of the fees will be refunded if a student leave the institution within 15 days from the date of the declaration of his/her admission.
- d) Tuition fees will not be refunded if a student leaves the institution after 15 days from the date of the declaration of his admission.
- e) In case of a student who has been admitted simultaneously in two institutions of this university and who has already paid tuition and other fees in both of them, the amount of all fees of one institution will be refunded to him in full on his applying to the Head of the institution in which he wants to give up admission through the Head of the other institution who should certify the admission and payment of all fees in his institution.

9. Last date of admissions for depositing fees [0.193 (B) para 6]

- a) The dates for accepting the tuition fees for the first or second term / semester of a faculty / institution, as the case may be will be decided and announced by the

respective Deans / Heads of the institutions. Fees in general will not be accepted after the notified last date.

- b) The Deans / Heads of the institutions may allow the late payment of fees up to a maximum of 30 days, after the expiry of the notified date, without any fine if they feel that the students had genuine reasons. For this the student will have to apply to the Deans / Heads of the institutions explaining the reasons in writing as to why he / she could not pay the tuition fees within stipulated time.
- c) The Deans / Heads of the institutions may also allow the late payment of fees after 30 days (i.e. from 31st day till 60th day after the notified last date) with a fine of Rs. 1000/- plus an additional fine Rs. 20/- per day along with the prescribed fees.
- d) There shall be no collection of tuition fees from 61st day after the notified date onwards for a given faculty or institution.

10. Attendance:

- a) As per recent UGC Guidelines a student must have at least 75% attendance in an academic year.

11. Examination:

- a) All semester end examinations of PG courses will be conducted on 'Odd with Odd and 'Even with Even' pattern/basis.

12. General Guidelines:

- a) The receipt for submission of application form to the office must be preserved and its number must be quoted whenever necessary. No correspondence will be entertained in the matter of admission. All dealings with this office will be entertained with applicants in person only.
- b) The Dean is authorized to decide issues or matter relating to admission of Post Graduate Courses arising from time to time in consultation with the Head/s of the Departments.
- c) The various other rules that not covered in this document shall remain unchanged. Further, any rules and regulations which are in force, which shall be modified from time to time by the befitting authorities of the M S University of Baroda shall come in force as the case may be.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
FACULTY OF COMMERCE
ADMISSION GUIDELINES FOR P G DIPLOMA COURSES
[ACCOUNTING AND FINANCE / BUSINESS ADMINISTRATION: HIGHER PAYMENT BASIS]

1 (A) Admission Guidelines for PG Diploma Courses (For M.S.U. Students):

- a) Post Graduate Degree or Diploma admissions for all students (Local and others) will be decided on the basis of merits of grand total marks obtained by the candidate from all the semesters/year end examinations (i.e from six semesters/three years).
- b) All applicants who have passed B Com./B.B.A./B.B.S. or any other equivalent degree as full time regular student with minimum of 45% marks will be eligible for admission to 1st Semester of Post Graduate Diploma in Accounting & Finance and Post Graduate Diploma in Business Administration on Higher payment basis.
- c) All applicants seeking admission to PG courses need to attach original transfer certificate along with the admission form. This certificate can be obtained from respective units.

1 (B) Admission Guidelines for P.G Diploma Courses (Other than M.S.U. Students):

- a) All applicants other than MSU students shall be admitted on merit basis up to 5% of total intake capacity of the respective department. Applicants must have minimum 45% marks in aggregate in FY, SY and TY examination of B.Com/ B.B.A/ B.B.S/ B.A. or any other equivalent degree as full time regular student for admission to 1st Semester of any post graduate Diploma course of Department of Accounting and Financial Management and Department of Commerce and Business Management.
- b) Provisional Eligibility Certificate in original is to be attached compulsorily with the admission forms for all applicants other than those from the M. S. University of Baroda. This Certificate can be obtained by applying to the Academic Section, Room No. 310, IInd Floor, M.S.U. Main Office, Baroda.

2 To calculate the percentage for admission, following points would be considered(For All Applicants):

- a) Grace marks added in grand total of any bachelor degree under ordinance will be taken into consideration for calculating percentage for admission. Also grace marks for passing in individual subject will be considered for the calculation of aggregate percentage.
- b) Fraction should be ignored in calculating percentage of any bachelor degree programme for eligibility purpose.
- c) No deduction of percentage will be made for gap upto five years after passing the basic qualifying degree course for admission to post graduate programmes. However, if seats in any programmes remain vacant than the gap of more number of years may be consider.

- d) For additional attempts at degree programmes, one percent will be deducted for calculating the merit for admission to PG programmes. Maximum deduction will be upto the minimum percentage for determining the eligibility for admission to the PG programmes.

3. Sports and NCC Cases:

- a) All applicants, who have participated / represented in sports at National or State or District level only during under graduate course be entitled for benefit for admission to 1st Semester of M.Com. (Previous) or Post Graduate Diploma Courses, as per University Rules.
- d) All applicants, who have passed N.C.C. with 'A', 'B' or 'C' Certificate, 1%, 2% or 3% respectively will be added for admission to 1st Semester of M.Com. (Previous) or Post Graduate Diploma Courses as per SR (AC) 97-III-5 dated 20.12.1997; This benefit will be given for any one certificate at a time. It is compulsory to submit the NCC certificate at the time of submission of admission form without which the applicant will be considered as general applicant.

4. Reserved Category:

- a) All applicants belonging to SC/ST/SEBC/Physically Challenged category will be considered for admission to 1st Semester of M. Com. (Previous) or Post Graduate Diploma Courses as per the Government of Gujarat Rules applicable from time to time. A relaxation of 5% marks will be given in case of SC and ST candidates.
- b) SC/ST/SEBC certificates can be obtained from The Collector, The Mamlatdar, The Taluka Development Officer, The Director of Social Welfare and The District Social Welfare Officer.
- c) The SEBC applicants are required to attach compulsory SEBC Caste Certificate and Non-Creamy Layer Certificate i.e. Annexure "C" for the income of the current year without which he / she will be considered as general applicant.
- d) Physically Challenged applicants with disability suffering from blindness/ low vision or hearing impairment and locomotors disability / cerebral palsy will only be eligible for admission to M. Com. (P) provided they have physical deficiency of 40% and above. This must be certified by the Civil Surgeon of General Hospital.

5. Ex-Service Men:

- a) Wards of Ex-Servicemen who are native of Gujarat have to attach the Xerox copy of service card as a proof of domicile in Gujarat and those who belong to other states have to produce a domicile certificate stating that they are resident in Gujarat at least for 10 years previous to current year. In addition, the wards of Ex-serviceman have to attach the Eligibility Certificate for Reserved seat issued by the Director, Sainik Welfare Board, Gujarat State or District Sainik Welfare and Resettlement Officer. The wards of in-service Defense Personnel have to attach certificate issued by the Commanding Officer of the respective unit in which they are serving.

6. Foreign Applicant:

- a) Foreign Students have to attach Registration form for International Student and produce HIV Test Report, Police Registration Certificate and Passport with Visa details. (The Validity period of Visa must be for two academic years for Degree Course and one academic year for Diploma Course).

7. Government Transfer Case:

- a) All applicants who are sons / daughters of the Government Employees transferred to and joined recently at Baroda during previous year succeeding the current academic year or during the current academic year will be considered at par with local students. Such applicants will be admitted, if found eligible on the production of transfer order and joining report from the employer of their parents.

8. Refund of Tuition Fees : [0.193 B(10)/(H-A)]:

- a) The refund of tuition fees paid by the student may be dealt with as mentioned below on condition that a written application for the refund is received from the student concerned on or before the date of leaving the institution :
- b) Full Fees after deducting Rs. 10 as administrative charges will be refunded in case the admission is cancelled within seven days of the declaration of his/her admission;
- c) 50% of the fees will be refunded if a student leave the institution within 15 days from the date of the declaration of his/her admission.
- d) Tuition fees will not be refunded if a student leaves the institution after 15 days from the date of the declaration of his admission.
- e) In case of a student who has been admitted simultaneously in two institutions of this university and who has already paid tuition and other fees in both of them, the amount of all fees of one institution will be refunded to him in full on his applying to the Head of the institution in which he wants to give up admission through the Head of the other institution who should certify the admission and payment of all fees in his institution.

9. Last date of admissions for depositing fees [0.193 (B) para 6]

- a) The dates for accepting the tuition fees for the first or second term / semester of a faculty / institution, as the case may be will be decided and announced by the respective Deans / Heads of the institutions. Fees in general will not be accepted after the notified last date.
- b) The Deans / Heads of the institutions may allow the late payment of fees up to a maximum of 30 days, after the expiry of the notified date, without any fine if they feel that the students had genuine reasons. For this the student will have to apply to the Deans / Heads of the institutions explaining the reasons in writing as to why he / she could not pay the tuition fees within stipulated time.
- c) The Deans / Heads of the institutions may also allow the late payment of fees after 30 days (i.e. from 31st day till 60th day after the notified last date) with a fine of Rs. 1000/- plus an additional fine Rs. 20/- per day along with the prescribed fees.

- d) There shall be no collection of tuition fees from 61st day after the notified date onwards for a given faculty or institution.

10. Attendance:

- a) As per recent UGC Guidelines a student must have at least 75% attendance in an academic year.

11. Examination:

- a) All semester end examinations of PG courses will be conducted on 'Odd with Odd and 'Even with Even' pattern/basis.

12. General Guidelines:

- a) The receipt for submission of application form to the office must be preserved and its number must be quoted whenever necessary. No correspondence will be entertained in the matter of admission. All dealings with this office will be entertained with applicants in person only.
- b) The Dean is authorized to decide issues or matter relating to admission of Post Graduate Courses arising from time to time in consultation with the Head/s of the Departments.
- c) The various other rules that not covered in this document shall remain unchanged. Further, any rules and regulations which are in force, which shall be modified from time to time by the befitting authorities of the M S University of Baroda shall come in force as the case may be.

FACULTY OF COMMERCE
THA MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

GUIDELINES FOR MID-SEMESTER EXAMINATIONS [30 MARKS]
(PG COURSES)

(M COM [PREVIOUS & FINAL] & PG DIPLOMAS)

- There shall be one internal test to be called as Mid-Semester examinations of 30 marks.
- There shall be two units of the Syllabus for the purpose of paper setting.
- The first question of 15 marks to be asked from the ONE UNIT with an internal option and Second Question with an internal option to be asked from the SECOND UNIT in a similar manner.
- The Syllabus of the each of the Subject shall be communicated by the respective teacher in the class rooms only.
- The format of the question paper may include descriptive as well as objective questions.
- The duration of the test for each of the subject shall be **60** minutes.

**DEPARTMENT WISE LIST OF SUBJECTS OF P.G. DIPLOMA PROGRAMS
UNDER SEMESTER SYSTEM**

COURSE	TITLE OF THE PG SUBJECTS	CODE	REMARKS
DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT			
POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE [On Higher Payment Basis] [w.e.f. Academic Year 2014-2015]	Direct Taxes Financial Management Operations Research for Financial Decisions Corporate and Allied Laws	ACF4109 ACF4102 ACF4103 ACF4104	SEMESTER-I
	Cost and Management Accounting Capital Market and Investments Basics of IT and E-Accounting GST and Custom duty	ACF4201 ACF4202 ACF4209	SEMESTER-II

DEPARTMENT OF BANKING & INSURANCE			
POST GRADUATE DIPLOMA IN BANKING	Banks and Financial Institutions in India Banking Laws and Practices Bank Credit International Banking and Foreign Exchange Insurance Foreign Exchange Laws and Regulations Basic Quantitative Techniques and Applications in Banks	BNK4101 BNK4102 BNK4103 BNK4104 BNK4105 BNK4106	SEMESTER-I
	Rural Banking and Micro Finance Bank Management Financial Markets and Services Insurance Products, Services and Marketing Retail Banking Dissertation - Project Report and Viva-voce	BNK4201 BNK4202 BNK4203 BNK4204 BNK4205 BNK4206	SEMESTER-II
DEPARTMENT OF BUSINESS ECONOMICS			
POST GRADUATE DIPLOMA IN APPLIED ECONOMICS	Applied Microeconomics Capital Market Money Market Elements of Economic Statistics Macro Economic Analysis for Business Financial Institutions and Services		SEMESTER-I
	Elements of Investment Analysis Introduction to Industrial Economics Resource Economics Indian Economic Policies and Strategy Economics of Entrepreneurship Fundamentals of International Business		SEMESTER-II
DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT			
POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [On Higher Payment Basis]	Strategic Management Marketing Management Human Resource Management Research Methodology & Quantitative Techniques	CBM4101 CBM4102 CBM4103 CBM4104	SEMESTER-I
	E-Commerce Consumer Behaviour International Business Project Work & Viva Voce Examinations	CBM4201 CBM4202 CBM4203 CBM4204	SEMESTER-II

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES			
POST GRADUATE DIPLOMA IN CO- OPERATIVE MANAGEMENT	Theory of Co-operatron Co-operative Credit Movement in India Co-operative Law Co-operative Management : Theory and Principles Business Environment Human Resource Management in Co-operatives	CPR4101 CPR4102 CPR4103 CPR4104 CPR4105 CPR4106	SEMESTER-I
	Principles and Practice of Co-operation Rural Credit Co-operatives State Co-operative Societies Act and Rules Co-operative Management: Application and Issues Environment for Cooperatives Co-operative Education and Training	CPR4201 CPR4202 CPR4203 CPR4204 CPR4205 CPR4206	SEMESTER-II

**DEPARTMENT WISE LIST OF SUBJECTS OF MASTER OF COMMERCE
PROGRAMS
UNDER SEMESTER SYSTEM**

COURSE	TITLE OF THE PG SUBJECTS	CODE	REMARKS
DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT			
M. COM. [PREVIOUS]	Accounting Standards Advanced Cost Accounting Direct Taxes Laws Advanced Auditing		SEMESTER-I
	Financial Decision Analysis Corporate and Allied Laws Indirect Tax Laws Corporate Financial Reporting		SEMESTER-II
M. COM. [FINAL]	Advanced Financial Management Investment Analysis Indirect Taxes - Central Excise & Service Tax Quantitative Techniques For Financial Decision - OR Research Methodology in Finance (For those who intend to take		SEMESTER-III
	Strategic Financial Management Portfolio Management Indirect Taxes - Customs Duty and GVAT International Accounting & Finance - OR Project Work		SEMESTER-IV
FOLLOWING SPECIALIZATION TO BE IMPLEMENTED AT M.COM (FINAL) FROM THE ACADEMIC YEAR 2019-20.			
M. COM. [FINAL] (FROM THE ACADEMIC YEAR 2019-20)	Advanced Financial Management Investment Analysis Advanced Management Accounting CORE ELLECTIVE FOR SPECIALISATION Specialization -I (Accounting) Contemporary Issues In Accounting Specialization -II (Taxation) Direct Tax Laws & Practice Specialization -III (Finance) Financial Markets and Instruments		[SEMESTER-I]

<p>M. COM. [FINAL] (FROM THE ACADEMIC YEAR 2019-20)</p>	<p>Strategic Financial Management Portfolio Management CORE ELLECTIVE FOR SPECIALISATION Specialization -I (Accounting) Advanced Accounting Financial statement Analysis and Research Specialization -II (Taxation) Tax planning and Management GST: Laws and Practice Specialization -III (Finance) Derivatives International Financial Management</p>		<p>[SEMESTER-II]</p>
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DEPARTMENT OF BANKING & INSURANCE			
M. COM. [PREVIOUS]	Indian Financial System Theory of Banking and Insurance Banking Laws and Practices Insurance Laws and Regulations	BNK2101 BNK2102 BNK2103 BNK2104	SEMESTER-I
	International Banking & Foreign Exchange Basic Quantitative Techniques and Applications in Banks General Bank Management Insurance Theory and Practices	BNK2201 BNK2202 BNK2203 BNK2204	SEMESTER-II
M. COM. [FINAL]	Insurance Marketing Retail Banking Rural Banking and Micro Finance Insurance Products	BNK2301 BNK2302 BNK2303 BNK2304	SEMESTER-III
	Project Appraisal and Financing Health Insurance Financial Markets and Services Dissertation - Project Work and Viva-voce	BNK2401 BNK2402 BNK2403 BNK2404	SEMESTER-IV

COURSE	TITLE OF THE PG SUBJECTS	CODE	REMARKS
DEPARTMENT OF BUSINESS ECONOMICS			
M. COM. [PREVIOUS]	Managerial Economics Macroeconomic Analysis International Economics Business Economic Environment	BEC2105 BEC2106 BEC2107 BEC2108	SEMESTER-I
	Fiscal Economics Macroeconomic Issues and Policies International Business Quantitative Techniques and Analysis	BEC2205 BEC2206 BEC2207 BEC2208	SEMESTER-II
M. COM. [FINAL] (INDUSTRIAL ECONOMICS AND INTERNATIONAL BUSINESS)	Industrial Economics Economics of Infrastructure Economics of Human Resources Research Methodology		SEMESTER-III
	Economics of Integration and Global Economy Open Economy Macro Economics International Financial Institutions and Markets Project Work		SEMESTER-IV
M. COM. [FINAL] (FINANCIAL ECONOMICS)	Fundamentals of Financial Economics Investment Analysis Financial Markets and Institutions Research Methodology		SEMESTER-III
	Economics of Futures and Options Risk Analysis Econometrics for Financial Analysis Project Work		SEMESTER-IV

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT			
M. COM. [PREVIOUS]	Strategic Management	CBM2101	SEMESTER-I
	Marketing Management	CBM2102	
	Human Resource Management	CBM2103	
	Research Methodology	CBM2104	
	New Enterprise And Innovation Management	CBM2201	SEMESTER-II
	Quantitative Techniques	CBM2202	
	Behavioural Sciences In Management	CBM2203	
	Information Technology [IT] For Managers	CBM2204	
M. COM. [FINAL] (MARKETING MANAGEMENT)	Integrated Marketing Communication	CBM2301	SEMESTER-III
	Retailing Management	CBM2302	
	Product And Brand Management	CBM2303	
	Sales And Distribution Management	CBM2304	
	Services Marketing	CBM2401	SEMESTER-IV
	International Marketing	CBM2402	
	Consumer Behaviour	CBM2403	
	Project Work & Viva Voce Examinations	CBM2404	
M. COM. [FINAL] (HUMAN RESOURCE MANAGEMENT)	Management of industrial Relations	CBM2305	SEMESTER-III
	Strategic Human Resource Management	CBM2306	
	Human Resource Development	CBM2307	
	Research In Human Resources Management	CBM2308	
	Change Management And Organizational Development	CBM2405	SEMESTER-IV
	Labour Legislations	CBM2406	
	International Human Resource Management	CBM2407	
	Project Work & Viva Voce Examinations	CBM2408	


DEPARTMENT OF CO-OPERATIVE MANAGEMENT			
M. COM. [PREVIOUS]	Agriculture in the Indian Economy	CPR2101	
	Theory of Co-operation	CPR2102	
	Rural Financial Institutions	CPR2103	
	International Co-operative Organizations	CPR2104	
	Rural Development	CPR2201	
	Principles and Practice of Co-operation in India	CPR2202	
	Rural Credit Co-operatives	CPR2203	
	International Co-operative Movement	CPR2204	
M. COM. [FINAL]	Rural Marketing	CPR2301	
	Quantitative Techniques - I	CPR2302	
	Legal Environment for Co-operatives	CPR2303	
	Cooperative Management: Theory and Principles	CPR2304	
	Non-Agriculture Co-operatives in India	CPR2401	
	Quantitative Techniques - II	CPR2402	
	State Co-operative Societies Act and Rules	CPR2403	
	Co-operative Management: Application and Issues	CPR2404	

DETAILED SYLLABUS

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT


POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT **POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE** FACULTY OF COMMERCE

		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Accounting and Financial Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Year Diploma Course					
YEAR	I	POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE [On Higher Payment Basis] DIRECT TAXES			CREDIT
Semester	I				HOURS
OBJECTIVES: To provide working knowledge in Direct Tax Laws applicable to business					
COURSE CONTENT / SYLLABUS					
UNIT-I	1. Taxation of Income under the head ' Profits and Gains from Business or Profession'.				
	2. Taxation of Income under the head 'Other Sources'.				
UNIT-II	1.Taxation of Income under the head 'Capital Gains'.				
UNIT-III	1. Provisions of Set off and Carry Forward of Losses.				
	2. Deductions from Gross Total Income.				
	3. Provisions regarding payment of Advance Income Tax and Tax deducted at source.				
UNIT-IV	1. Filing of Original Returns, Revised returns, Belated Returns, Returns to be filed in response to notice under section 142(3)/147/153A etc.				
	2. Various types of Assessments- Scrutiny Assessment, Best Judgment Assessment Reopening of Assessment, etc. and rectification of mistake.				
REFERENCES					
	1. Direct Taxes Law & Practice By Dr. Vinod K. Singhania — Dr. Kapil Singhania — TAXMANNN Publication. 2. Direct Taxes Law & Practice By Dr. C. Irish Ahuja — Dr. Ravi Gupta BHARAT Publication. 3. Direct Tax Laws By CA T.N..Manoharan — SNOW WHITE Publication.				

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT
POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE
FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Accounting and Financial Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Year Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE [On Higher Payment Basis] FINANCIAL MANAGEMENT	CREDIT	
Semester	I		HOURS	

OBJECTIVES:	To provide a sound understanding of the central ideas and theories of modern finance and equip with the analytical techniques helpful in financial decision making of a business firm.
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COURSE CONTENT / SYLLABUS


UNIT-I	1) Introduction and Core Concepts, Objectives and Functions, Sources of Finance. 2) Financial Statement Analysis: Ratio Analysis, Du Pont Analysis.	
UNIT-II	1) Working Capital : Concept, Components, Operating Cycle & Factors Influencing Working Capital Requirements, Essentials of Cash Management, Credit Management and Inventory Management, Current Assets Financing Policy, Working Capital Financing.	
UNIT-III	1) Cost of Capital 2) Capital Budgeting: Process, Basic Principles, Appraisal Techniques: Discounted Pay-back Period, NPV, IRR and Benefit-Cost Ratio, Capital Rationing.	
UNIT-IV	1) Capital Structure: 2) Dividend Policy: Forms of Dividend – Indian & International Scenario, Payout Ratio and Rationale for Dividend Stability, Bonus and Stock Splits	

REFERENCES

1. Fundamentals of Financial Management by Prasanna Chandra (TMH) 2. Essentials of Financial Management by I. M. Pandey (Vikas) 3. Principles of Corporate Finance by Brealey, Myers, Allen & Mohanty (TMH) 4. Corporate Finance : Theory & Practice by Aswath Damodaran (John Wiley) 5. Corporate Finance: Theory & Practice by Vishwanath S.R. (Response Books/Sage) 6. Financial Management: An Introduction by Jim McMenamin (Oxford)
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT
POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE
FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Accounting and Financial Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Year Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE	CREDIT	
Semester	I	[On Higher Payment Basis] OPERATIONS RESEARCH FOR FINANCIAL DECISIONS	HOURS	

OBJECTIVES: To teach the application of scientific methods and techniques for financial decision-making problems.

COURSE CONTENT / SYLLABUS


UNIT-I	1. Introduction to Operation Research: Concept – nature-features- Scope –Scientific methods – Methodology- Applications – Limitations of OR. 2. Linear Programming: Problem Formulation & Graphical Solution Introduction- Mathematical formulations of the problems-General Models of LPP- Applications- Graphical solution method. 3. Linear Programming: Simplex Method: Introduction- Principle of Simplex method (Basic terms) – Computational aspect of simplex method	
UNIT-II	1. Replacement Decisions: Introduction- Replacement problems 2. Simulation Models: Introduction- Definition- methodology for simulation- Simulation of Inventory problems-Investments decision through simulation problems. 3. Business Forecasting: Meaning- Concepts-Importance- Techniques of forecasting- Theories	
UNIT-III	1. Transportation and Transshipment Problem: Introduction-L.P.Formulation-Solution procedure- Methods – Test for optimality Unbalanced Transportation problem- Degeneracy 2. Assignment Problem: Introduction-Approach of the Assignment Model-Maximization and Unbalanced assignment problem – Restriction on assignment	
UNIT-IV	1. Project Planning/Network Analysis: PERT & CPM Introduction-Network model and its applications- Concepts and its applications- Critical path method (CPM)-Programme Evaluation and Review Technique (PERT) 2. Game theory Introduction- Terminology- Methods Limitations- Significance	

REFERENCES

	1. Operations Research by Kantiswaroop (Sultan Chand) 2. Operation Research by V.K.Kapoor (Sultan Chand) 3. Operation Research by K. Shridhara Bhatt. (Himalaya Publishing House)
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT
POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE
FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Accounting and Financial Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Year Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE [On Higher Payment Basis] CORPORATE AND ALLIED LAWS	CREDIT	
Semester	I		HOURS	

OBJECTIVES:	To provide basic knowledge of provisions of Company Law in India and other commercial laws which have a bearing on the conduct of the corporate affairs.
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COURSE CONTENT / SYLLABUS

UNIT-I	Provisions of the Companies Act relating to: a. Incorporation of Company and Matters incident thereto b. Issue of Securities, Capital and Related Matters, Meeting of Members and Directors	
	Provisions of the Companies Act relating to Annual Report, Annual Report: Contents and Analysis	
UNIT-III	Appointment and qualifications of directors Appointment and remuneration of Managerial Personnel Secretarial Audit and Functions of Company Secretary	
	Information Technology Act, 2000. Prevention of Money Laundering Act, 2002. Foreign Exchange Management Act, 1999.	

REFERENCES


Note: If any Act is amended or replaced, the provisions and / or sections according to the amended / new Act will be applicable. Each year, updations / amendments in the provisions of the law will be applicable.

Suggested Readings:

- 1) Mercantile Law – N. D. Kapoor
- 2) Students' Guide to Company Law – A.K. Majmudar & Dr. G.K. Kapoor (TAXMANN)
- 3) First Lessons on Business & Corporate Laws for CA (PE-II) – M. P. Vijay Kumar
- 4) Students' Manual to Business and Corporate Laws – V. S. Datey (TAXMANN)
- 5) Corporate Laws and Allied Laws – Munish Bhandari
- 6) Professional Approach to Corporate Laws and Secretarial Practice- Upendra Prasad and Indu

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT
POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE
FACULTY OF COMMERCE

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POST GRADUATE DIPLOMA COURSES : 1 Year Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE [On Higher Payment Basis] COST & MANAGEMENT ACCOUNTING	CREDIT	
Semester	II		HOURS	

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	1. Management Accounting–Introduction–Definition–Scope–comparison with Financial and Cost Accounting- Installation of Management Accounting system. 2. Marginal Costing & Profit Planning	
UNIT-II	1. Process Costing: Work in process and its valuation-Equivalent production- Inter Process Profits, Joint and By Products. 2. Budgets and Budgetary control system	
UNIT-III	1. Standard costing and variance Analysis – Meaning– Definition-Objectives- Type of standards- Variance analysis- Interpretation and investigation of variances. 2. Cost control and cost reduction	
UNIT-IV	1. Management information system and reporting elements of MIS 2. Activity based costing 3. Transfer Pricing.	

REFERENCES

1. Cost Accounting by Dr. P.C.Tulsian (Chand) 2. Principles and Practice of Cost Accounting by N.K.Prasad 3. Cost & Management Accounting by Ravi M. Kishore(TAXMANN Publications) 4. Principles of Management Accounting by Dr. S. N. Maheswari 5. Management Accounting by I.M.Pandey 6. Management Accounting by Khan &Jain (Tata McGraw-Hill Publishing Co. Ltd.) 7. Management Accounting by Chokroborty& Chokroborty (Cult Oxford Press) 8. Cost and Management Accounting (Theory and Problems) by M.N. Arora (Himalaya Publishing House). 9. Study Material of ICAI, ICWA and ICSI.
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT
POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE
FACULTY OF COMMERCE

		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Accounting and Financial Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Year Diploma Course					
YEAR	I	POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE [On Higher Payment Basis] CAPITAL MARKET & INVESTMENTS		CREDIT	
Semester	II			HOURS	
OBJECTIVES: To provide an in-depth knowledge of the activities of the Capital Market and familiarize with the tools and techniques of Security Analysis and Portfolio Management for investment success.					
COURSE CONTENT / SYLLABUS					
UNIT-I		Overview of Indian Financial System, Capital Market: Meaning, Functions, Classification, SEBI: Objectives & Functions. Sources of Market Information. Primary Market: Participants, Products, Depositories, New Issue, Right Issue, Abridged Prospectus / Offer Document, How to apply using Application Form? Online Application, Basis of Allotment, IPO Grading & Credit Rating			
UNIT-II		Secondary Market: Participants, NSE and BSE, Trading & Settlement, Buying & Selling, Types of Order, Market Quotations & Indices (Sensex & Nifty50), Risk Management, Investors' Grievance Redressing Mechanism, Understanding the Corporate Data Bank from Investors' Magazines.			
UNIT-III		Investment Analysis: Savings and Investment, Investment vs. Speculation, Criteria for Investment, Investment Alternatives: Financial Assets and Real Assets, Risk and Return, Fundamental Analysis: A Primer, Technical Analysis: A primer, Equity Valuation: Concept and Methods.			
UNIT-IV		Portfolio Management: Diversification and Portfolio Risk, Portfolio Return & Risk, Basics of Efficient Market Hypothesis and Capital Asset Pricing Model, Bonds, Mutual Funds and ETFs, Portfolio Management Framework: An overview.			
REFERENCES					
	1. Investment Analysis & Portfolio Management -Prasanna Chandra (TMH) 2. Investments Analysis &Behaviour - Mark Hirschey& John Nofsinger (SIE – TMH) 3. Fundamentals of Investments by Alexander, Sharpe &Bailey (PHI) 4. Investment Management -Preeti Singh (Himalaya Pub.) 5. Securities Markets (Basic) Module Study Material (NSE) 6. Financial Markets: A Beginner's Module Study Material (NSE)				

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT
POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE
FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Accounting and Financial Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Year Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE [On Higher Payment Basis] BASICS OF IT AND E-ACCOUNTING	CREDIT	
Semester	II		HOURS	

OBJECTIVES:	To enable students to have working knowledge of the atmosphere prevailing in IT environment and to provide practical exposure to computerized accounting.
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COURSE CONTENT / SYLLABUS

UNIT-I	Theory & Practical Information Processing Tools - Operating System – Basic concepts of Operating System and its functions. Introduction to MS Office Tools, Communication Technology: • Computer Networking – LAN, WAN, Internet, Intranet, etc. • Wired Networking Technology examples Co-axial Cable, Ethernet Cable, Optical fiber • Wireless Networking Technology examples Bluetooth, Infrared and Wi-Fi Content Technology: • Data, Information and Multimedia (Picture/Image, Audio, Video, Animation)
UNIT-II	Theory & Practical An overview of computerized accounting system–Salient features and significance: Concept of grouping of accounts (Creation of Accounts Master – Creation of Ledger – Cost – Group – Budgets – Voucher & Inventory – Creation of Inventory Master – Stock Item – Unit Measurement.), Accounting packages and consideration for their selection. Transactions – Accounts Vouchers Entry – Contra – Receipt – Payment – Journal – debit & credit notes – Sales, Purchase Option and Post Date vouchers. Inventory Voucher Entry –Types – Delivery Challan – Goods Receipt Note, Sales & Purchase Returns – Invoice – Stock Transfer – Bill of Material Physical Stock Voucher.
UNIT-III	Theory & Practical Use of Computer Software in Accounting and Generating various Accounting Reports for Managerial Decision Making.(Accounting Reports: – Trial Balance – Profit & Loss Account – Balance Sheet – Cash Flow Statements –Reports for Statutory Compliances such as VAT payable, TDS payable, Age wise Statements of Debtors-Creditors, Bank Reconciliation Statements-Account Books – Cash & Bank Books – Ledger Summaries)
UNIT-IV	Theory & Practical Use of Computer Software in Accounting and Generating various Inventory Reports for Managerial Decision-making. (Inventory Reports: – Group Summaries – Movement Analysis- Ageing Analysis- Variance Analysis, etc. Order Books – Order Status – Sales Order Summary – Purchase Order Summary, etc.) E-Filing of periodic Returns such as VAT Returns, Service Tax Returns, etc.


REFERENCES

	1. Computer Fundamental (Paperback) by O. P. Nagpal (S. Chand & Co.) 2. Computer Fundamentals [Information Technology] – by Pradeep K. Singh (Paperback) (BPB Publications) 3. Fundamentals of Wireless Communication, by David Tse and Pramod Viswanath (Cambridge University Press) 4. Computer Fundamentals By: Anita Goel (Pearson Education India) 5. Implementing Tally by K.K. Nidhanis 6. Financial Accounting using Tally by Namrata Agarwal (Dream tech Publishers)
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT

POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE
FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Accounting and Financial Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Year Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE	CREDIT	
Semester	II	[On Higher Payment Basis] GST and Customs Duty	HOURS	

OBJECTIVES: To provide working knowledge in various indirect tax laws applicable to business.

COURSE CONTENT / SYLLABUS

UNIT-I	Goods And Services Tax 1. Introduction, direct- indirect taxes Comparison , Advantages and Disadvantages of indirect taxes , Important definitions under the GST Act (Selected) 2. Meaning and scope of supply , Time of supply of goods and services, value of taxable supply	
UNIT-II	Goods And Services Tax 1. Levy and collection , composition levy , taxable person , power to grant exemption , registration , returns and payment of tax 2. Input tax credit	
UNIT-III	Integrated Goods And Services Tax 1. Definitions (Selected), supply , levy and collection 2. Payment of tax and Input tax credit	
UNIT-IV	Customs duty 1. Introduction 2. Classification and valuation 3. Procedures for import and export of goods 4. Baggage	

REFERENCES


1.	GST Tariff by R.K. Jain, CENTAX Publication
2.	GST Law Manual by P.K. Jain, CENTAX Publication
3.	Step by Step Guide to GST by Avinash Poddar, CENTAX Publication
4.	Beginner's Guide to GST by Dr. Vandana Bangar & Dr. Yogendra Bangar, Aadhya Prakashan
5.	GST Ready Reckoner by Keshav R Garg BY Bharat Publication
6.	GST Concepts for layman by Avinash Poddar
7.	Handbook of GST in India: Concept & Procedure by Rakesh Garg & Sandeep Garg, Bloomsbury India Professional
8.	GST Ready Reckoner by V.S. Datey, Taxmann's Publication
9.	Indirect Taxes -Law & Practice By V.S.Datey , Taxmann Publication

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF ACCOUNTING & FINANCIAL MANAGEMENT POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE

[w.e.f. Academic Year 2014-2015]

FACULTY OF COMMERCE

		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Accounting and Financial Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Year Diploma Course					
YEAR	I	POST GRADUATE DIPLOMA IN ACCOUNTING AND FINANCE [On Higher Payment Basis] PROJECT WORK (COMPULSORY)		CREDIT	
Semester	II			HOURS	
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
		SUBJECT PROJECT WORK: At the outset the student is required to plan for identification of the topic based on theoretical Framework of Accounting and Financial Management Practices and prepare and submit the Proposal for the Approval. The project work may be based on the Case Studies or a live problem of any company/ organization / institution/ industry with reference to Accounting and Financial Management Practices. In the next phase the student is required to structure the project report under the guidance and supervision of the teacher. On approval by the respective Guide, the student is required to submit the project report.			
		NOTE: 1. Topics and Assignment of Guide: ➤ The Project Proposal is to be submitted by the students on a given theme selected by him/her based on either Primary or Secondary Data or both that is Secondary Data & Primary Data supported through field studies, field survey, library work, Industrial Visits &/or Industrial Training as the case may be. ➤ Based on the Project proposal submitted by the students, the Approval of the project proposal will be decided by the Head of the Department of Accounting and Financial Management. The Guide will be assigned by the Head of the Department.			
		2. Internal Evaluation of 30 Marks: ➤ The guiding teacher will evaluate the performance of the student during the course of interaction. Out of 30 marks for internal evaluation, 15 marks will be allotted for performance evaluation by the Guide and 15 marks will be allotted for presentation. ➤ For Evaluation of the Presentation of the Project Report, the committee/s of the Guiding Teachers of the Department will be constituted by the Head which will carry out the evaluation of the Presentation of the Project Report out of 15 marks each, which will be averaged.			
		3. Final Evaluation: ➤ The Final Evaluation of Project Report shall have Weight age of 70 marks like other Compulsory Subjects of PGDAF. ➤ The Final Evaluation of the Project Report shall be undertaken by both, the Internal and External Examiner. Evaluation will be carried out separately by both of them having Weightage of 70 marks each, which are separately given by both of them. From the total of 140 marks as given by Internal & External Examiner, average marks scored by the student shall be finally considered out of 70. ➤ For appointment of the Examiners (Internal & External) the same process as followed for other papers will be followed. ➤The Remuneration for the Evaluation of Project Report to Internal & External Examiners shall be as per the rules of The M. S. University of Baroda as the case may be.			

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE
POST GRADUATE DIPLOMA IN BANKING
FACULTY OF COMMERCE


		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
YEAR	I	POST GRADUATE DIPLOMA IN BANKING BNK 4101 Banks and Financial Institutions in India		CREDIT	
Semester	I			HOURS	
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
UNIT-I	Financial System in India:				
	Constituents of Indian Financial System- financial institutions, financial markets, financial services and financial instruments. Financial regulations. Reforms in financial and banking sector- Narasimham Committee I & II.Universal Banking.				
UNIT-II	Financial Institutions in India:				
	Objectives, Structure, Functions, Role and Specific policies of- Reserve Bank of India, NABARD, IDBI, EXIM Bank, NHB, Investment institutions, SEBI.				
UNIT-III	Banks as Financial Institutions:				
	Growth and development, structure, functions and role in economic development of -Commercial banks, Cooperative Credit Institutions, and Regional Rural Banks,				
UNIT-IV	Non-Bank Financial Institutions:				
	Difference between banks and NBFIs, Structure, Functions, Role of NBFIs in economic development, RBI Regulations, Various Committee’s Recommendations. Recent Development and current Issues in banking and Financial Institutions.				
REFERENCES					
	1. Indian Financial System by Dr. G Ramesh Babu. Himalaya Publishing House. 2. Indian Financial System By Vasant Desai. Himalaya Publishing House. 3. Financial Markets and services By Gorden&Natrajan. Himalaya Publishing House. 4. Indian Financial System By M Y khan Tata McGraw Hill Pub. Co				

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE


		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
YEAR Semester		I I	POST GRADUATE DIPLOMA IN BANKING BNK 4102 BANKING LAWS AND PRACTICES		CREDIT HOURS
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
UNIT-I		Relationship between Banker and Customer: Definition & meaning of banker and customer. KYC norms, general and special features of banker-customer relationships; their rights and duties- garnishee order and attachment order. Bank procedures and practices in opening, operations and closure of various types of deposit accounts. Nomination facilities, insurance of bank deposits, legal aspects of entries in the passbook/account statement.			
UNIT-II		Different Types of Bank Customers: Different types of bank customers: Minor, Illiterate person, Blind person, Married women, Lunatic person, Joint account holders, Partnership firm, Joint Hindu Family, Firms, Clubs/societies, Joint Stock Company, Unincorporated associations, Trusts – precautions taken by banker. Steps to be taken by a bank on customer's death, lunacy, bankruptcy, winding up or in case of garnishee orders.			
UNIT-III		Negotiable Instrument Act: Negotiable Instruments: features and types. cheques: Definition, features, drawing, crossing, endorsements, payments and collection of cheques. Statutory protections, precautions and duties of paying and collecting banker, negligence and cases where banker must refuse payment, forged instruments. Dishonor of cheques and its implications.			
UNIT-IV		Bank Services: Remittance of funds: Bank draft, mail transfer and telegraphic transfer. Traveler's Cheque. MICR Clearing system, RTGS.Currency chest and its working. Safe custody and safe deposit vaults. Credit cards and ATM/ Debit Cards. Recent Developments and current Issues in Banking Laws and Practices.			
REFERENCES					
1. Banking Theory and Practices: Gordon and Natrajan 2. Banking Law and Practice – P. N. Varshney 3. Principles and practices of banking – Indian Institute of Banking and Finance. 4. Practical Problems on commercial banking – H. C. Agarwal 5. RBI's instructions for banks and banking operations by RBI 2010-11, Tax.					

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE


		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
YEAR	I	POST GRADUATE DIPLOMA IN BANKING BNK 4103 BANK CREDIT			CREDIT
Semester	I				HOURS
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
UNIT-I	Bank Advances: Establishing bank lending policies under changing environments-monetary and credit policy of RBI, Principles of sound lending, various types of borrowers and credit facilities provided by banks. Types of securities, attributes of a good security and methods of creating charge over securities. Bank documentations in respect of various types of borrowers and securities,				
	Project financing: Broad aspects of project appraisal and credit decision. Assessment of working capital. Break-even analysis and capital budgeting. Financial ratios and their implications. Credit Monitoring arrangements & compliance parameters. Non-performing assets, Provisioning norms, Recall & recovery of Advances and seizure.				
UNIT-III	Credit risk rating; Definition, importance, factors determining credit risk, uses of credit risk rating and various tools. RBI guidelines.				
	Other advances: Bank Guarantees – features and types. RBI guidelines on guarantees and Co-acceptances. Consortium financing, Industrial sickness, Priority sector lending. Current issues and challenges in bank Credit.				
UNIT-IV					
REFERENCES					
	1. Practical Banking Advances by H L Bedi& V. V Hardikar, Sultan Chand & Sons 2. Bank Credit management by G Vijay Raghavan, Published by Himalaya Publication. 3. Financial Analysis for Bank lending in Liberalized Economy by S P Singh& S Singh, Himalaya Publishing House 4. Bank Credit; emerging trends Edited by Katuri Nageswararao published by ICFAI .				

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN BANKING	CREDIT	
Semester	I	BNK 4104 INTERNATIONAL BANKING AND FOREIGN EXCHANGE	HOURS	

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Dealings with customer: Concept of foreign exchange. Instruments of international remittance. Correspondent bank relationship and accounting mechanism between bank offices. Function of Foreign exchange dealer. Foreign exchange dealings, quotations, application of principles of valuer compensee & maxim in determining appropriate rate of exchange. Categories of rates of exchanges. Spot and forward rates of exchange. Open & square position of a dealer. Foreign currency deposit accounts.	
UNIT-II	Foreign exchange dealings: Foreign exchange risk management. Types of risks- exchange, interest, liquidity, political etc. Foreign exchange dealings: Swap, arbitrage, leads & lags and hedging operation of dealer. Foreign exchange arithmetic and practical example. Foreign Exchange Management Act, 1999.	
UNIT-III	Banks and international trade: Financing of imports and exports by banks; mechanism & Procedures. Sales & payment terms in foreign trade (INCO terms). Role & Policies of ECGC in promoting exports from India. Role & Policies of EXIM bank in financing and promoting foreign trade. Balance of trade and payments. Measures to correct imbalances in Balance of Payments.	
UNIT-IV	Foreign exchange markets & international financial institution: Features of Foreign exchange markets. Euro-dollar market. Convertibility of rupee on current and capital account. Role of international financial institution in promoting international development and liquidity, IMF, WORLD BANK, IDA, IFC, ADB. Currents issues in international banking and finance.	

REFERENCES

1. Finance of Foreign Trade and Foreign Exchange by B K Chaudhary Published by Himalaya Publishing House 2. An Introduction to Global Financial Market by Stephen Valdez with Julian Wood Published by Palgrave Macmillan 3. Foreign exchange practice, Concept, & Control by C.Jeevanandam Published by Sultan Chand & Sons. 4. Foreign exchange markets by Surendra S Yadav, P K Jain Published by Macmillan Pvt. Ltd 5. Foreign exchange by VV Keshkamat Published by Vikas Publishing House. 6. International Banking; Indian institute of banking and finance, Published by MacMillan.
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE


	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course		
YEAR Semester	I POST GRADUATE DIPLOMA IN BANKING BNK 4105 INSURANCE LAWS AND REGULATIONS	CREDIT HOURS
OBJECTIVES:		
COURSE CONTENT / SYLLABUS		
UNIT-I	Insurance Business: Objectives and nature of insurance business, Legal framework of insurance business including Postal Life Insurance. History and evolution, Indian Contract Act, 1872: Insurance Contract – features and essential elements. Formulations of insurance contract. Documents used in insurance contract.	
UNIT-II	Insurance laws & Regulations: Historical evolution of insurance laws in India: Insurance Act, 1938 (as amended), LIC Act, 1956, General Insurance Business (Nationalization) Act, 1972 and IRDA Act, 1999.	
UNIT-III	Insurance laws & Regulations: Insurance related laws: Consumer Protection Act, 1986, Motor Vehicle Act, 1989, Fire insurance & miscellaneous insurance policies under Workmen's Compensation Act, 1923, Public Liability Insurance Act, 1990, Marine Insurance Act, 1963, Foreign Exchange Management (Insurance) Regulations, 2000.	
UNIT-IV	Practical problems in Insurance Sector: Regulatory framework, other Miscellaneous Laws concerning insurance business. Current issues, emerging trends and practical problems in Insurance Sector.	
REFERENCES		
	1. Legal aspects of insurance – P. K. Gupta, Himalaya Publishing House. 2. Insurance Laws, Published by Universal publishing Co. Pvt Ltd. 2005. 3. Insurance Law and Regulations. Vol I and II published by ICFAI, Hyderabad 4. Insurance Law Manual: Vol I and II Published by Taxman's, 2005. 5. Various publications of insurance institute of India. 6. Banking and Insurance; Law and Practice by Institute of Company Secretaries of India. Published by Taxman.	

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE

		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
YEAR		I	POST GRADUATE DIPLOMA IN BANKING BNK 4106 BASIC QUANTITATIVE TECHNIQUES AND APPLICATIONS IN BANKS	CREDIT	
Semester		I		HOURS	
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
UNIT-I		Need & Importance of Quantitative techniques in bank management & decision making in banks. Data collection & Analysis Primary Data and Secondary data - Methods of collecting primary data. Sources of secondary data in banks. Data presentation and analysis: Tabulation, diagrammatic and graphic representation. Measures of central tendency and its application in banking business. Significance and uses of the measures of Dispersion.			
UNIT-II		Correlation; Types of Correlation, Correlation and causation; Methods of studying correlation. Rank correlation. Estimation and its uses, testing of Hypothesis, importance, application of null and alternate hypothesis, student 't' test distribution and application.			
UNIT-III		Time value of money. Bond investments. Regression Analysis and its uses in banking business. Sampling Techniques; need, types and uses in banking business. Design of sample surveys. Limitations of sampling technique. Time series analysis- Importance, Measurement of trends; analyzing the seasonal and trend components of bank deposits, credit and other banking parameters. Index Numbers- uses, types, problems in construction of index numbers.			
UNIT-IV		Forecasting techniques; forecasting of bank business parameters. Introduction, role, need and Impact of IT and computer application in banking-banking in India. MICR clearing system. Cheque Truncation Scheme.EFT, SWIFT. Current trends and progresses.			
REFERENCES					
1. Fundamentals of Statistics by S. C. Gupta, Himalaya Publishing House. 2. BBM Business Statistics by C. M. Chikkodi and B. G. Satyaprasad, Himalaya Publishing House. 3. Modern Banking Technology by Firdos T. Shroff. Published by Northern book centre, New Delhi. 4 CBS- Evaluation of Security nd Control by, M.R.Sriram and others. Published by Prentice- Hall of India, New Delhi.					

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE


		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
YEAR	I	POST GRADUATE DIPLOMA IN BANKING BNK 4201 RURAL BANKING AND MICRO FINANCE		CREDIT	
Semester	II			HOURS	
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
UNIT-I		Overview:			
		Theories and approaches to rural banking and credit; Structure and characteristics of rural economy of India. Role of credit in agriculture and rural development. Evolution of institutional rural credit in India, Social Banking and priority sector advances, Role of informal agencies in rural credit.			
UNIT-II		Institutional Credit Arrangements for rural development:			
		Multi-Agency approach: Working of Commercial Banks, Cooperatives and RRBs; NABARD: Role and Functions. Innovative approaches and schemes like Lead Bank Scheme and Service Area Approach, Farmers Clubs and Kissan Credit Card. Government supported rural credit programmes for poverty alleviation including DRI; Financial inclusion. Role of Business Facilitators & Business correspondents. Problems in rural banking.			
UNIT-III		Micro Finance:			
		Genesis of micro finance; Principles of Micro Finance. Role of micro finance in poverty alleviation; Role of Group method in micro finance, Types of Groups.SHGs and JLGs; SHG- Bank Linkage Model and its working. Role of SHG Federations.			
UNIT-IV		Micro Finance Institutions (MFIs):			
		MFIs: Form and working, Current problems in the working of MFIs; Working of Grameen Bank of Bangladesh and SEWA Bank in India. Design of Microfinance Products; credit, savings and micro insurance; Financing MFIs; Role of NABARD, SIDBI and commercial banks; Regulation of MFIs; Ratings of MFIs. Current issues and Problems.			
REFERENCES					
1. Rural Banking by Indian Institute of Banking & Finance. Published by Macmillan 2. Agriculture and Rural Banking in India by S.S. M. Desai. Published by Himalaya pub. 3. Micro Finance, impacts and insight, edited by S. Rajagopalan, Nirali Parikh published by ICFAI 4. Micro Finance by Malcolm Harper .					

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN BANKING	CREDIT	
Semester	II		HOURS	

BNK 4202 **BANK MANAGEMENT**

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Basic Principles of Management: Organizational structure of a commercial bank, Nature of Banking Business, Official regulation and control over banks- Banking Regulation Act-1949, Forms of Banking Systems, Process of bank management, Competition and consolidations in banks- mergers and acquisitions.	
	Human Resource Development & Management: Manpower Planning, Role of IT in HRD, training, Attitude Development , Employees' Feedback and Reward System performance appraisal of employee and Counseling. Motivation and promotions, Delegation of powers, MIS in Banks, Bank audit and inspection, Performance budgeting.	
UNIT-III	Marketing Management: Public relations and customer services in banks- Bank Ombudsman Scheme- 2006, Bank marketing management- need, product planning, development, positioning and promotion –CRM @ Banking, Market segmentations- Marketing mix in banks, Advertisements and cross selling, selling third party products. Case Studies.	
	Financial Management: Analysis of bank balance sheet and profit & loss account, ALM system in Banks, Capital adequacy and prudential norms, Basel norms, Corporate Governance in Banking. Current issues and problems.	

REFERENCES


1. Bank Management by P.SubbaRao&P.K.Khanna Published by Himalaya Publishing House. 2. Business management for banker by C B Gupta 3. Various publications of Indian Institute of Banking & Finance 4. Bank Marketing by S M Jha Published by Himalaya Publishing House. 5. Bank Branch Management by D Ghosh Roy 6. Marketing in Banks; Concepts and approaches. Edit by. Murthy G.G.K. Published byICFAI Uni.
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE


		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
YEAR		I	POST GRADUATE DIPLOMA IN BANKING BNK 4203 FINANCIAL MARKETS AND SERVICES		CREDIT
Semester		II			HOURS
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
UNIT-I		Indian Financial Markets:			
		Introduction, evolution, structure, growth functions and role of Financial Markets. Types of Markets. Futures, Options and other derivative products. Various Committee Recommendations and present scenario.			
UNIT-II		Money Market in India:			
		Money Market in India: Introduction, Importance, Feature, instruments. Reforms- Vaghul working Group, Basu task force recommendations- Money Market Mutual Fund, and Kalyansundaram on introduction of Factoring Services.			
UNIT-III		Capital Market in India:			
		Capital Market in India – Introduction, New Issue Market and Stock Exchange. Functions of stock exchange. Methods of floating new issues in market. Instruments: Shares and Debentures, SEBI as Regulatory Authority. OTCEI and NSE – Introduction, Advantages for investors and company.			
UNIT-IV		Financial Innovations			
		Financial services: Merchant Banking, Depository services, Housing Finance, Hire Purchase and Leasing, Mutual funds products and services, Venture Capital, Credit Rating; importance and rating agencies. Recent Issues and Trends in Financial Markets and Services.			
REFERENCES					
1. Marketing of financial services by V A Avdhani, Himalaya Publishing house 2. Indian Financial system by Dr. G Ramesh Babu, Himalaya Publishing house 3. Indian Financial system by Vasant Desai, Himalaya Publishing house 4. Financial markets and Services by Gordan and Natarajan, Himalaya Publishing house 5. Merchant Banker by H.R.Suneja. Published by; Himalaya publishing house. 6. Options, Futures, and other derivatives by J. C. Hull published by; Pearson 7. Financial markets and merchant banking by The Council for Portfolio Management and Research.					

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE


		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
YEAR	I	POST GRADUATE DIPLOMA IN BANKING BNK 4204 INSURANCE PRODUCTS, SERVICES AND MARKETING		CREDIT	
Semester	II			HOURS	
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
UNIT-I	Insurance business an overview:				
	Introduction to Insurance, role and significance, Characteristics, Functions and limitations, basic principles. Assurance and insurance. Origin, Development and classification of insurance. Life Insurance and Fire Insurance. History and regulation of Insurance business in India. Postal Life Insurance.				
UNIT-II	Life Assurance and Insurance Products:				
	Life insurance products: Term insurance, Whole life insurance, Endowment insurance, group insurance, annuities, Unit linked policies. Joint life policies, and other special need plans. Riders, premium calculation, concept of surrender value, claims: death and maturity claims, assignment and nomination of policies. General insurance products in India: Fire insurance policies: Standard fire insurance policy and special peril policy. Marine insurance policies and products. Misc. insurance policies.				
UNIT-III	Insurance Marketing:				
	Introduction, special features, need, objectives and scope. Marketing mix in insurance industry. Marketing strategies of selected Insurance players in life as well as non life sector, their features & merits difference between sales & marketing/strategies of different insurance companies. Double Insurance, Coinsurance and Reinsurance. Marketing Intermediaries – Need & role of intermediaries, their duties, IRDA Regulations.				
UNIT-IV	Banc assurance:				
	Banc assurance – Introduction, evolution, merits for banks and customers. Various Banc assurance models & present scenario in India. Recent trends, SWOT analysis, marketing issues in Banc assurance. IRDA regulations for protection of policy holders. Current trends and issues.				
REFERENCES					
	1. , Fundamental, Environments & Procedures by Bodla, MC Gaeg, K. P. Singh, published by Deep and Deep Pub. Pvt. Ltd. 2. Insurance Products & Services by Indian Institute of Bankers, published by Taxman’s. 3. Insurance products Published by Indian Institute of Banking and Finance, Published byMcMilan. 4. Insurance: Principles and practices by M.J.Mathew published by RBSA Publishers. 5. Practice of Life assurance Published by insurance institute of India.				

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE


		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
YEAR	I	POST GRADUATE DIPLOMA IN BANKING BNK 4205 RETAIL BANKING			CREDIT
Semester	II				HOURS
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
UNIT-I	Introduction:				
	Introduction, Meaning, Features and Significance of Retail Banking in India, History, evolution and product models in retail banking, Retail banking and Wholesale banking.				
UNIT-II	Retail products:				
	Need and requirements of customers. Product management and policy, Product development process – Deposit and credit products, stages in new product development, credit card and debit card.				
UNIT-III	Marketing in Retail Banking:				
	Introduction, delivery channels, marketing mix, delivery models, technology in Retail banking. Opportunities and Challenges of retail banking in India				
UNIT-IV	Other issues related in Retail Banking:				
	UNIT: IV Other issues related in Retail Banking: Recovery of Retail loans, Defaults and Rescheduling, Recovery process, SARFAESI Act, Securitization of Assets, Third Party distribution in Retail Banking, Private Banking. Current trends and issues.				
REFERENCES					
	1. Retail Banking – Indian Institute of Banking and Finance – Macmillan 2. Retail Banking by Raghu Palat.				

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BANKING AND INSURANCE

POST GRADUATE DIPLOMA IN BANKING

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Banking and Insurance Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768			ACADEMIC YEAR 2017-2018	
	POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course				
YEAR	I	POST GRADUATE DIPLOMA IN BANKING BNK 4206 Dissertation – Project Report and Viva-voce	CREDIT		
Semester	II		HOURS		
OBJECTIVES:					
COURSE CONTENT / SYLLABUS					
	As a part of core course curriculum every student would undergo four weeks internship programme in a bank or Insurance office situated in and around Vadodara city area. The compulsory internship shall be arranged during the second semester by the Head, Department of Banking and Insurance. Every student shall be required to produce a certificate from the concern office having satisfactorily under gone such practical training. Every participant is required to submit a dissertation/project report at the end of second semester for assessment on the topic assigned to the candidate by the Head, Department of Banking and Insurance. VivaVoce and Project Report will carry 50 Marks each.				

DEPARTMENT OF BUSINESS ECONOMICS


POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS
POST GRADUATE DIPLOMA IN APPLIED ECONOMICS
 FACULTY OF COMMERCE

		The Maharaja Sayajirao University of Baroda Faculty of Commerce Department of Business Economics Lokmanya Tilak Road, Sayajigunj, Vadodara – 390002, Gujarat, India. Phone No. 0265 – 2795557 / 2795558		ACADEMIC YEAR 2017-2018	
P.G. Diploma in Applied Economics					
Year	I	APPLIED MICRO ECONOMICS			CREDIT
Semester	I				HOURS
OBJECTIVES:		To Introduce Micro Economics applications for industrial and business uses.			
COURSE CONTENT / SYLLABUS					
UNIT-I	BASIC CONCEPTS				
	Basic Economic Problems, Wants, Scarcity, Goods, Consumption, Utility, Value, Statics and Dynamics, Determinants of Demand and Supply, Market Equilibrium with alternative prices.				
UNIT-II	APPLICATIONS AND PRODUCTION FUNCTIONS				
	Applications of Demand and Supply with reference to Taxes, Subsidies and Administered Prices, Types of elasticities of both Demand and Supply and their applications; Demand Forecasting; Production Functions.				
UNIT-III	COST AND REVENUE				
	Cost Analysis for both Short-run and Long-run; Revenue Analysis; Break-Even Analysis; Case Studies on Cost, Revenue and for Break-Even Analysis				
UNIT-IV	MARKET STRUCTURE AND PRICING				
	Market Structure, Case Studies on Market Structure; Pricing Policies and Methods; Factor Pricing and Bargaining Process in the Labour Market.				
REFERENCES					
1.	Dewett K.K. & Varma J.D., Elementary Economic Theory				
2.	Ahuja H.L., Advanced Microeconomics				
3.	Dwivedi D.N., Managerial Economics				
4.	Pindyck R.S. & Rubinfeld D.L., Microeconomics				

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS POST GRADUATE DIPLOMA IN APPLIED ECONOMICS FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce Department of Business Economics Lokmanya Tilak Road, Sayajigunj, Vadodara – 390002, Gujarat, India. Phone No. 0265 – 2795557 / 2795558	ACADEMIC YEAR 2017-2018
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P.G. Diploma in Applied Economics

Year	I	CAPITAL MARKET	CREDIT	
Semester	I		HOURS	

OBJECTIVES: To Inculcate the Capital market Issues at Applied Level.

COURSE CONTENT / SYLLABUS

UNIT-I	INTRODUCTION TO THE CAPITAL MARKET	
	Functions, Types of Capital Markets, History of Indian Capital Markets, Capital Market Scams, Reforms in Capital Markets, Recent Developments.	
UNIT-II	PRIMARY MARKET	
	Introduction: Meaning, Primary Market Intermediaries, Listing of Security, Book Building process, Primary Issue: Public Issue-IPO and FPO, Right Issue, Private Placement.	
UNIT-III	SECONDARY MARKET	
	Function of Secondary Market, Secondary Market Participants, Secondary Market Structure, Dematerialization, Post Reforms Market Scenario, Measures to Boost Liquidity in the Secondary Market.	
UNIT-IV	STOCK EXCHANGES AND INDICES	
	History and Growth of Stock Market in India, Stock Market Indices: Determinants of Stock Indices, Methods of Index Constructions, Indian Stock Indices, Global Stock Market Indices, Advantages of Stock Exchanges, Issues on Insider Trading.	

REFERENCES


1.	Pathak Bharati V., The Indian Financial System
2.	Gupta N.K., Chopra Monika, Financial Markets, Institutions & services
3.	Parameswaran Sunil, Fundamentals of Financial Instruments
4.	Recent Publications from RBI

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS

POST GRADUATE DIPLOMA IN APPLIED ECONOMICS

FACULTY OF COMMERCE

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P.G. Diploma in Applied Economics

Year	I	MONEY MARKET	CREDIT	
Semester	I		HOURS	

OBJECTIVES: To inculcate the money market issues at applied level.

COURSE CONTENT / SYLLABUS

UNIT-I	INTRODUCTION TO THE MONEY MARKET	
	Introduction, Need for the Money Markets, Players, Broad Instruments, Evaluation of money markets in India, Implications of Money Market Instruments on conduct of Monetary Policy.	
UNIT-II	CALL MONEY MARKET AND REPOS	
	Features, participants, Functions and Mechanism of operation in the call market, Growth of Call Money market in India, Recent developments, Analysis on Repos and Reverse Repos.	
UNIT-III	COMMERCIAL PAPERS AND CERTIFICATE OF DEPOSITS	
	Features and Issuers of Commercial Papers, cost involved in issuing commercial papers, Rating Requirements and steps taken by RBI to develop commercial paper market, Basics on Certificates of Deposits, System and Payment of Certificate of Deposits.	
UNIT-IV	TREASURY BILLS	
	Definition and Features, Issuer and Process of Issue, Yield of T-Bills, Risk-weightage, History and Growth of T-Bills, Role of Primary Dealers in T-bill market, Recent Developments in Auctioning and other related Issues.	

REFERENCES


1.	Gupta N.K., Chopra Monika, Financial Markets, Institutions & services
2.	Pathak Bharati V., The Indian Financial System
3.	Recent Publications from RBI.

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS

POST GRADUATE DIPLOMA IN APPLIED ECONOMICS

FACULTY OF COMMERCE

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P.G. Diploma in Applied Economics

Year	I	ELEMENTS OF ECONOMIC STATISTICS	CREDIT	
Semester	I		HOURS	

OBJECTIVES:

To introduce basics of Statistics for Economic Analysis

COURSE CONTENT / SYLLABUS

UNIT-I	INTRODUCTION	
	Introduction to Economic Statistics; Use and Misused of Statistics, Collection of Primary and Secondary Data; Various types of Sampling and Sampling designs.	
UNIT-II	ORGANIZATION OF DATA AND MEASURES OF CENTRAL TENDENCIES	
	Organization of Data: Compiling, Classifying and Presenting; Frequency Distribution; Measures of Central Tendencies: Mean, Median and Mode, Indicators of good average.	
UNIT-III	MEASURES OF DISPERSION	
	Measures of Dispersion: Range, Mean Deviation, Variance, Standard deviation, Coefficient of variation, Percentile; Lorenz Curve, Skewness, Kurtosis.	
UNIT-IV	CORRELATION, REGRESSION AND PROBABILITY THEORY	
	Correlation: Simple, Partial, Multiple and Rank Correlations; Regression Analysis; Index Numbers; Introduction to Probability Theory.	

REFERENCES


1.	Gupta S.P. Statistical Methods
2.	Gupta S.B. Statistical Methods
3.	Monga G.S. Mathematics and Statistics for Economics

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS

POST GRADUATE DIPLOMA IN APPLIED ECONOMICS

FACULTY OF COMMERCE

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P.G. Diploma in Applied Economics

Year	I	MACRO ECONOMIC ANALYSIS FOR BUSINESS	CREDIT	
Semester	I		HOURS	

OBJECTIVES:

To give analytical and Policy perspectives on Key Macroeconomic Issues that dominate the day today business and corporate world.

COURSE CONTENT / SYLLABUS

UNIT-I	INTRODUCTION TO MACRO ECONOMIC ANALYSIS	
	Macroeconomic debate and it's importance for Business; Circular Flow of Income, basics on Aggregate Demand and Supply, Limitations of Macroeconomics, Usage of Model in Macroeconomics, Macroeconomic Issues in Media.	
UNIT-II	ANALYSIS ON OUTPUT	
	GDP & GNP, Concepts, Estimation, Real vs. Nominal, Personal Disposable Income, Per Capita Income, Business Usage of GDP & GNP, Cross Country Comparison, GDP as Gross Deceptive Product, Aggregate Production Function-Short Run and Long run, Determinants of Growth, Policy for promoting Growth and productivity.	
UNIT-III	ISSUES ON INFLATION	
	Definition, Types, Measurement, Causes of Inflation, Impact on Business & Consumers, Cost of Inflation, Solving Media Questions, Cross Country Comparison of Inflation, Measures to Control Inflation including conducting Monetary and Fiscal policies for influencing Inflation.	
UNIT-IV	DEBATE AND ANALYSIS ON UNEMPLOYMENT	
	Various Definitions, Measurements & Types of Unemployment, Concept of Full Employment, Cost of Unemployment, Inflation & the Rate of Unemployment; Solving Media Questions; Government and RBI Policies for Improving Labour Market and Reducing Unemployment.	

REFERENCES


1.	Macroeconomics- Theory and Policy by D. N. Dwivedi
2.	Macroeconomic Essentials by Peter E Kennedy

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS

POST GRADUATE DIPLOMA IN APPLIED ECONOMICS

FACULTY OF COMMERCE


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PG DIPLOMA IN APPLIED ECONOMICS					
Year		I	FINANCIAL INSTITUTIONS AND SERVICES		CREDIT
Semester		I			HOURS
OBJECTIVES:		1 To familiarize students with basic knowledge about the Finance concepts 2 To understand the functioning of financial institutions and their regulations 3 To provide knowledge on various services provided in the markets			
COURSE CONTENT / SYLLABUS					
UNIT-I		FINANCIAL SYSTEM: INTRODUCTION			
		Basic framework of Financial System, characteristics and functions, Financial Institutions in India: An Overview, Relationship between the Financial System and Economic Growth, Financial sector reforms in India.			
UNIT-II		BANKING INSTITUTIONS			
		Commercial Banking: types, structure, functions of Commercial Banks and its progress, Problems of NPAs, Co-operative banks: Types, structure, financial performance of co-operatives banks, Co-operative Credit structure- committee recommendations, Banking sector reforms.			
UNIT-III		REGULATORY AND PROMOTIONAL FINANCIAL INSTITUTIONS			
		Non Bank Financial companies: types, growth and financial position of NBFCs, RBI: Functions, Role of RBI, Reforms, SEBI: objectives, functions and reforms in Primary Market and Stock Exchanges.			
UNIT-IV		FINANCIAL SERVICES			
		Financial Services: meaning, Lease Finance, Housing Finance, Venture Capital Financing: growth and development of Venture Capital in India, Merchant Banking: Functions and activities, Mutual Funds; growth and performance in India.			
REFERENCES					
1.	Bharti V. Pathak, The Indian Financial System: Markets, Institutions and Services				
2.	L. M. Bhole Financial Institutions and Markets				
3.	S. B. Deodhara and Aditi Abhayanka, Indian Financial System				
4.	Vasant Desai , Financial markets and Financial Services				
5.	N. K. Gupta and Monika Chopra by Financial markets , Institutions and services				

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS

POST GRADUATE DIPLOMA IN APPLIED ECONOMICS

FACULTY OF COMMERCE

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

Year	I	ELEMENTS OF INVESTMENT ANALYSIS	CREDIT	
Semester	II		HOURS	

OBJECTIVES: To provide analytical tools for investment decision making.

COURSE CONTENT / SYLLABUS

UNIT-I	INTRODUCTION	
	a. Meaning and Types of Investment b. Attributes of Investment c. Theories of Investment and Theories of Interest.	
UNIT-II	CAPITAL BUDGETING	
	a. Time value of Money b. Methods of Project Evaluation	
UNIT-III	SECURITY MARKET	
	a. Buying and Selling Securities b. Share Valuation	
UNIT-IV	DERIVATIVE MARKET	
	a. Introduction to Derivatives b. Futures c. Options	

REFERENCES


1.	Bansal Manish and Navneet Bansal: Derivatives and Financial Innovations
2.	Fundamentals of Investment : Alexander, Sharpe and Bailey
3.	Gorden J.A. Sharpe W.F. and Bailey J.V.: Fundamentals of Investment
4.	Macro Economics : Dwivedi
5.	Managerial Economics : G S Gupta
6.	Modern Investment Theory : R A Hougen
7.	Vohra N.D. and Bagri B.R.: Futures and Opinions

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS

POST GRADUATE DIPLOMA IN APPLIED ECONOMICS

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Business Economics Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

Year Semester	I II	INTRODUCTION TO INDUSTRIAL ECONOMICS	CREDIT HOURS	
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OBJECTIVES: To acquaint the students regarding the fundamental principles of Industrial Economics.

COURSE CONTENT / SYLLABUS

UNIT-I	INTRODUCTION a. Meaning and Definitions of Industrialization b. Role of Industrialization in Economic Development c. Obstacles to the Industrial Development	
	INDUSTRIAL AND REGIONAL DEVELOPMENT a. Theories of Industrial Location b. Regional Backwardness c. Government Policies for the Development of Backward Regions	
	INDUSTRIAL PERFORMANCE a. Industrial Productivities b. Optimum Size of Industrial Unit c. Integrations and Mergers	
	ROLE OF GOVERNMENT IN INDUSTRIAL DEVELOPMENT a. Industrial Financing b. Industrial Policies c. Competition Policies	

REFERENCES


1.	S.C. Kuchhal: Industrial Economy of India
2.	M. M. Mehta: Structure of Indian Industries
3.	S. S. M. Desai & Nirmal Bhalerao: Industrial Economy of India
4.	R. R. Berthwal: Industrial Economics
5.	Rudradutta & Sundaram: Indian Economy
6.	Mishra & Puri: Indian Economy
7.	Sadhu and Singh: Industrial Economics
8.	Sivayya & Das: Indian Industrial Economy
9.	Francis Cherunilam: Industrial Economics

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS

POST GRADUATE DIPLOMA IN APPLIED ECONOMICS

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Business Economics Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

Year	I	RESOURCE ECONOMICS	CREDIT	
Semester	II		HOURS	

OBJECTIVES: To acquaint the students about renewable/nonrenewable resources for economic development.

COURSE CONTENT / SYLLABUS


UNIT-I	RENEWABLE RESOURCES	
	a. Importance b. Biodiversity issues c. Sustainable fishing d. Optimal & maximum concepts e. Resource conservation	
UNIT-II	FORESTS	
	a. Forest distribution b. Economic value c. Forest management d. Optimal usage.	
UNIT-III	NON-RENEWABLE RESOURCES-MINERALS	
	a. Basic concepts b. Economic usage c. Depletion & economic theory d. Conservation & recycling e. Soil: Soil profile, Conservation & optimal usage.	
UNIT-IV	PUBLIC GOODS & EXTERNALITIES	
	a. Theory of common property resource b. Theory of externalities c. Negative externality d. Market failure e. Social efficiency Vs. costbenefit analysis.	

REFERENCES

1	Titenberg Tom (2004). "Environmental and Natural resource Economics". Pearson education Inc., New Delhi.
2	Kolstad. CD. (2000), "Environmental Economics". Longman inc. London.
3	Conrad. J 1999, 'Resource Economics'. Cambridge University Press
4	Field & Field. (2006). 'Environmental Economics'
5	Pearce, D.W.andR K Turner (1S91). "Economics of Natural resource Use and Environment). John Hopkins University Press, Baltimore.


POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS POST GRADUATE DIPLOMA IN APPLIED ECONOMICS FACULTY OF COMMERCE

		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Business Economics Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768		ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
Year		I		CREDIT	
Semester		II			
INDIAN ECONOMIC POLICIES AND STRATEGY				HOURS	
OBJECTIVES:		To introduce the students the policies and strategies adopted in India for development.			
COURSE CONTENT / SYLLABUS					
UNIT-I		AGRICULTURE AND RURAL DEVELOPMENT			
		a. Policy of promotion of agriculture in Indian Planning			
		b. Problems and Prospects			
		c. Food security			
		d. Public Distribution System and Price control			
UNIT-II		INDUSTRIAL PROGRESS IN INDIA			
		a. Industrial Policy of 1991			
		b. Role of Public Sector			
		c. Privatization			
		d. Foreign Direct Investment and its Role in Industrial Progress in India			
UNIT-III		FISCAL POLICY OF INDIA			
		a. Annual Budget of India- Characteristics Features			
		b. Taxation Policy			
		c. Public Expenditure in India			
		d. Public Debt and its Implications			
UNIT-IV		EXTERNAL SECTOR POLICY OF INDIA			
		a. Import Export Policies of India			
		b. Export promotion measures and their impact			
		c. Intellectual Property Rights			
		d. Economic Reforms and its Impact on Foreign Trade			
REFERENCES					
1.		Business Environment- Francis Cherunilam			
2.		Indian Economy- Dutt and Sundaram			

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS POST GRADUATE DIPLOMA IN APPLIED ECONOMICS FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Business Economics Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

Year Semester	I II	ECONOMICS OF ENTREPRENEURSHIP	CREDIT HOURS	
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OBJECTIVES: To bring about an awareness of entrepreneurship.

COURSE CONTENT / SYLLABUS

UNIT-I	INTRODUCTION	
	a. Meaning and Concept of Entrepreneur and Entrepreneurship b. characteristics c. Functions d. Theories of Entrepreneurship e. Types of Entrepreneurship	
UNIT-II	ENTREPRENEURSHIP AND INNOVATION	
	a. Creativity and Stages of Creativity b. Innovation and Invention and Windows of Opportunity c. Corridor Principle and Entrepreneurship d. Opportunity through Change e. Success for Entrepreneurs	
UNIT-III	PROMOTION OF DIFFERENT ENTREPRENEURS	
	a. Entrepreneurship and Economic Development b. Small Businesses as a Tool for Promoting Entrepreneurship among Entrepreneurs c. Strength, Weakness, Opportunities and Threat of Starting Small Business d. Rural Entrepreneurship : Need and Importance, Problems and Support System e. Entrepreneurial Opportunities for Educated Unemployed Youth	
UNIT-IV	START- UP ENTERPRISE	
	a. Preparing Business Plan b. Formulating Project Report c. Sources of Finance- Debt, Equity d. Capital Structure and Venture Capital	

REFERENCES


1.	David Holt - Entrepreneurship: New Venture Creation
2.	Vasant Desai -Dynamics of Entrepreneurship Development and Management-
3.	Madhurima Lal & Shikha Saha -Entrepreneurship
4.	Robert Hisrich, Michael Peters & Dean Sheperd - Entrepreneurship
5.	C. B. Gupta and N.P. Srinivasa - Entrepreneurial Development

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF BUSINESS ECONOMICS

POST GRADUATE DIPLOMA IN APPLIED ECONOMICS

FACULTY OF COMMERCE

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

Year Semester	I II	FUNDAMENTALS OF INTERNATIONAL BUSINESS	CREDIT HOURS	
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OBJECTIVES: To introduce the students the fundamentals of international business.

COURSE CONTENT / SYLLABUS

UNIT-I	INTERNATIONAL BUSINESS - NATURE & THEORY:	
	a. Nature of International Business and Growing relevance of International Business b. Factors Affecting International Business c. Goals of International Business d. Problems of International Business e. A brief background on Theories of International Trade	
UNIT-II	INTERNATIONAL BUSINESS ENVIRONMENT:	
	a. Nature of Business Environment and Need for a separate Analysis b. Internal & External Environment c. Economic & Non Economic Environment d. Economic Environment - Political Environment Social &. Cultural Environment - Technological Environment – Demographic Environment -Geographical Environment e. Role of WTO in International Business Environment.	
UNIT-III	GROWTH OF INTERNATIONAL BUSINESS & INTERNATIONAL ECONOMIC CO-OPERATION:	
	a. Introduction - Global Economy b. Trends in World Trade c. Changing Share of India in World Trade d. Economic Integration - Types: European Union - SAARC. ASEAN. BRICS e. Implication of Trade Blocks for business	
UNIT-IV	INTERNATIONAL TRADE POLICIES AND RELATIONS:	
	a. Introduction - Tariff, Subsidies, Quotas b. Voluntary Policies c. Export Restriction Local content requirement d. Production Assistance e. Marketing Assistance f. EPZs - EOUs - SEZs – Government intervention in formulating Trade Policies g. New Trade Policy	

REFERENCES

1	Francis Cherunilam - International Business Environment
2	Francis Cherunilam - International Economics
3	P. SubbaRao - International Business
4	George Hill - International Business


DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

FACULTY OF COMMERCE

POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Commerce and Business Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [PGDBA] [On Higher Payment Basis]	CREDIT	
Semester	I	CBM-4101 PAPER-I: STRATEGIC MANAGEMENT	HOURS	

OBJECTIVES:	This subject would offer students the opportunity to exercise qualities of judgment and help them to develop a holistic perspective of the management of organizations. It provides an integrated view of the functional areas and to acquaint them with the strategic management process.
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COURSE CONTENT / SYLLABUS

UNIT-I	Introduction to Strategy Nature of Strategy and Strategic Decisions-Strategic Management-Strategy Development Process- The Environment- Competitive Forces (Five Forces Model)-Strategic Capabilities-Organization Resources;- Core Competencies Value Chain and System- Feedback and Review / Case Analysis.
UNIT-II	Corporate & Business Level Strategy Business Portfolio Management- BCG & GE Approach-Integration, Diversification, Alliance, Merger and Acquisition-Market Development & Product Development- Feedback and Review / Case Analysis.
UNIT-III	Business Strategy and Organizational Structure and Processes Managing People-Competitive Advantage through People-Managing Information-Managing Finance- Managing Technology Feedback and Review / Case Analysis.
UNIT-IV	Managing Strategic Change Transformational Leadership Processes; Business Strategy and Organizational Culture, Feedback and Review / Case Analysis.

REFERENCES

	1) Gerry Johnson, Kevan Scholes and Ricard Whittington; "Exploring Corporate Strategy: Text and Cases"; Pearson Education. 2) Glueck, W.F. & Jauch, L.R.; Business Policy & Strategic Management. 3) Koontz & Weihrich; Essentials of Management. 4) Chuck Williams; Management. 5) Arthur A. Thompson, A. J. Strickland, John E. Gamble and Arun K. Jain (2010) 16th Edition; "Crafting and Executing Strategy: The Quest for Competitive Advantage – Concept and Cases"; Tata McGraw-Hill, New Delhi. 6) Michael Hitt, Robert E. Hoskisson, and R. Duane Ireland (2007) 1st Indian Reprint; "Management of Strategy: Concepts and Cases"; Cengage Learning. 7) Robert Grant (2009); "Contemporary Strategic Management"; Wiley India Pvt. Ltd.; 6th Edition. 8) Azhar Kazmi (2009) 3rd Edition; "Strategic Management and Business Policy"; Tata McGraw- Hill. 9) Michael Porter (1985); "Competitive Advantage: Creating and Sustaining Superior Performance"; Free Press. 10) P. Subba Rao (2007) 1st Edition; "Business Policy and Strategic Management"; Himalaya Publishing House; Himalaya Publishing House. 11) Upendra Kachru (2006); "Strategic Management- Concept and Case"; Excel Books. 12) Charles W. L. Hill & Gareth R. Jones (2008); "An Integrated approach to Strategic Management"; Cengage Learning. 13) Vipin Gupta, K. Gollakota and R. Srinivasan (2009) Revised Second Edition; "Business Policy & Strategic Management- Concepts and Applications"; PHI.
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| 14) | S. Chandrasekaran, P.S. Ananthanarayan (2011); Strategic Management; Oxford University Press. |
| 15) | Adrian Haberberg and Alison Rieple (2008); Strategic Management, Theory and Application; Oxford University Press. |
| 16) | Cherunilam, Francis (2010); Business Policy and Strategic Management (Text and Cases); Himalaya Publishing House Pvt. Ltd. |
| 17) | Cherunilam, Francis (2010); Strategic Management; Himalaya Publishing House Pvt. Ltd. |
| 18) | Gupta, N.S. (2010); Business Policy and Strategic Management; Himalaya Publishing House Pvt. Ltd. |
| 19) | Jeyarathanam, M. (2007); Business Policy and Strategic Management; Himalaya Publishing House Pvt. Ltd. |
| 20) | Jeyarathanam, M. (2010); Strategic Management; Himalaya Publishing House Pvt. Ltd. |
| 21) | Reddy Sudarsana, G. (2008); Strategic Management; Himalaya Publishing House Pvt. Ltd. |
| 22) | Srivastava, R.M. (2011); International Strategic Management; Himalaya Publishing House Pvt. Ltd. |
| 23) | SubbaRao, P. (2010); Business Policy and Strategic Management; Himalaya Publishing House Pvt. Ltd. |
| 24) | SubbaRao, P. (2010); Strategic Management; Himalaya Publishing House Pvt. Ltd. |
| 25) | KamelMellahi, Jedrzej George Frynas and Paul Finlay (2006); Global Strategic Management; Oxford University Press. |
| 26) | Anthony Henry (2008); Understanding Strategic Management; Oxford University Press. |

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

FACULTY OF COMMERCE

POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Commerce and Business Management Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [PGDBA]	CREDIT	
Semester	I	[On Higher Payment Basis] CBM-4102PAPER-II: MARKETING MANAGEMENT	HOURS	

OBJECTIVES:	<p>This subject would offer students the opportunity to exercise qualities of judgment and help them to develop a holistic perspective of the management of organizations. It provides an integrated view of the functional areas and to acquaint them with the Marketing Management process.</p> <p>The specific objectives of this course are as follows:</p> <p>To familiarize the students with the marketing concepts and practices and develop their analytical skills, conceptual abilities and substantive knowledge in the Marketing field.</p> <ul style="list-style-type: none"> • To help the students to achieve the objective by undergoing meaningful exercises in decision making in a variety of real life situations.
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COURSE CONTENT / SYLLABUS

UNIT-I	Fundamentals of Marketing Meaning, Concept and Philosophies of Marketing [In Brief]-Marketing Management and Functions of Marketing Manager-Role of Marketing in Indian Economy-Feedback and Review / Case Analysis	
UNIT-II	Consumer Oriented Marketing: A Perspective Consumer Oriented Marketing Perspective-Consumer Satisfaction-Customer Relationship Marketing-Consumerism and the Consumer Protection-Feedback and Review / Case Analysis	
UNIT-III	Marketing Of Services Meaning, Definition, Concept and Types of Services-Characteristics and its Implications in Formulation of Marketing Mix Strategies-Marketing Mix [7 P's]; Strategies in Marketing of Services-Feedback and Review / Case Analysis	
UNIT-IV	Contemporary Issues in Marketing Management E-Marketing-Retailing-Rural Marketing-Managing Service Quality-Customer Value in Marketing-Feedback and Review / Case Analysis.	

REFERENCES

	<ol style="list-style-type: none"> 1) Kotler, Keller, Koshy and Jha (2009) 13th Edition; Marketing Management A South Asian Perspective; Pearson Education. 2) Philip Kotler, Kevin Lane Keller (2006) 12th Edition; Marketing Management, Prentice-Hall of India Limited, New Delhi. 3) Philip Kotler; Gray Armstrong (2008) 12th Edition; Principles of Marketing; Pearson Education. 4) William F. Stanton & others (1994); Fundamentals of Marketing; Tata McGraw Hill, Xth Edition. 5) VS. Ramaswamy & S. Namakumari (2009) 4th Edition; Marketing Management: Macmillan India Ltd. 6) Philip Kotler, Keller (2007); A Framework for Marketing Management, Pearson Education, New Delhi. 7) Saxena, (2009) 4th Edition; Marketing Management, Tata McGraw Hill. 8) Arun Kumar, N. Meenakshi; Marketing Management; Vikas Publishing House N. Delhi. 9) Joel R. Evans, Barry Berman; Marketing Management; Ceangage Learning. 10) K. Karunakaran (2010); 1st Edition; Marketing Management; Himalaya Publishing House Pvt. Ltd. 11) Bhat, G.K. (2009); Customer Relationship Management; Himalaya Publishing House Pvt. Ltd. 12) Bose, B.S. (2009); Marketing Management; Himalaya Publishing House Pvt. Ltd. 13) Chunawalla, S.A. (2006); Marketing Principles and Practice; Himalaya Publishing House Pvt. Ltd. 14) Jha, S.M. (2010); Marketing Non-Profit Organizations; Himalaya Publishing House Pvt. Ltd. 15) Jha, S.M. (2007); Social Marketing Himalaya Publishing House Pvt. Ltd. 16) Karunakaran, K. (2010); Marketing Management (Text and Cases in Indian Context); Himalaya Publishing House Pvt. Ltd. 17) Ltd.
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

FACULTY OF COMMERCE

POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [PGDBA]	CREDIT	
Semester	I	[On Higher Payment Basis]	HOURS	
		CBM-4103 PAPER-III: HUMAN RESOURCE MANAGEMENT		

OBJECTIVES:	This subject would offer students the opportunity to exercise qualities of judgment and help them to develop a perspective of the Human Resource Management in the organizations. It provides an integrated view of the functional areas and to acquaint them with the Human Resource Management process. The specific objectives of this course are as follows: <ul style="list-style-type: none"> To acquaint students with different subsystems of Human Resource Management and their importance. The students would also be able to appreciate the importance and applications of industrial relations and different legislations related the same
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COURSE CONTENT / SYLLABUS

UNIT-I	Strategic Role of HRM Human Resource Management- Introduction, Strategic Role-Job Analysis [Job Description, Job Analysis, Job Evaluation: Theory, Methods, Practical Problems] - HR Planning [Issues and Methods] - Feedback and Review / Case Analysis.	
UNIT-II	Recruitment and Selection Recruitment- Employees Testing and Selection-Interviewing Candidates--Training and Developing, Employees-Performance Management and Appraisal- Feedback and Review / Case Analysis	
UNIT-III	Strategic Role of HRM and Subsystems Establishing Strategic Pay Plans- Pay for Performance and Financial Incentives-Managing Global Human Resources- Managing Strategic Organizational Renewal- Feedback and Review / Case Analysis	
UNIT-IV	Industrial Relations Industrial Relations: Definitions, Main Aspects of IR-Trade Union-Methods of Settling Industrial Disputes-Collective Bargaining-An Outline of Labour Legislations-Feedback and Review / Case Analysis.	

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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

FACULTY OF COMMERCE

POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course					
YEAR	I	POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [PGDBA] [On Higher Payment Basis]		CREDIT	
Semester	I	CBM-4104 PAPER-IV: RESEARCH METHODOLOGY (RM) & QUANTITATIVE TECHNIQUES		HOURS	
OBJECTIVES:		To familiarize students with the types of business problems often faced by corporate entities and to help them develop insights about basic concepts of research designs and methodology aimed at solving business problems. The Aims of this are as follows: <ul style="list-style-type: none">• To provide students with the fundamental skills in research activity, various research design;• To provide students with the ability to analyze marketing research activities necessary for making sound decisions;• Students are able to understand the proper use of various research techniques and able to know at least some of the techniques used for different research objectives.			
COURSE CONTENT / SYLLABUS					
UNIT-I		An Introduction To Research Methodology-I An introduction to Research – Basic Terms of Research – Characteristics – Types – Research Problem Formulation – Research Process – Types of Research Design – Sampling Procedure – Sampling Size Decisions, Feedback and Review / Case Analysis			
UNIT-II		An Introduction To Research Methodology-II Concept of Hypothesis – Testing of Hypothesis – Application of T-test, X ₂ , Z test, ANOVA – Data Analysis and Interpretation – Research Report Preparation and Presentation-Feedback and Review / Case Analysis.			
UNIT-III		Quantitative Techniques -I An Introduction to Quantitative Techniques/ Statistics Applicable to Research – Correlation and Regression Analysis – Measures of Central Tendency and Dispersion – Linear programming, Feedback and Review / Case Analysis.			
UNIT-IV		Quantitative Techniques -II Transportation and Assignment – Sequencing – Queuing – Replacement – Game Theory – Network Analysis – Inventory Management, Feedback and Review / Case Analysis.			
REFERENCES					
	<ol style="list-style-type: none">1) C.R. Kothari (2004) 2nd Edition; Research Methodology: New Age International (P) Limited, Publishers; Reprint.2) D. K. Bhattacharyya (2006) 2nd Edition; Research Methodology; Excel Books.3) Zikmund William (2003) 8th edition; Business Research Methods; Thompson Learning.4) Bryman Alan (2006) 8th edition; Business Research Methods' Oxford University Press.5) Panneerselvam R (2004) 4th edition; Research Methods for Business; John Wiley & Sons.6) G. C. Beri (2000) 3rd Edition; Marketing Research; Tata McGraw-Hill Publishing Company Limited.7) J. K. Sachdeva (2009); Business Research Methodology; Himalaya Publications.8) Alan Bryman, Emma Bell (2007) 2nd Edition; Alan Bryman, Emma Bell; Oxford Press.9) Statistical Methods (2002) 13th Revised Edition; S.P. Gupta; Sultan Chand & Sons, New Delhi; Reprint 2002.10) Operations Research: V.K. Kapoor; Sultan Chand & Sons, New Delhi; 7th Edition, Reprint, 2003.11) Operations Research; Kanti, Swaroop and Gupta (2001) 9th Edition; Sultan Chand and Sons; 2001.12) Ken Black (2009) 6th Edition; Business Statistics for Contemporary Decision Making; Wiley Student.13) NareshMalhotra (2007) 5th edition; Marketing Research; Pearson Education.14) T. N. Srivastava and ShailajaRego (2008) 2nd Reprint Edition; Statistics for Management; Tata McGraw-Hill Publishing Company Limited, New Delhi.				


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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

FACULTY OF COMMERCE

POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [PGDBA]	CREDIT	
Semester	II	[On Higher Payment Basis] CBM-4201 Paper V - E-COMMERCE	HOURS	

OBJECTIVES:	To provide, the knowledge & applications of e-Commerce, to the students. • To make them aware of various modes of Electronic Payment System. • To equip students with legal aspects of e-Commerce.
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COURSE CONTENT / SYLLABUS

UNIT-I	FUNDAMENTALS OF ELECTRONIC COMMUNICATION Network Security: Concept - Types of Security threats - Levels of security. Electronic Communication and E- Marketing: Identifying Web Presence Goals - The Browsing Behaviour Model - Online Marketing - E-advertising – E-branding Major Projects in Electronic Communication: Information Superhighway - National Information Infrastructure – National Information Infrastructure: E Commerce Applications and Benefits. Social and Ethical Issues related to Electronic communication.	
UNIT-II	AN INTRODUCTION TO E-COMMERCE What is E-commerce? – Drivers of E-commerce - Myths about E-commerce – Advantages and Issues in E-commerce – Benefits and Limitations of the Internet – Role of E-Strategy – Value chain in E-commerce - Integrating E-commerce – E-Commerce Business Models (Brief).	
UNIT-III	E-COMMERCE AND FUNCTIONAL BUSINESS SYSTEMS Applications of Electronic Commerce: Application of E-commerce in Direct marketing and Selling - Value Chain Integration - Supply Chain Management – Corporate Purchasing – Obstacles in adopting E-commerce Applications – Future of E-commerce Electronic Payment Systems: Overview of EPS – Cyber-cash (Customer to Merchant Payments, Peer to Peer Payments, Security) - Electronic Banking - Electronic Fund Transfers. E-commerce Marketing Concepts: Basic marketing concepts for internet marketing – E-commerce marketing and Branding Strategies – Strengthen the Customer Relationship	
UNIT-IV	AN OVERVIEW OF SECURITY THREATS AND LEGAL ASPECTS Security in Cyberspace – Designing for Security – How much risk can you afford? – Security Protection and Recovery – Security and Terrorism – Money Laundering and the Internet – Legal aspects of E-commerce (Brief).	

REFERENCES


	1) Doing Business on the Internet E-COMMERCE (Electronic Commerce for Business) S. 2) Jaiswal, Galgotia Publications. 3) E-Commerce An Indian Perspective, P.T. Joseph, S.J., PHI. 4) Electronic Commerce (From Vision to Fulfilment), Elias M. Avad, PHI, 3 rd Edition 5) E-Commerce Business, Technology. Society; Kenneth C. Laudon, Carol Guerico Traver, 6) Pearson Education. 7) E-Commerce: Schneider, Thomson Publication 8) Gary P. Schneider; E-Commerce – Strategy, Technology & Implementation; Cenage Learning. 9) C.S.V. Murthy (2010); 1 st Edition; e-Commerce, Concepts, Models and Strategies; Himalaya Publications Pvt. Ltd.
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

FACULTY OF COMMERCE

POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [PGDBA]	CREDIT	
Semester	II	[On Higher Payment Basis] CBM-4202PAPER-VI: CONSUMER BEHAVIOUR	HOURS	

OBJECTIVES:	To impart the students with the basic conceptual and practical foundations of Consumer Behaviour; • To develop managerial skills for decision making on various Plans, Programs & Strategies based on Consumer Behaviour.
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COURSE CONTENT / SYLLABUS

UNIT-I	Perspective on Consumer Behaviour Understanding Consumer Behavior-Applications of Consumer Behavior-Diversity of Indian Markets- Changing Indian Consumer Behaviour-Feedback and Review / Case Analysis.	
UNIT-II	The Consumer Analysis and Marketing Strategy Market Segmentation and Product Positioning-Consumer Behaviour and Product Strategy- Consumer Behaviour and Pricing Strategy-Consumer Behaviour and Channel Strategy, Feedback and Review / Case Analysis.	
UNIT-III	The Consumer as an Individual Perception and Consumer Behaviour-Learning & Involvement, Experience and Consumer Behaviour- Consumer Motivation, Attitudes & Beliefs- Feedback and Review / Case Analysis.	
UNIT-IV	The Consumer in Socio-Cultural Context And Decision Making Social Class- Reference Group and Family and its Linkages and Influences on Consumer Behavior [An Overview]-Diffusion of Innovations and Consumer Adoption Process-EKB Model of Consumer Decision-Making-Feedback and Review / Case Analysis.	

REFERENCES


	<ol style="list-style-type: none"> 1) Ramanuj Majmudar (2010); Consumer Behaviour; PHI Ltd., New Delhi. 2) J. Paul Peter and Jerry C. Olson (2009) 7th Edition; Consumer behavior and Marketing Strategy; Tata McGraw-Hill, New Delhi. 3) Leon G. Schiff man and Leslie Lazar Kanuk (2002) 7th Edition; Consumer Behaviour; Prentice Hall of India Pvt. Ltd., New Delhi. 4) David L. Loudon and Albert J. Della Bitta (2002) 2nd Edition; Consumer Behaviour; Tata McGraw-Hill. 5) Roger D. Blackwell, Paul W. Miniard and James F. Engel (2007) 10th Edition; Consumer Behaviour; Thomson SouthWestern.
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

FACULTY OF COMMERCE

POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [PGDBA]	CREDIT	
Semester	II	[On Higher Payment Basis] CBM-4203 PAPER-VII: INTERNATIONAL BUSINESS	HOURS	

OBJECTIVES:	It is intended to provide a basic understanding about the finer aspects of international business to the students. The Aims of this are as follows: <ul style="list-style-type: none"> • To make the students to realize that International Business is a combination of multiple disciplines brought together in a systematic manner; • To understand The integration of General Management, Operations, Financial Management, Marketing Management as well as Human Resources Management in an international perspective is essential to International Business.
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COURSE CONTENT / SYLLABUS

UNIT-I	An Introduction To Internal Marketing Environment Globalization and International Business-Cultural; Political and Legal Environments facing Business-Feedback and Review/ Case Analysis.	
UNIT-II	International Trade International Trade-Balance of Payment and Balance of Trade- Feedback and Review / Case Analysis.	
UNIT-III	International Marketing Framework & Objectives- Entry Mode Decisions & Strategies-Market Identification- International Marketing Mix Decisions & Strategies-; Global E-Business- Feedback and Review / Case Analysis.	
UNIT-IV	Contemporary Issues In International Business Marketing Globally Supply Chain Management- Human Resource Management- Ethical and Social Responsibility- Feedback and Review / Case Analysis.	

REFERENCES


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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

FACULTY OF COMMERCE

POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [PGDBA]	CREDIT	
Semester	II	[On Higher Payment Basis] CBM-4204: PAPER-VIII: PROJECT WORK & VIVA VOCE EXAMINATIONS	HOURS	

OBJECTIVES: To provide the students the practical approach to prepare project report.

COURSE CONTENT / SYLLABUS

UNIT-I	Planning for Preparation of Identification & Preparation & Submission of Project Proposal Theoretical Framework of Business Management Practices for Identification of the topic and preparation and submission of the Proposal for the preparation and submission of the Project for Approval	
UNIT-II	Orientation for Project Preparation Using Various Pedagogical Tools Case Studies - Exercises-Role Play-Games-Quizzes-Industrial Visits & Training with Reference Business Management Practices.	
UNIT-III	Orientation for Project Structure, Writing Report & Its Layout& Submission Orientation about Report Writing, Presentation Based on Industrial Visits & Industrial Training.	
UNIT-IV	Project Report Preparation, Submission Presentation & Evaluation NOTE: The Project Report is to be submitted by the student on a given theme selected by him/her based on either Secondary Data or both that is Secondary Data & Primary Data supported through field studies, field survey, library work , Industrial Visits & or Industrial Training as the case may be . The Classroom Multimedia Presentation of Project Report [15 Marks] & overall Viva Voce Examinations [15 Marks] shall be compulsory for each of the Student in lieu of Written Internal Test having Weightage of 40 marks alike other compulsory subjects of PGDBA. The Final Evaluation of Project Report shall be having Weight age of 60 marks alike other Compulsory Subjects of PGDBA. The Final Evaluation of Project Report shall be undertaken by both that is Internal & External Examiner will separately Evaluate each of the Project Report having the total Weightage of 60 marks which are separately given by both of them. Average Marks scored by the student from the total of 140 marks as given by Internal & External Examiner out of 70 shall be finally considered having Weightage of 70 marks [External Evaluation] alike other compulsory subjects of PGDBA. The Final Evaluation of Project Report shall be from the approved panel of by Internal & External Examiners to be appointed by the befitting authority as per the rules of the university as the case may be. The Remuneration for the Evaluation of Project Report to Internal & External Examiners shall be as per the rules of the M S University of Baroda as the case may be.	

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE


		The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Co-operative Management and Rural Studies Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768			ACADEMIC YEAR 2017-2018	
POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course						
YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT			CREDIT	
Semester	I	CPR 4101	PAPER I - THEORY OF CO-OPERATION		HOURS	
OBJECTIVES:						
COURSE CONTENT / SYLLABUS						
UNIT-I	Meaning, definition and features of Co-operation Co-operation and other forms of system – <ul style="list-style-type: none">• Co-operation and capitalism• Co-operation and Socialism Horizontal and Vertical Integration in Co-operatives					
UNIT-II	Contribution of Robert Owen; Louis Blanc; Shri V. L. Mehta and D. R. Gadgil in the sphere of Co-operation.					
UNIT-III	State and the Co-operative movement in India - Role of state in the development of Co-operatives – State Assistance; De-officialisation of the Co-operative movement; Reconstructing Co-operative administration.					
UNIT-IV	Recent development in Co-operative movement					
REFERENCES						
	1. . G.R.Madan – Co-operative movement in India 2. B.S.Mathur – Co-operation in India 3. T.N.Hajella –Principles, Problems and Practice in Co-operation 4. B.B.Goel – Co-operative legislation, Trends and Dimensions					

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT CPR 4102 PAPER II - CO-OPERATIVE CREDIT MOVEMENT IN INDIA	CREDIT	
Semester	I		HOURS	

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Need and importance of rural finance, Sources of rural credit, Defects of non-institutional credit, Salient features and characteristics of rural finance, Institutional arrangement for rural credit in India - Multi Agency Approach	
UNIT-II	The role and functions of Reserve Bank of India and National Bank for Agriculture and Rural Development in rural credit.	
UNIT-III	Genesis of cooperative credit movement in India Urban Co-operative Banks - Need for Urban Banking, Origin, Development, Objects, Functions, Role, Difficulties and Suggestions.	
UNIT-IV	Employees Co-operative Credit Societies- Objects, Functions, Role, Working, Non-credit Activities and Suggestion with regards to Employee Co-operative Credit Societies Industrial co-operative Banks.	

REFERENCES


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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT	CREDIT	
Semester	I		HOURS	

CPR 4103

PAPER-III - CO-OPERATIVE LAW

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Cooperative Legislation - Features and Important Landmarks in the history of co-operative legislation in India.	
UNIT-II	Model Cooperative Societies Act, 1991 Multi State Co-operative Societies Act.2002 Recent Trends and Developments.	
UNIT-III	Salient features of Banking Regulation Act, 1949 (As applicable to co-operative societies) Impact of Co-operative Law on Co-operative Management.	
UNIT-IV	Department of Co-operation - its structure, functions and autonomy; Case of De-officialisation of co-operative movement.	

REFERENCES


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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT	CREDIT	
Semester	I		HOURS	

CPR 4104

PAPER IV COOPERATIVE MANAGEMENT: THEORY AND PRINCIPLES

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Role of Management in the Development of Co-operative Organizations - Conceptual framework of management - Management process, Principles of Management; Co-operative Management - Unique features of Co-operative Management; Integrating the principles of Co-operation and principles of Management.	
UNIT-II	Professional management for cooperatives – Meaning, Importance and Evaluation Criteria; Meaning and Process of Organization – Organizational structure of a co-operative - Modern theory of organization – Designing organization structure for co-operatives.	
UNIT-III	Managerial skills - levels of management - management roles Co-operative Leadership – Meaning, Importance, Types, Problems of leadership in co-operative organization, Path-goal theory of leadership and case studies of Co-operative leadership; Nature of Management Leadership - Combination of management and leadership qualities.	
UNIT-IV	Planning - Meaning, Importance, Process and Problems of planning in co-operatives. Types of planning - case studies of primary agriculture credit society. Business Development Plan (BDP).	

REFERENCES


	1. Dwivedi RC: Democracy in Cooperative Movement - An Indian Profile 2. Hajela TN: Principles, Problems and Practice of Cooperation 3. Kamat GS: New Dimensions of Cooperative Management 4. Nakkiran S: Cooperative Management - Principles and Techniques 5. Sah AK: Professional Management for Cooperatives
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Co-operative Management and Rural Studies Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT	CREDIT	
Semester	I		HOURS	

CPR 4105

PAPER V - BUSINESS ENVIRONMENT

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Business Environment - Concept; Types of Business Environment; Internal and external environment; Micro and macro environment; Competitive structure of industries.	
UNIT-II	Environmental Analysis and Strategic Management – Formulation of mission and objectives; SWOT analysis; Strategic alternatives and choice of strategy.	
UNIT-III	Environmental Analysis and Forecasting – Techniques of environmental analysis; Approaches to environmental forecasting; Forecast of business environments.	
UNIT-IV	Indian business environment - Economic and social environment; Political and government environment; Natural and technological environment; Legal environment; Demographic environment; Environment for cooperatives.	

REFERENCES


	1. A N Agarwal: Indian Economy 2. Francis Cherunilam: Business Environment 3. Periodicals Published by Gujarat State Co-operative Union 4. T N Hajela: Cooperation - Principles, Problems and Practice 5. V. B. Jugale and P. A. Koli: Reasserting the Co-operative Movement.
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Co-operative Management and Rural Studies Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT CPR 4106 PAPER VI - HUMAN RESOURCE MANAGEMENT IN CO-OPERATIVES	CREDIT	
Semester	I		HOURS	

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Human Resource Management in Co-operatives: Introduction, Gravity of the Problem, Personnel Management Defined, Functions of Personnel Management in Co-operatives, Components of Human Resource Management, Role of Manpower Planning and Scientific Personnel Policies in Co-operatives.	
UNIT-II	Human Resource Planning in Co-operatives: Recruitment and Selection in Co-operatives, Co-operative training, Shortcoming of Training Schemes, Promotion in Cooperatives, Wage and Salary Policies.	
UNIT-III	Human Resource Development in Co-operatives: Why HRD? Organization and its role in HRD, HRD in Co-operatives, Need for HRD in Co-operatives, I.C.A. Committee on HRD Policy for Asia and Pacific, Limitation of HRD Programmes in Cooperatives.	
UNIT-IV	Quality Circles and Co-operatives: Features of Quality Circles, The concept and philosophy of Quality Circles, Quality Circles in Co-operatives, Areas where Quality circles can be applied- Consultancy in Co-operatives, Need for Consultancy in Co-operatives, Areas of Consultancy, Present Position of Consultancy in Various Co-operatives.	

REFERENCES


1. Dr. U.C. Patnaik and A.K. Roy – Co-operation and Co-operative Management 2. Dr. S. Nakkiran – Co-operative Management-Principles and Techniques 3. T.N. Hajella – Principles, Problems and Practice in Co-operation.
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Co-operative Management and Rural Studies Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT	CREDIT	
Semester	II		HOURS	

CPR 4201

PAPER I - PRINCIPLES AND PRACTICE OF CO-OPERATION

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Principles of Co-operation by (a) Rochdale Pioneers (b) Reformulation of Principles by I.C.A., Significance of Co-operation.	
UNIT-II	Genesis and growth of Co-operative Movement in India during pre and post- independence and after 1991.	
UNIT-III	Co-operation in Foreign Lands; Genesis and growth of Co-operative Movement in different countries of the World: (a)Customers' Co-operatives in U.K. (b) Co-operative Credit Movement in Germany (c) Dairy Co-operatives of Denmark (d) Co-operative Marketing in U.S.A. and Canada	
UNIT-IV	Non-Agricultural Co-operatives: (a) Co-operative Marketing (b) Consumer Co-operatives (c) Co-operative Housing (d)Industrial Co-operatives National Co-operative Development Corporation's role in the development of Non-Credit Co-operatives	

REFERENCES


	1. D.D. Naik – Practices of Housing Co-operative Society 2. T.N. Hajella – Principles, Problems and Practice of Co-operation 3. The Co-operator Journal Published by NCUI
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Co-operative Management and Rural Studies Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT	CREDIT	
Semester	II		HOURS	

CPR 4202

PAPER II - RURAL CREDIT CO-OPERATIVES

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Genesis, Growth and Stages of Co-operative Credit Movement in India, Structure of Rural Co-operative Credit System.	
UNIT-II	Primary Level Rural Cooperative Credit Institutions - Primary Agriculture Co-operative Societies (PACS), Farmers Service Societies [FSS], Large-sized Adivasi Multi-purpose Societies [LAMPS].	
UNIT-III	Central Co-operative Banks (CCB), State Co-operative Banks or Apex Banks, Agriculture and Rural Development Banks.	
UNIT-IV	Problem of Overdue in Rural Cooperative Credit Institutions; Causes of over-dues and Measures; Recent trends, development and evaluation of the rural cooperative credit institutions.	

REFERENCES


1. Desai S.S.M: Agriculture and Rural Banking in India
2. Hajela. T.N.: Principles, Problems and Practice of Cooperation
3. Mathur. B.S.: Cooperation in India
4. Mukki. H.R.: Cooperation in India
5. Ruddar Datt and K.P.M Sundharam: Indian Economy.

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Co-operative Management and Rural Studies Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT	CREDIT	
Semester	II		HOURS	

CPR 4203

PAPER-III - STATE CO-OPERATIVE SOCIETIES ACT AND RULES

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Salient features and provisions of Gujarat Co-operative Societies Act, 1961 and Gujarat Co-operative Societies Rules, 1965- I Registration of Cooperative Societies (Sect – 3, 4, 5, 6, 9, 11, 12) Bye Laws – Amendment of By-Laws (sect-13, 14, 15, 16, 17, 18, 19, 20) Members and their rights and liabilities (Sect-22, 23, 24, 25, 26, 28, 29, 30, 33, 34, 36) Duties and privileges of societies (39, 45, 48, 49, 50).	
UNIT-II	Salient features and provisions of Gujarat Co-operative Societies Act, 1961 and Gujarat Co-operative Societies Rules, 1965- II; State aid to cooperative societies (Sect-51, 52, 53, 54, 55, 57, 59, 63); Property and Funds of Societies (Sect-65, 66, 67, 68, 69, 71).	
UNIT-III	Management of Societies (Sect- 73, 74, 75, 76, 77, 78, 80, 81, 83) ;Audit, Inquiry, Inspection and Supervision of Societies (Sect84, 85, 86, 87, 88, 90); Procedure of deciding disputes; Liquidation (Sect-107, 108, 109, 110, 114); Rules for election of committee and officers of co-operative societies; Current Trends.	
UNIT-IV	Gujarat State Co-operative Council (Sect-156) – Gujarat State Co-operative Union.	

REFERENCES


	1. G.R.Madan: Cooperative Movement in India 2. Goel B.B: Cooperative Legislation, Trends and Dimensions 3. Gujarat Government Publication: Gujarat Cooperative Societies Act, 1961 4. Hajela. T.N.: Principles Problems and Practice of Cooperation 5. Mathur. B.S.: Cooperation in India 6. NaintaRispal: Cooperative Legislation
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POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Co-operative Management and Rural Studies Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT	CREDIT	
Semester	II		HOURS	

CPR 4204

PAPER IV - CO-OPERATIVE MANAGEMENT: APPLICATION AND ISSUES

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Control – Meaning, Importance, Control Techniques; Performance budgeting for urban co-operative bank.	
UNIT-II	Management Information System for Cooperatives – Meaning, importance, elements and characteristics; Communication – Meaning and Process.	
UNIT-III	Project Management for Co-operatives - Rational, Concept Importance, Classification and Phases; Managerial problems of Indian cooperatives.	
UNIT-IV	Issues in Co-operative Management- Vested interest in co-operatives and De-officialisation of cooperative movement.	

REFERENCES


1. Dwivedi RC: Democracy in Cooperative Movement - An Indian Profile 2. Hajela TN: Principles, Problems and Practice of Cooperation 3. Kamat GS: New Dimensions of Cooperative Management 4. Nakkiran S: Cooperative Management - Principles and Techniques 5. Saha AK: Professional Management for Cooperatives.

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Co-operative Management and Rural Studies Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT	CREDIT	
Semester	II		HOURS	

CPR 4205

PAPER V - ENVIRONMENT FOR COOPERATIVES

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Global Environment - Globalization; International Cooperative Alliance; International Cooperative Movement; Role of cooperatives in globalization; Globalization and cooperative sector in India.	
UNIT-II	Cooperative movement in India; Growth and structure of cooperatives in India; Role of the State in the cooperative movement in India; Cooperative institutions.	
UNIT-III	New Economic Policy and Cooperative Movement in India; New economic policy and cooperative identity; SWOT analysis of cooperative sector in India; Strategic management for cooperative enterprises.	
UNIT-IV	Economy of Gujarat; Cooperative Movement in Gujarat State; Structure and growth of cooperatives in the state of Gujarat; Gujarat Cooperative Action Plans; Successful Cooperatives in Gujarat.	

REFERENCES


1. A N Agarwal: Indian Economy
2. Francis Cherunilam: Business Environment
3. Periodicals Published by Gujarat State Co-operative Union
4. T N Hajela: Cooperation - Principles, Problems and practice
5. V. B. Jugale and P. A. Koli: Reasserting the Co-operative Movement

POST GRADUATE DIPLOMA COURSES

DEPARTMENT OF CO-OPERATIVE MANAGEMENT AND RURAL STUDIES

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANGEMENT

FACULTY OF COMMERCE

	The Maharaja Sayajirao University of Baroda Faculty of Commerce, Department of Co-operative Management and Rural Studies Faculty of Commerce, Sayaji Gunj, Vadodara- 390002, Contact details: 02652975768	ACADEMIC YEAR 2017-2018
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POST GRADUATE DIPLOMA COURSES : 1 Years Diploma Course

YEAR	I	POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT	CREDIT	
Semester	II		HOURS	

CPR 4206

PAPER VI - CO-OPERATIVE EDUCATION AND TRAINING

OBJECTIVES:

COURSE CONTENT / SYLLABUS

UNIT-I	Co-operative Education in India: Introduction; Objective of Member Education; The Need for Co-operative Education; Education – A Co-operative Principle; Co-operative education in India.	
UNIT-II	Infrastructural Network for Co-operative Education in India - Role of National Co-operative Union of India (NCUI) and National Centre for Co-operative Education (NCCE); Implementation of Education Programmes by National and State Co-operative Unions. Progress of Co-operative Education Programmes/ Co-operative Education and Development Schemes.	
UNIT-III	Co-operative Training – Its significance; Co-operative Training Policy; Co-operative Training structure; Deficiencies of Co-operative training Programme, Remedial Measures for improving the efficacy of Co-operative Training.	
UNIT-IV	Organizational Structure of Research and Training in Co-operatives in India – Need and role of Institutions in Co-operative Training; National Council for Co-operative Training (NCCT); Vaikunth Mehta National Institute of Co-operative Management (VAMNICOM); Institute of Co-operative Management and Co-operative Training Centres.	

REFERENCES

1. Dr. U.C. Patnaik and A.K. Roy – Co-operation and Co-operative Management 2. T.N. Hajella – Principles, Problems and Practice in Co-operation 3. B.S. Mathur – Co-operation in India

FACULTY OF COMMERCE
THA MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

FREE STUDENTSHIPS AND SCHOLARSHIPS

FREE STUDENTSHIP OF THE FACULTY OF COMMERCE:

The number of free studentships in Faculty is fixed at 15% of the total number of students. Free studentships are to be awarded on the basis of the economic condition of the students. Deserving students should apply within the specified time in the prescribed application form in each term. They shall be interviewed by the Committee appointed by the Dean before the awards are made. Free studentship will not be renewed to a student if his/her academic record during the preceding term is not satisfactory.

ECONOMICALLY BACKWARD CLASS FREE STUDENTSHIP (E.B.C.) GRANTED BY THE STATE GOVERNMENT:

A student shall be deemed to belong to E.B.C. if his/her net family income does not exceed Rs.25, 000/- per year. For the purpose of these rules, income shall mean the sum total of the income from whatever source including share in the joint family income and independent individual income of the student and his parents. Application for the award of E.B.C. free studentship shall be made every year in the prescribed form in duplicate along with an income certificate from a Gazetted Officer within 30 days of opening of the Faculty.

POOR STUDENT'S AID FUND:

Assistance from this fund is available to deserving students on consideration of their need and merit for meeting the expenses of tuition fees, examination fees, and/or purchase of books and/or equipment on the recommendation of the Faculty authorities.

Students shall have to apply for this fund in the prescribed form available from the Faculty Office and submit the same duly filled in to the Faculty Office.

PROPOSAL OF MERIT SCHOLARSHIPS FOR RANKERS [MSR]:

[Under Ordinances Nos. 216, 217, 218, 219 and 220]

- [1] For each year of each undergraduate degree (1st Degree) Programme, there will be THREE MSRs based on overall result of ALL papers of the ODD semester, which is irrespective of Discipline or Specialization or Major and Minor. The award shall be:

For 1 st Rank	Rs. 5,000/-.
For 2 nd Rank	Rs. 4,000/-.
For 3 rd Rank	Rs. 3,000/-.

- [2] For each year of each undergraduate diploma programme, there will be THREE MSRs based on overall result of ALL papers of the ODD semester, which is irrespective of Discipline or Specialization or Major and Minor. The award shall be:

For 1 st Rank	Rs. 4,000/-.
For 2 nd Rank	Rs. 3,000/-.
For 3 rd Rank	Rs. 2,000/-.

- [3] For each year of each postgraduate degree (2nd Degree) (general or specialization) programme, there will be TWO MSRs based on overall result of ALL papers of the ODD semester. The award shall be:

For 1 st Rank	Rs. 5,000/-.
For 2 nd Rank	Rs. 4,000/-.

[4] For each year of each postgraduate diploma programme, there will be TWO MSRs based on overall result of ALL papers of the ODD semester. The award shall b

For 1 st Rank	Rs. 4,000/-.
For 2 nd Rank	Rs. 3,000/-.

OTHER SCHOLARSHIPS:

- Shri Chhotabhai Zavaribhai Sutaria Memorial Scholarship for a girl student.
- Shri C.C. Patel, Retired Assistant General Manager, Central Bank of India (Gujarat Region) Scholarship.
- Smt. Shardabai Dattatraya Joshi Scholarship.

NOTE:

Eligible SC/ST, OBC, PwD Students etc. should submit their scholarship form for the academic year by February for processing scholarship to SC/ST, OBC, PwD etc. each year.

**FACULTY OF COMMERCE
THA MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

GOLD MEDALS

The following medals and prizes are awarded to meritorious students according to rules and conditions each laid down for medal/prize.

GOLD MEDALS:

- Prof. V Y KOLHATKAR GOLD MEDAL: (M.COM.)
- CO-OPERATIVE BANK OF BARODA LTD GOLD MEDAL
- PROF. V Y KOLHATKAR GOLD MEDAL: (B.COM.)
- LATE SHRI M M CHOKSHI GOLD MEDAL
- SHRI PANUBHAI HIRALAL MAJMUDAR GOLD MEDAL
- LABHUBEN MEHTA GOLD MEDAL
- KUM. PARUL NANALAL CHOKSHI GOLD MEDAL
- LATE SHRI NAGINDAS MATHURDAS SHAH GOLD MEDAL
- SHRI MANHARRAI V. DESAI GOLD MEDAL (M.Com. FINAL)
- PROF. B.H. ELAVIA EDUCATION TRUST GOLD MEDAL
- THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA NEW DELHI GOLD MEDAL
- "LATE SHRI FARAMROJ RUSTOMJI BHARUCHA & SMT. KHURSHID BANU F. BHARUCHA GOLD MEDAL"
- AMITA VASHNUPRASAD VYAS MEMORIAL GOLD MEDAL
- THE PRESIDENT, THE GOVERNMENT SERVENTS CO-OPERATIVE CREDIT SOCIETY LIMITED, BARODA GOLD MEDAL
- VAKIL CHUNILAL BABARDAS SHAH AND SMT. PARVATIBEN CHUNILAL SHAH MEMORIAL GOLD MEDAL
- DR. D.K. SHUKLA MEMORIAL GOLD MEDAL ➤ AVANI PETROCHEM LTD GOLD MEDAL

UNION & ASSOCIATIONS

UNIVERSITY UNION:

'The Maharaja Sayajirao University Union' is a statutory corporate body of the students and teachers to promote academics, social interaction, sports and cultural interests amongst the students of the M.S. University of Baroda. The aims and objects of the Union are viz., to held debates so as to enable students to learn the art of debating; to arrange public lectures so as to stimulate interest in cultural and public affairs; to promote social intercourse amongst the students of the Union by developing the Union as a club for the students; to further the academic and social interest of students generally by maintaining a library, a reading-room, a writing-room, a games-room and a refreshment room; to maintain a co-operative store and a co-operative bank, and to develop a sense of social service. The members of the Union shall be ordinary members, associate members, honorary members and life members. All students enrolled in the various Faculties of the Maharaja Sayajirao University shall be ordinary members of the Union. The members of the teaching staff of the University shall be associate members. They shall be entitled to all the privileges of the ordinary members but shall not be entitled to stand for or vote at election.

For More Details: Ph. No. 2791534

FACULTY STUDENTS' ASSOCIATION:

Memberships:

Every student enrolled in the Faculty/College shall be a member of the association. He shall pay minimum fee of Rs. 10/- as membership fee which will be collected by the Dean/Principal in the beginning of each academic year at the time of fee collection. Aims and Objectives of the Faculty/College Students' Association are viz., to organize outdoor games and sports; to organize indoor games and sports ; to organize debates, seminars, elocution competitions and lectures; to arrange for publication of the Faculty magazine in the hand-written/printed form; to arrange drama, dance, songs and other cultural activities; to organize educational film shows; to organize any other activity with the permission of the Dean/Principal for promoting students' welfare, and to maintain discipline in the institutions.

ACCOUNTING & FINANCE STUDENTS' ASSOCIATION (AFSA):

The Department of Accounting and Financial Management has set up Accounting Students' Association in the name of Accounting and Finance Students' Association (AFSA), functioning at under-graduate and post-graduate level respectively.

At the Undergraduate level, the students opting for specialization in Accounting and Auditing can become member of this association. The focus of the activities is on their overall personality development. For this purpose the programmes of general interest, like awareness about various academic programs that can be taken up, various avenues for career path, practical exposure to capital market realities and quizzes in the area of accounting, financial management, taxation, sports, politics & current economic affairs, are being organized. At the Post-Graduate level the students opting for specialization in Accounting and Financial management can become member of the association. The students overall personality development and exposure to practical world are part of the focus area. The kind of the activities undertaken by the students comprises of talks for overall grooming, self-development, industrial tours, freshets' party and farewell party. The Students also play a vital role in overall management of placement activities.

BANKING & INSURANCE STUDENTS' ASSOCIATION:

The Department of Banking & Insurance has set up students' Association functioning at PG level for students who enrolled for M.Com with Banking and Insurance.

BUSINESS ECONOMICS STUDENTS' ASSOCIATION:

The Department has set up PG Students' Association opting for M.Com. with specialization in Business Economics.

MANAGEMENT STUDENTS' ASSOCIATION (PG & UG):

The Department of Commerce And Business Management is the pioneer founder for setting up Students' Association at the Faculty of Commerce. We have separately set up voluntary association of our Under Graduate [UG] and Post Graduate [PG] students known as "The Management Students' Association" [MSA]. It has a strong backing, support and guidance of faculties of our department. It is setup to create and sustain interactions with various corporate world. It regularly plans Management quizzes; Case studies; Group discussions; Debates, Guest lectures apart from organizing of Industrial tours, and visits of various NGOs as well as other Academic Institutions. It also undertakes varying co-curricular activities such as Cultural and Sports Events. It persuades student members to participate in the Inter-Faculty Activities; Youth Festivals of the University, and various other Celebrations. The MSA: UG publishes its Annual magazine called 'NEEV-The Foundation for Success', and also organizes an annual Event.

The MSA: PG organizes State & National level from time to time. It also releases souvenir consisting Abstracts of selected papers received for it. It also organizes a MAGWEEK "each year and also brings out Newsletter called as "PRAGYAN" at least twice a year. The Department has also initiated efforts to set up "Placement Cell" as well as "Alumni Association" of Department for the benefit of students.

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THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

GENERAL FACILITIES

C. C. MEHTA AUDITORIUM:

Application for use of the Prof. Chandravadan Mehta Auditorium of General Education Centre will be made to the Co-ordinator in the prescribed form mentioning all details about the meetings/functions at least Ten days before the use of auditorium. Permission to use Chandravadan Mehta Auditorium may be granted for holding, meetings of nonpolitical! nonsectarian nature for carrying on social activities which are of cultural or educational nature. There will be three shifts. For charges for the use of the Auditorium &for other details contact Ph. No.: 2795530.

AICS TRAINING CENTRE:

The M.S. University of Baroda has established an AICS Training Centre to encourage and train the graduate students for appearing in competitive examinations organized by UPSC (Civil Services). **For more details: Ph. No. 2795517**

CENTRE FOR CONTINUING ADULT EDUCATION AND COMMUNITY SERVICES:

The Centre for Continuing 1 Adult Education and Community Services is working since the last three decades in the field of Continuing Education, Adult Education and Community Outreach Activities in and around Vadodara. This centre was established with an objective to cater the felt needs of the society with the resources available in the University and from amongst the community. The centre offers short-term courses ranging from 15 days to three months and long term courses ranging from 6 months to one year.

All the classes are coordinated only by the staff of the centre, whereas the classes are taken by guest faculties. The Centre conducts the classes on self-finance basis, therefore, the course commences only when enough number of students are enrolled. Hence, the commencement of the course is decided at a later stage. As the courses are on part time basis, no hostel accommodation is available and no bus/train concession is provided to the students.

For more details: Ph. No. 2795510.

COMPUTER CENTRE

There is a centralized facility for the Internet access at the Cyber Café 'Surf land', located at the Computer Centre opposite to D.N. Hall Ground inside the Campus. The Centre also offers short term and basic computer courses to the students and staff of the University. It also helps the staff and students to analyze the research data and programming of models. It remains open from 7 AM to 10 PM during weekdays and on Sunday from 7 AM to 1 PM for browsing purpose. Facility of internet surfing, scanning, printing, CD writing etc. are available. The website (www.msubaroda.ac.in) & the Mail Server (rmail.rnsbaroda.ac.in) are hosted on the Servers of the Computer Centre and are being actively used for publishing exam results, merit lists, Annual reports, advertisement etc.

For more details: Ph. No. 2795518 1 2750816

UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU:

The Directorate of Employment, Government of Gujarat in collaboration with the M.S. University of Baroda has established an Employment Information and Guidance Bureau on the campus. The Bureau has a jurisdiction over Vadodara District.

It functions under the overall guidance of the Vice-Chancellor to meet the specific needs of the students. A faculty member nominated by the Vice-Chancellor supervises the functioning of the Bureau. The Bureau provides information on educational programmes as well as job opportunities. It arranges lectures and discussion sessions wherein experts from different fields are invited for the benefit of the students of the M.S. University of Baroda. Degree and diploma holders in technical and professional education fields and post graduates in various disciplines can register their names in the Bureau and it assists them in job placements.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

HALLS OF RESIDENCE:

The M.S. University of Baroda has one of the largest Hostel Campus containing 12 boys' Hostels and 4 girls' hostels. The hostels are known as Halls of Residence and well 'equipped with basic infrastructure facilities such as furniture, common room, hot water during winter and dining hall.

In the main Boys' Hostel Campus there is an Amenity Centre provide basic amenities such as a stationery shop, hair cutting, tailoring shop and a STD booth. Outstation students desiring to stay in the campus can apply separately on a prescribed form through the Dean to the Chief Warden, Nimb Niwas, Pratapgunj, Vadodara for their accommodation. **For more details: Office of the chief warden, Ph. No. 2795508 I 2794483**

HEALTH CENTRE:

The University Health Centre provides consultation, investigations, specialists' services, Treatment facilities or all common ailments, minor surgical treatment and counseling services to the staff, their dependents and students of the M.S. University of Vadodara. Limited facilities for admission under observation and administration of intravenous fluids are also available. Immunization services and supportive Laboratory facilities, including E.C.G. are also available. Counseling, Psychotherapy, Psychiatric treatment and Psychological testing are offered by i MARG counseling Centre functioning at the Health Centre on voluntary basis. It provides treatment in cases of -mental health problems, stress and substance abuse to the University Staff, their children and family members, as well as youths, school children and general public of Vadodara. The Health centre is located opposite to the University Union Pavilion at Pratapgunj, Vadodara. **For more details Ph. No. 2791616**

LIBRARIES:

The M.S. University of Baroda follows a unique University Library System comprising 15 different libraries .side the campus. Out of these, Sir Sayajirao Memorial Trust Library and Smt. Hansa Mehta Library serve the graduate and post graduate students of the Faculty respectively. Smt. Hansa Mehta Library is the University Library System. With a two storied building of more than 80,000 sq. ft. of carpet area, it houses more than 4, 00,000 volumes, 1500 readers & staff of more than 100 people. It caters to the educational needs of academic fraternity of The M S University of Baroda. It is the only Library in the State to provide the facility of Wi-Fi to its users and it has also gone tech savvy because of the introduction of smart cards and Virtual Library Project.

Global Information and Communication Centre facilitates access to E-Resources, databases and Internet browsing facility being well explored by the University fraternity. There is also a separate M.K. Amin Arts & Science College and College of Commerce Library at Padra. The libraries are richly endowed with books journals and reference materials. The libraries provide reading and reference facilities, lending of books and Xeroxing of study materials. The Hansa Mehta Library has its own website: www.hmlibrary.ac.in

For more Details: Ph. No. 2795338

DEPARTMENT OF PHYSICAL EDUCATION:

Sports Facilities: Physical Education and sports are an integral part of general education. The department of Physical Education provides centralized facility of sports to the students and staff. Interested students get the required training in Athletics, Swimming, Badminton, Basketball, Volley ball, Hand ball, Football, Table Tennis, Lawn Tennis, Hockey and Cricket. The department of Physical Education also organizes inter-faculty and inter university competition in various disciplines of sports on regular basis. The department provides the following facilities: Athletics, Multi Gym., Swimming Pool, Badminton Court, Basketball Court, Tennis Court, Volleyball Court, Handball Court, Kho-Kho Court, Football Field, Cricket Field, Table Tennis Hall, Kabaddi Court and Hockey Field.

For more Details: Ph. No.: 2791745

NATIONAL CADET CORPS:

NCC is one of the biggest youth forums which brings the vibrant students together and guide them in a proper direction so that they can play a constructive role in the development of the country. These students have enormous opportunity to show their talent and skill. Besides Military Training, they have an opportunity for adventurous activities which give them wide horizon and keep them morally and mentally fit so that they become well-disciplined members of the society.

The students do Para Sailing, Gliding, Para dropping, Training Camps, National Integration camps, Rock climbing and Mountaineering activities Boat Pulling/Sailing and Ship Modeling. They also go for Republic Day Camp and Prime Minister's Rally on 26th and 27th January every year. Some of the activities done by the students of The M. S. University as NCC cadets are as follows:

Camp Activities:

Students (Boys and Girls) of Air, Naval and Army attend camps in the country at various places as under viz., (a) All India Basic Leadership Camps.(b) All India Advance Leadership Camps (c) Rock climbing camps (d) All India Trekking Expedition (e) Annual Training Camps. (f) Republic Day Camps (g) National Integration Camps (h) First Aid Training (i) Signal Training (j) Army Attachment (k) Boat Pulling / Sailing (l) Ship Modeling, and (m) Gliding (n) Flying.

For More Details: NCC Group Head Quarters...Ph. No.: 2750084, 1 Guj. Air Sqn. NCC, Baroda Ph. No.: 2433940; 2 Guj. Naval Unit NCC Ph. No.: 2785948, and 3 Guj. Bn. NCC, Baroda Ph. No.: 2794937.

NATIONAL SERVICE SCHEME:

National Service Scheme (NSS) is sponsored by the Government of India, Ministry of Youth Affairs and sports and Commisionerate of Higher Education, Gujarat State, Gandhinagar. The scheme involves student youth in various constructive activities in the urban and rural areas for social services and social upliftment to sensitize the students towards life realties and need for voluntary social services to the deprived section through involvement of youth as a volunteer and contributes towards their personality development through nurturing the talent in the youth and ultimately preparing them to face competition, career and life with a spirit of nationalism. The NSS is linked with various NGOs of Baroda to give impetus to the extension work of NSS through organizing number of mass awareness programmes for Literacy, Violence against Women, Dedication, Communication harmony in collaboration with distinct agencies for each such as Pratham (Education Initiative), Olakh (Women agency) SVADES (Society for Village Upliftment in Petrochemical areas), Swami Vivekananda Kendra, Nehru Yuva Kendra and others.

For More Details Ph. No.: 2791551

0.261

8. Amendment of O. 261 on page No. 286 of Hand Book Part- II 1984 subsequently added/deleted/amended vide Pamphlet Nos. 1, 2, 9 and 11.

(S.R. No. 19 of 29-10-2012)

Present:

Late Fees Charges:

- Within 5 days of the prescribed date
`50/- • After 5 days but not later 15 days
`100/-
- After 15 days but not later 25 days `500/-
- Under V.C. power late fees (before 4 days: `1000/-

Amended:

<i>Serial Number</i>	<i>Duration under levying Late Fee</i>	<i>Amount (`)</i>	<i>Empowering Rule for allowing Acceptance of Examination Form with Late Fees</i>
1.	<u>10 Days Prior</u> to commencement of University Examination	` 2,000/-	Dean/Principal
2.	<u>07 Days Prior</u> to commencement of University Examination	` 4,000/-	Dean/Principal
3.	<u>03 Days Prior</u> to commencement of University Examination	` 8,000/-	Vice-Chancellor/ Pro-ViceChancellor

The application form(s) for appearing at the Year-end examination/Semester-end examination **should not be entertained and forwarded by the Faculty/College, after the lapse of above specified stipulated period.**

Dean/Principal/Head of the Faculty/College/Institution are hereby requested to state the reason(s) and clear recommendation(s) stating the special circumstances under which the application for appearing at Year-end examination/Semester-end examination should be accepted within the time frame specified above (i.e. 10 days prior/07 days prior/03 days prior to commencement of examination).

Provided however that application forms for appearing in an ensuing examination shall be accepted without any late fees within ten days of the declaration of the result of students who have either;

- (i) Appeared at the examination held during the second half of the previous year/semester
- or (ii) Appeared at first half of the same year/semester and whose results are not declared or (iii) A candidate whose result is declared after re-assessment.

The detailed examination time-table for all Practical, Clinical, Oral, Viva-voce and Term Work Examinations as the case may be, shall be notified to the candidates by the Deans or the Heads of the Institutions concerned with prior intimation to the University Office.

Notes:

1. The Deans of Faculties and Heads of Institutions shall send the application forms to the Registrar on the fixed dates. They should fix any earlier date for receiving the forms and paying of fees for their students according to their convenience.
2. Examination fees once paid shall not be refunded except in the circumstances mentioned in the relevant Ordinance 285.
3. Where a candidate for either M.D. or the M.S. examination is not permitted to appear for the Written, Practical and Oral examination, on the ground that the dissertation submitted by him under the rules for the examination has not been accepted by the examiner, the candidate when reappears for the examination will have to pay half of the prescribed fees only, provided that he/she reappears within two years since his application for appearing in the aforesaid examination was rejected.
4. No fee in respect of providing a writer or a Junior Supervisor be charged from a blind student taking the University examination and that suitable type of writers to the blind students be provided by the Senior Centre Supervisors at the request of such students as per the existing rules and that such writers or the Junior Supervisors employed for this purpose be paid at the existing rates in force from the examination Budget of the University.

O.282: This Ordinance shall be effective for all the University Examinations for the Award and/or Condoning of the marks/grade points and thereby grades, as the case may be, as follows for the faculties/colleges under:

- 1) Yearly Pattern, Marking Scheme – O.282 – A
- 2) Semester Pattern, Marking Scheme – O.282 – A
- 3) Yearly Pattern, Indirect Grading – O.282 – B
- 4) Semester Pattern, Indirect Grading – O.282 – B
- 5) Yearly Pattern, Direct Grading – O.282 – C
- 6) Semester Pattern, Direct Grading – O.282 – C

O.282–A: This Ordinance shall be effective for all University examinations under Yearly Pattern/Semester Pattern, where Marking Scheme is followed.

The faculties following Marking Scheme shall follow the present ordinance i.e. O.282–A.

O.282–A (i)(a) Award of the Class at the University Examination:

The candidate appearing at the university examination shall be awarded the class as per the following template:

Serial Number	Result	Range of % (For Faculty of Technology & Engineering)	Range of % (For Other Faculties/Colleges)
1.	First Class with Distinction as “DISTINCTION”	66% & Above	70% & Above
2.	First Class as “FIRST”	60% – 65.9%	60% – 69.9%
3.	Second Class as “SECOND”	50% – 59.9%	50% – 59.9%
4.	Pass Class as “PASS”	40% – 49.9%	40% – 49.9%

A candidate whose total of marks falls short of the requisite total of marks required for Distinction or First Class or Second Class by 1, 2 or 3 marks, such candidates shall be awarded the necessary marks by which his/her total of marks falls short for Distinction or First Class or Second Class; and declared to have passed with Distinction or First Class or Second Class, as the case may be.

This rule shall also apply for awarding Distinctions in individual subjects to candidates appearing at the I, II and III M.B.B.S. Examinations provided they pass in all subjects at the same time, at the first attempt.

Notwithstanding anything contained hereinabove, when the class is awarded with an application of ADHOC committee recommendation(s), the marks awarded through ADHOC shall be included in the course/paper having minimum marks. **O.282–A (i) (b):**

Wherever the eligibility of certain minimum marks is specified for joining a particular Course/Paper of studies, grace marks as prescribed above may be calculated for determining his/her said eligibility. **O.282–A (i) (c) :**

Whenever the candidate's eligibility for earning a class at any final examination of the programme of study is dependent also upon his/her having earned a particular minimum percentage of marks at a particular lower examination, grace marks as prescribed under O. 282–A (i) (a) may be given to the candidate at such lower examination so as to enable the candidate to earn such eligibility percentage. [Addition of Clause (c) after (i) (b) under O. 282 vide Pamphlet-1 (S.R. No. 54 of 17-6-1984)] **O.282–A (i) (d) :**

Notwithstanding what is stated above, the benefit of O.282–A (i) (a) be given to the candidates of Master's Degree final examination, whose total falls short by 1, 2 or 3 marks to get 55% and the same be counted in counting the percentage. [Addition of Clause (d) after (i) (c) under O. 282 vide Pamphlet-13 (S.R. No. 20 of 31-1-95)] **O.282–A (i) (e):**

The simultaneous application of Adhoc and O.282–A (i) shall be made effective to the Course/Paper having the minimum marks in corresponding year/semester.

However, the candidate shall be eligible for the award of class as “DISTINCTION, FIRST, SECOND” (as the case may be) only on Successful Completion of all the courses/papers of the current examination of even semester/current year and just preceding lower examination of Odd semester/Previous year. **O.282–A (ii)(a)Condonation:**

Where a candidate at the University Examination fails in only one head of passing such failure/deficiency shall be condoned in following manner:

- By not more than three marks, where the total of that head is less than 100; or
- By not more than five marks where the total of that head is 100; or
- By not more than six marks where the total is more than 100 but not more than 200; or ▪Not more than 3% of the total of the head where that total is more than 200; **Any condonation as stated above is subject to Maximum of 10 Marks. O.282–A (ii) (b) :**

Where a candidate fails in three heads of passing and the total of his/her deficiency in marks in the three heads taken together does not exceed the maximum number of marks condonable in the head of passing in which the extent of failure/deficiency condonable is higher in accordance with the basis of condonation laid down in O.282–A (ii) (a) his/her failure/deficiency in each of the three heads shall be condoned to the extent of condonation permissible in the respective heads under the said O.282–A (ii) (a).

O.282–A (ii) (c):

If a candidate fails in a head of passing which is included in another head of passing, he shall be entitled to the benefit of condonation in both the heads if necessary, subject always to the maximum of marks prescribed in O.282– A (ii) (a) above.

O.282–A (ii) (d):

Notwithstanding what is stated above, if the standard of passing in the different subjects at the examination is 50% or more, condonation to the extent mentioned in para O.282–A (ii) (a) shall be given in two heads of passing subject to the limit of 10 marks in both the heads taken together. *[Amendment of Clause (d) under O. 282 vide Pamphlet15 (S.R. No. 19 of 29-8-96)]*

O.282–A (iii)Earning:

Where a candidate who appears in all the subjects of a University Examinations, fails in one, two or three heads of passing and where the total deficiency in his/her marks in one, two or three heads taken together is not more than 15 marks, his/her deficiency in marks in all the three heads of passing taken together shall be condoned on the basis of 1.5 mark for every One percent by which the total marks secured by the candidate in all the subjects exceeds the total of the minimum marks required for passing in all the subjects.

For the purpose of condonation half a mark or half a percent or more than half shall be computed as one mark or one percent. This Ordinance will also be applicable to the cases of candidates appearing in compartments at the examination at which a minimum percentage is prescribed for passing in the grand total and where the marks obtained by the candidates on the earlier occasion are carried over for the purpose of deciding whether the candidates have secured the minimum percentages of marks in the total required for passing.

Provided however that condonation under this clause of the Ordinance shall be restricted to 10 marks as far as the examinations under the Faculty of Medicine are concerned. *[Amendment by addition of this para under O. 282(iii) vide Pamphlet-15 (S.R. No. 19 of 29-8-96)]*

O.282–A (v)Eligibility for the award of Class and/or Scholarship:

A candidate whose failure/deficiency is condoned under this Ordinance shall be eligible for Classes in the same way as other successful candidates but not for scholarships and other awards.

(**Note:-**The expression "head of passing" shall be deemed to include the aggregate of marks in an examination, where a candidate is required to obtain a certain percentage of the aggregate marks in order to be declared successful.)

O.282–A (VI)Allowed to keep terms (ATKT):

A candidate who is failing at an examination at which there is a provision for "Allowed To Keep Terms" for next higher programme part/course of study may be given the grace marks as per the provisions made in the clauses mentioned above for passing the said examination and he/she shall thereby be accorded the benefit of A.T.K.T.

The remarks column of the Tabulation sheet/mark sheet shall indicate the clause of this Ordinance under which he/she has earned the grace marks for passing the examination or for earning the benefit of A.T.K.T. thereat.

O.282-B:

This Ordinance shall be effective for all University examinations under Yearly Pattern/Semester Pattern, where Indirect Grading Scheme is followed.

The faculties following Indirect Grading Scheme shall follow the present ordinance, under the following template as per Table Number-1 for conversion of mark(s) into grade point(s) and thereby grade(s): **Table Number-1**

Grade Points	Description	Proposed % of Marks	Grade	Range
10	Outstanding	90.1% ≥ M ≥ 100.0%	O	9.01 – 10.00
9	Excellent	80.1% ≥ M ≥ 90.0%	A	8.01 – 9.00
8	Very Good	70.1% ≥ M ≥ 80.0%	B	7.01 – 8.00
7	Good	60.1% ≥ M ≥ 70.0%	C	6.01 – 7.00
6	Fair	50.1% ≥ M ≥ 60.0%	D	5.01 – 6.00
5	Average	40.0% ≥ M ≥ 50.0%	E	4.00 – 5.00
4	Dropped	0.00% ≥ M ≥ 40.0%	F	< 4.00

Note: Equivalent Percentage should be calculated from CGPA with ONLY ONE Decimal precision.

O.282-B (i) (a) Condonation:

Where a candidate at the University Examination dropped in only one head of passing such failure/deficiency shall be condoned in following manner:

- By not more than three marks, where the total of that head is less than 100; or
- By not more than five marks where the total of that head is 100; or
- By not more than six marks where the total is more than 100 but not more than 200; or ▪ Not more than 3% of the total of the head where that total is more than 200; **Any condonation as stated above is subject to Maximum of 10 Marks.**

O.282-B (i) (b):

Where a candidate dropped in three heads of passing and the total of his/her deficiency in marks in the three heads taken together does not exceed the maximum number of marks condonable in the head of passing in which the extent of failure/deficiency condonable is higher in accordance with the basis of condonation laid down in O.282-B (i) (a) his/her failure/deficiency in each of the three heads shall be condoned to the extent of condonation permissible in the respective heads under the said O.282-B (i) (a). **O.282-B (i) (c) :**

If a candidate dropped in a head of passing which is included in another head of passing, he shall be entitled to the benefit of condonation in both the heads if necessary, subject always to the maximum of marks prescribed in O.282-B (i) (a) above.

O.282-C:

This Ordinance shall be effective for all University examinations under Yearly Pattern/Semester Pattern, where Direct Grading Scheme is followed.

The faculties following Direct Grading Scheme shall follow the present ordinance, under the following template as per Table Number-2 for conversion of grade points into the grades:

Table Number-2

Grade Points	Description	Grade	Range
10	Outstanding	O	9.01 – 10.00
9	Excellent	A	8.01 – 9.00
8	Very Good	B	7.01 – 8.00
7	Good	C	6.01 – 7.00
6	Fair	D	5.01 – 6.00
5	Average	E	4.01 – 5.00
4	Dropped	F	0.00 – 4.00

Note: Equivalent Percentage should be calculated from CGPA with ONLY ONE Decimal precision.

O.282–C (i) (a):

A candidate whose SGPA falls short by grade point amounting not more than 0.05 of the requisite Grade Point for a next higher grade, upgrading overall performance be decided by the Adhoc committee as stated under O.282–B (iii) and condoning such deficiency in SGPA shall be granted by gracing of grade point by not more than 0.05 as per Table Number-3, provided that the candidate has not been condoned for failure/deficiency in any course. **Table Number-3**

Range of SGPA	Grade	Maximum Grace	Final SGPA	Grade
$8.96 \leq SGPA \leq 9.00$	A	0.05	9.01	O
$7.96 \leq SGPA \leq 8.00$	B	0.05	8.01	A
$6.96 \leq SGPA \leq 7.00$	C	0.05	7.01	B
$5.96 \leq SGPA \leq 6.00$	D	0.05	6.01	C
$4.96 \leq SGPA \leq 5.00$	E	0.05	5.01	D

Notwithstanding anything contained hereinabove, the results of those faculties/colleges under Yearly Pattern OR Semester Pattern following Direct Grading Scheme, the processing of the result and thereby a proposal to be placed before Adhoc committee, as stated in O.282–B (iii), shall be processed with appropriate application(s) of O.282–C. The grade points awarded/condoned/graced up, for upgrading the result through an application of O.282–C, shall however be added to the original grade points obtained by the candidate in respective Course/Paper as well as in the SGPA of respective year/semester. \

12. Amendment of O.286 on page No. 320 of Hand Book of Part – II 1984 subsequently amended vide Pamphlet Nos. 10 and 20 (S.R. No. 13 of 28.12.2012

O.286 has been amended to read as under:

“In any case where it is found that, the result of an Examination has been affected by malpractice, fraud, improper conduct or other matter of whatsoever nature, the Syndicate shall have power to amend such results in such manner as shall have in accordance with true position and to make such declaration, as the Syndicate shall consider necessary in that regard. Provided, however, that in any case where it is found that the result of an examination has been affected by error viz., the marks wrongly supplied by the Examiner/Chairman, the marks not supplied by the Examiner/Chairman, totaling mistakes, the marks wrongly carried over or transferred by the tabulators; class record marks not considered through mistake and even due to wrong seat numbers written by the students; incomplete information given by the students etc.; the Vice-Chancellor shall have power to amend such result in such manner as shall be in accordance with true position and to make such declaration, as the Vice-Chancellor shall considered necessary. In case if the candidate fails to get the details corrected [Related with name, Spelling mistake(s), Name in order, Father’s name, Mother’s name, etc.] before the generation of the Examination result, correction(s), if any, in the reportable fields on the Statement of Marks/ Statement Grades (Som/SoG) OR Degree/Diploma Certificate(s), shall be chargeable @`500/- per

(Som/SoG) or Degree/Diploma certificate(s), individually, as the case may be. Provided that, subject to O.287 no result shall be amended after the expiration of six months from the date of publication.”

REVISED

0.286:

Correction in the SoM [i.e. Mark-sheet/Statement of Marks/ Or SoG [Statement(s) of Grade/Grade-sheet(s) / Degree Certificate(s) Regarding.

Pursuant to implementation of Digital Life Cycle of Students, each admitted Candidate is well informed about his personal details, academic details and examination details from the time of confirmation of the admission in their own account on the university portal. If the Candidate observes any correction(s), ample amount of time is available with the Candidate to arrange for generation of the e-request for desired correction(s), followed with submission of necessary documentary evidences, Moreover, Candidates are also informed about generating the request for correction(s), if any though examination hall-ticket also. [Related with Name, Spelling mistake(s), Name in order, Father's name, Mother's name etc.]

The Syndicate of the M S University of Baroda has approved the REVISION IN 0.286 that reads as under: “In any case where it is found that, the result of an Examination has been affected by malpractice, fraud, improper conduct or other matter of whatsoever nature, the Syndicate shall have power to amend such results in such manner as shall be in accordance with true position and to make such declaration, as the Syndicate shall consider necessary in that regard.

Provided, however, that in any case where it is found that the result of an examination has been affected by error viz., the marks wrongly supplied by the Examiner/Chairman, the marks not supplied by the Examiner/Chairman, totaling mistakes, the marks wrongly carried over or transferred by the tabulators; class record marks not considered through mistake and even due to wrong seat numbers written by the students; incomplete information given by the students etc.; the Vice-Chancellor shall have power to amend such result in such manner as shall be in accordance with true position and to make such declaration, as the Vice-Chancellor shall considered necessary.

In case if the Candidate fails to get the details corrected [Related with Name, Spelling mistake(s), Name in order, Father's name, Mother's name, etc.] before the generation of the Examination result, corrections(s), if any, in the reportable fields on the Statement of Marks/Statement of Grades (SOM/SOG) OR Degree/Diploma Certificate(s), shall be chargeable @Rs.500/- per SOM/SOG or Degree/Diploma Certificate(s), individually, as the case may be. Provided that, subject to 0.287 no result shall be amended after the expiration of six months from the date of publication.”

ORDINANCE-290:

Conduct, Discipline and appeal rules for the students of the University:

OBJECTIVES:

To have a harmonious atmosphere in the University Campus.

To conduct smoothly the study and teaching work on the campus of the University.

To have close and constant co-ordination between the students, teachers and administration at all levels so as to enable the different authorities to solve the genuine problems of the students. The following act or acts on the part of students will be considered as indiscipline.

- (a) Disrupt teaching, study, research or administrative work and / or prevent any members of the University and its staff from carrying out his work or do any act likely to cause such disruption or prevention.** (b) Damage or deface any property of the University or do any act likely to cause such damage or defacing. (c) Engage in any conduct within the University or outside the University, which is, or is reasonably Likely to be clearly detrimental to the University's purpose and image.
- (d) Disregard of Faculty / College and hostel rules, orders & notice.
- (e) Disregard of orders / instructions of the members of the Faculty / College.
- (f) Noisy, boisterous, disorderly and co-noxious behavior.
- (g) Ragging in any manner.
- (h) Lack of punctuality in attendance, in payment of Faculty / College dues and in other matters where dates and time of any duty, functioning or obligation are prescribed.
- (i) Persistent neglect of studies.
- (j) Recourse to unfair means in Tests and Examinations.
- (k) Negligent use of Faculty / College property.
- (l) Resource to false or fraudulent statements or acts.
- (m) Taking part in illegal strikes.
- (n) Failure to produce identity cards on demand by Faculty / College Staff, Warden etc. at any time and place within the Faculty / College, Hostel, Campus and Library.
- (o) Indifferent reply to any query.
- (p) Unsportsman like behaviour in indoor and outdoor games.
- (q) Entering the rooms of others when the occupants of the room are absent in their rooms.
- (r) Keeping weapons including Hockey-Sticks, Lathis, Nan-chaku etc. in the hostel room in possession of the student.
- (s) Irregular attendance and persistent unauthorized absence from hostels.
- (t) Consumption of alcoholic drinks / intoxicating Drugs etc. and / or found drunk in the Campus.

If any of the above acts is done by any of the students disciplinary action will be taken by the appropriate authorities or the competent agency of the University depending upon the quantum of the guilt or misconduct and the same act will be considered as misconduct and the disciplinary actions will be taken after following the procedure by the competent authorities as provided under the rules:

NATURE OF PENALTY:

MINOR PENALTY:

- (a) Warning, Censure, Fine.
- (b) Penalty in terms of recovery of loss or damages in cash or kind.
- (c) Place the student concerned on probation for a certain period.
- (d) Put the student under suspension for a period of one month.
- (e) Expelling a student up to one term from Studies/Examination.
- (f) Expelling a student from attending classes for some period.

MAJOR PENALTY:

- (a) Expelling the student from the examination for a period exceeding one year

- (b) Debarring the student from pursuing studies in any of the Faculty / Institution of the University for a period exceeding one year.

PROCEDURE:

Whenever any of the acts comes to the notice of the competent authority the same authority will issue a notice to the student concerned to show cause as to why a particular disciplinary action should not be taken against him. For the minor penalty other than warning the reply received from the student concerned will be placed before the Faculty level disciplinary committee and the recommendations of the said committee, Dean/ Principal/Heads of Institutions will take further appropriate action regarding the imposition of penalty.

For imposing major penalties on the basis of the complaint the Dean/ Principal/ Heads of Institution with the help of the Faculty level disciplinary committee will conduct a preliminary enquiry; and on the basis of the report of the preliminary enquiry.

It will forward the matter along with the report of the University for Further Necessary Action.

The matter will be placed before the University level disciplinary committee and the same committee, after following the law of natural justice, will submit its report to the Vice-Chancellor and the Vice-Chancellor will take further appropriate decision in the matter. Minor penalty will be imposed by the Dean/ Principal/Heads of Institution concerned and for major penalty the Vice-Chancellor will impose penalty after following the procedure given:

While conducting an enquiry / investigation, the Disciplinary Committee should go into the causes/ circumstances leading to the acts of indiscipline/ violence and if the root cause is found to lie with academic or administration lapse, such as late submission of results, delay in declaration of admission, availability of mark lists, irregularity in taking classes etc. such findings should be noted and the committee should report the findings along with erring parties for necessary action. In such a case, the act of violence / indiscipline on the part of students should be looked into with due moderation. Whenever elements other than students belonging to the Faculty or the Institution where indiscipline or violence takes place are involved, the incident must be fully investigated by the Disciplinary Committee of the Faculty or the Institution where the act of indiscipline / violence takes place. Whenever an act of indiscipline / violence takes place before filling the F.I.R. all aspects at the appropriate level, be considered.

APPEAL:

The Faculty level committee will be appointed by the Dean/ Principal/Heads of Institution. University level Committee will be appointed by the Vice-Chancellor. On the decision of the Dean, the student concerned will have a right to file an appeal before the Vice-Chancellor to review the penalty imposed by the Dean and in case of the penalty imposed by the Vice-Chancellor, the student concerned will be entitled to file an appeal to the Syndicate to review the penalty.

This appeal is to be filed within a period of 45 days from the date of the order of penalty. The appeal filed after the expiry of 45 days from the date of communication of the order, will not be entertained.

General Rules Governing the Conduct of Students in the University:

A student must do nothing either inside or outside the University that will interfere with its orderly working and discipline. This comprehensive rule covers most cases that are likely to arise and it forbids, for instance:

- (a) Impolite or unseemly behaviour in class-room or University premises during working hours of the College and the Faculty.
- (b) Attempt to persuade other students to abstain themselves from regular classes.
- (c) Damage to or defacement of University furniture, fitting and property.
- (d) Disobedience of notifications or instructions issued by the Principals / Deans/ Heads of the Departments and Members of the Staff duly authorized. No Society in any Faculty or College may be formed and no persons may be invited to address any existing society or meeting without the prior permission of the Head of the Institution concerned. As per UGC regulation, 80% attendance is required for permitting

student to appear for final examination. In case of unavoidable absence on account of health, urgent private affairs or other reasons, they must be prepared to state the exact reason for the absence. Students are expected to behave with courtesy with the members of the staff, their fellow students and all visitors to the Institution.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

ANTI- RAGGING GUIDELINES OF THE M. S. UNIVERSITY OF BARODA

As per the UGC Anti-ragging policy aimed “to prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it 3 under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.”

WHAT CONSTITUTES RAGGING?

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

The M. S. University of Baroda has an Anti-Ragging Committee to ensure the safety of students.

FACULTY OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

"ANTI-RAGGING COMMITTEE"

As per the circular vide ADM/1/353 dated 29-9-2012, the undersigned has constituted the "Anti-Ragging Committee" of the Faculty of Commerce for the year 2017-2018 as follows:

1	Prof. Dinkar N. Nayak, Dean & Convener	Email : dinkar.nayak-be@msubaroda.ac.in
2	Prof. P. B. Shah Head (Offg) Department of Accounting and Financial Management	Email: pragneshmsu@yahoo.com
3	PROF. D. N. Nayak Head , Dept. of Business Economics	Email : dn_nayak2002@yahoo.com
4	Mr. Kalpesh H. Shah Head (Offg.) Dept. of Commerce and Business Management	Email: kh.shah@yahoo.co.in
5	Ms. Neeta Baloni Offg. Head, Dept. of Cooperative Management and Rural Studies	Email: neeta.baloni@yahoo.com
6	Mr. K. R. Badola Coordinator, Main Building	Email : badolakr05@yahoo.com
7	Dr. Jayant Kumar Coordinator, Gen. Edu. Building	Email : jkn23@rediffmail.com
8	Dr. K.D. Naik, Coordinator, Girls' College	Email: kalpeshnaikmsu@gmail.com
9	Dr. P. Krishnakumar, Coordinator, P.G.Unit	Email: pkrishnakumar94@gmail.com
10	Mr. K.D. Vala, Dean of Students	Email : kamleshvalamsu@gmail.com
11	Prof. A. S. Kantawala, Dept. Accounting and Financial Management	Email: askantawala@yahoo.com
12	Ms. Smita P. Patel, Dept. of Commerce & Business Management	Email: patelsmitap298@yahoo.com

Prof. Dinkar N. Nayak
Dean
Faculty of Commerce

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

ANTI SEXUAL HARASSMENT GUIDELINES OF THE M.S. UNIVERSITY OF BARODA

The Maharaja Sayajirao University of Baroda values the safety and well-being of all its students and has a pro-active approach to harassment issues through the Women's Grievance Redressal and Counseling Cell. The university seeks to create an academic and work environment free of sexual harassment.

As per the University Guidelines, **Sexual Harassment** includes any unwelcome sexually determined behavior (whether directly or by implication) and includes physical contact and advances, a demand or request for sexual favors, sexually colored remarks, showing pornography or any other physical, verbal or non-verbal conduct of sexual nature.

More specifically, Sexual Harassment shall include, but will not be confined to the following:

- When subjected to unwelcome sexual advances, request for sexual favors and verbal or physical conduct of a sexual nature, either explicitly or implicitly, as a term or condition for instruction, employment, participation or evaluation of the person's engagement in any of the University activity.
- When unwelcome sexual advances and verbal, non-verbal or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or emails, SMS, MMS, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or the effect of interfering with an individual's performance or of creating an intimidating hostile or offensive University environment.
- Where any form of sexual assaults is committed where a person uses the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, and
- When any such conduct as defined above is committed by a third party or outsider in relation to a member of the University's community or vice versa.

What to do if you feel you are being sexually harassed?

- Know your rights – Sexual harassment is illegal, both the law of the land and MSU Baroda, prohibit sexual harassment.
- Speak up – Tell the person to stop. State clearly and firmly that you want a particular behavior to cease.
- Get information and support – If you feel threatened to speak up, ask your friends to help you and bring it to the notice of the concerned committee members in the University. Keep records that might be useful for pursuing the case.

What not to do?

- Do not blame yourself. Sexual harassment is not something one brings on oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work and live with dignity.
- Do not ignore it. Ignoring sexual harassment does not make it go away. The harasser may misinterpret a lack of response as approval of the behavior.
- Do not delay. Delay in action increases the probability that unwanted behavior will continue or escalate.
- Do not hesitate to ask for help. Speaking up may prevent others from being harmed as well.

Know more about the M. S. University of Baroda's Women's Grievance Redressal and Counseling Cell on <http://www.msubaroda.ac.in/wgrc/index.php>.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
THE DIRECTORATE OF STUDENT WELFARE

[Economically Disadvantaged Students Support Fund]

The Maharaja Sayajirao University promotes a homely ambience for those who work and study within its campus. The student-friendly atmosphere of The Maharaja Sayajirao University is further enhanced by the presence of the Director Student Welfare (DSW). It is a vital link between the students and the staff as well as the larger community. The main objectives of the Directorate are to coordinate different activities of Sports, Literary, Cultural, Moral Education, and Placement and Counseling etc. to facilitate the overall personality development and to inculcate the basic values amongst the young students of the University to groom them as Good Citizens of the Nation.

Common forms for financial aid include grants and scholarship. Some are available specifically for students with different abilities. Students can use a combination of these financial aid resources. It is important to remember that financial aid results in a partnership of the students, parents and / or private organization. Such a partnership requires cooperation, communication, and an understanding by each of their responsibilities within the financial aid process.

The Directorate of Student Welfare at our University shall communicate the student about the available various types of scholarship. Parent income and assets are considered while deciding whether a student qualifies for Scholarship/ Fee Waiver/ Freeship.

For more information on Economically Disadvantaged Students Support Fund, Contact:

Director of Student Welfare,

The Maharaja Sayajirao University of Baroda, Vadodara.

E-mail: dswmsu@yahoo.in

The Office of Director, Students' Welfare

Sayaji Bhavan, Near University Office, Fatehgunj, Vadodara – 390 002

APPLICATION FORM FOR FINANCIAL ASSISTANCE /SCHOLARSHIP/FREESHIP/FEEWAIVER

(To be filled in Block Letters)

IMPORTANT INFORMATION:

1. The Scholarship is awarded to **Economically Disadvantaged / Differently Abled Students** who are studying in the M.S. University of Baroda, Vadodara
2. Please complete the form in **BLOCK LETTERS**.
3. If the space is insufficient, please give further information on a separate sheet of Paper

Paste here recent
Passport Size
Photo

1. Name of the student : _____
2. Place of Birth : _____
3. Sex (Male/ Female) : _____
4. Permanent Address : _____

5. Correspondence Address : _____

(With E-mail ID)

6. Contact No. : (M) _____ (Tel) _____

7. Name of the Programme of Study : _____

8. Name and Address of the Institute/Faculty: _____

9. University Enrolment Number: _____

10. Whether admission taken under Higher payment/ Self finance

Yes: _____ No: _____

11. Whether ever penalized for adopting unfair means in the Examination of the University

Yes: _____ No: _____

12. Admission Category (SC/ST/ OBC/PH/ Gen/Kashmiri Migrant, etc.): _____

13. Have you received financial assistance under any scheme from this university/or any other _____ scheme of

Govt- private trust in the last Year: Yes: _____ No: _____

(i) if yes, please mention the amount received : (Rs. _____),

(ii) in words _____

14. Bank Account Details of the applicant:

(i) Bank Account No. _____

(ii) Name & Address of Bank _____

A). Educational Qualification (including marks of Semester examination last appeared)

Sr. No.	Qualification	Board/University	Name & Address of School/ college	Year of Passing	Division	% age/CPI*
1	10 th (SSC)					
2	12 th (HSC)					
3	Graduation					
4	Any other					

B).Details of the Family members: (NO COLUMN IS TO BE LEFT BLANK)

(i) Father

Name	Age	If working, Name, Address & Phone nos. Of Employer/office/Business	If retired, Amount of last pension being drawn (also enclose the copy of Bank Passbook)	Annual Income (A)	Income from other Sources

(ii) Mother

Name	Age	If working, Name, Address & Phone nos. Of Employer/office/Business	If retired, Amount of last pension drawn (also enclose the copy of Bank Passbook)	Annual Income (B)	Income from other Sources

(iii) Details of Siblings of the applicant.

Name	Qualification	Age	Whether Married	If working, name, address & Phone nos. Of Employer/office	Annual Income (C)	If Studying, Name & Address of School/College	Annual Fees of School/ College

C). Details of Family Properties:-

- i) a. Total plot Area of House (Sq. ft.): _____
b. Total Carpet area of Flat/ Floor (Sq. ft.): _____
ii) How many Floors have been constructed? Ground/First/Second/Third (Total) : _____
iii) If any floor given on rent? If yes, what is the monthly rent received Rs: _____
iv) Is there any shop in the house? If rented, what is the monthly rent received Rs: _____
v) Is there any shop in the house? If yes, details of business running/monthly income Rs: _____
vi) if you have any ancestral agricultural land? If yes, give the details: _____
Total Annual Income from : (iii) + (iv) + (v) + (vi) = Rs. _____
2. If you are living in a joint Family, give the details of family with their income: _____

1. If rented accommodation, address of rented accommodation and what amount of rent is being paid by you?(Copy of current Rent Agreement, if any) _____
4. Do you get any other Scholarship/ Financial Assistance? If yes, give details:

Name & Address of the Organization	Amount of Monthly/ Annually Assistance received	From how many Days/ Months/ Year, the Assistance Received	Type of Assistance Received

5. Any other Source of Scholarship / Financial Assistance received/applied for: _____

UNDERTAKING

I hereby declare that the above mentioned information furnished by me is true and correct to the best of my knowledge and belief. If any information provided in the application form is found incorrect at any stage or it is found that I had failed in any one or more of the Subject of the university examinations or otherwise was ineligible to be considered for financial assistance under this scheme on the last date of submission of application, my application may be rejected and amount, if any, received by me from the university shall be refunded along with penalty, as decided by the university. This is without prejudice to other disciplinary and other legal measures which the University may take besides the refund of the financial assistance received. I hereby declare that no other scholarship has been availed by me.

I enclosed herewith my certified copies of the supporting documents.

- ☐ (1) Fee Slip
☐ (2) Identity Card
☐ (3) Results
☐ (4) Disabled Identification card certified by civil surgeon

☐ (5) BPL Card
☐ (6) Salary Slip of Self or Parents

(Signature of Father/ Mother / Guardian)

(Signature of the Student)

Date: _____

RECOMMENDATION

The Student (Name)

(Year) _____

Course _____ Semester _____ fulfills all the eligibility criteria and all the requisite certificates/ documents are enclosed along with the application as per guidelines issues by the university for Financial Assistance under any Scheme. The aforesaid information furnished by the student has been verified by my office and are true to the best of my knowledge. This application is being recommended and forwarded for grant of financial assistance as the student belongs to an economically weak family. It is confirmed that to the best of my knowledge, the student is not availing any financial assistance/ Scholarship from any one of the public authorities of the union or the state or any other public undertakings or autonomous bodies or the concerned college/institute. The Certification as stated here in above is based on the documents enclosed by the student and the records as available in the Faculty/institute/College. This form and the required documents attached herewith are duly verified by the undersigned.

Place:

Date:

Signature & Full Name of Dean
/Director/Principal of Institute

Stamp of the Officer

Please return completed application by mail to:

Directorate of Student welfare, The Maharaja Sayajirao University Baroda,
Vadodara, Gujarat. [or] by e-mail to: dswmsu@yahoo.in

FACULTY OF COMMERCE

ATTENDENCE:

Minimum attendance necessary for keeping terms in this Faculty for all courses will be (i) an overall attendance of three-fourths of the number of lectures delivered and tutorials, seminars, etc. arranged in all subjects, provided the total attendance in each of the subjects offered is at least 60% and (ii) four-fifth of the days allotted for practical classes and laboratory work in each subject. Students are required to attend classes at their respective units only.

**AN UNDERTAKING TO BE SUBMITTED AT THE TIME OF SEEKING ADMISSION AND
MAKING PAYMENT OF FEES BY APPLICANTS**

Date : _____

To
The Coordinator,
Main Building/ Gen. Edu. Unit / Girls' College/ P. G. Unit
Faculty of Commerce
The M.S. University of Baroda
Vadodara-39 0002

Sir,

This is regarding admission of my Son/Daughter who *is studying as a **REGULAR** student* at the **F.Y.B.Com /S.Y.B.Com./M.Com.(P)/M.Com. (F)/ P. G. Diploma** in the Faculty of Commerce in the Academic Year 2014-2015.

Our particulars are as follows:

Name of the Student :	
*Address for Communication :	
Name of the Unit where admitted at the Faculty of Commerce	Main Building / Gen. Edu. Unit/ Girls' College / P. G. Unit
*Contact Details of the Student :	[M] : [R] :
*Contact Details of the Parents :	[M] : [R] :
*E-mail of the Student :	

*(Mandatory Fields)

We are fully aware of the fact that "A student has to fulfill requirement of having put in required statutorily predetermined percent of attendance in the Classes to qualify for appearing in the Examinations".

We are fully aware of the requirement of fulfillment of requirement of attendance and various other rules of the M.S.University of Baroda to qualify for appearing in the Examinations.

In view of above, we herewith give following undertaking to your good office.

My Son/Daughter shall attend all the classes regularly to avoid any deficit in attendance failing which we herewith agree and shall also abide by the befitting decision of the M.S.University of Baroda for withdrawing Examination Form, and also for forbidding my Son/Daughter from appearing at the Mid-Semester & Semester-End Examinations to be held during the Academic Year 2014-2015 as the case may be.

[Signature of the Parent/Guardian]
Parent/Guardian

[Signature of the Student] Name of the

Day : _____

Date : _____

FACULTY OF COMMERCE
DOCUMENTS REQUIRED AT THE TIME OF SUBMISSION OF MISSION FORM OF ADMISSION

Original Certificates and Self Attested Photo Copies of following Documents:

1. T.Y. & S.Y. Exam Mark sheets [if passed after more than one trial, enclose all Trial marksheets]
2. Caste Certificate and School Leaving Certificate (SC/ST/SEBC – Recognized by Govt. of Gujarat) from the competent authority
3. Non Creamy Layer Certificate issued by the appropriate authority for THE CURRENT YEAR (for SEBC candidates only)
4. Certificate issued by civil surgeon for physically handicapped candidates
5. Certificate issued by the Commanding Officer of the Unit [For In-service Defence Personnel]
6. Eligibility Certificate for Reservation issued by Dist. Sainik Welfare officer, Gujarat [Ex-Serviceman]
7. Service Card [Gujarat Native]/Certificate of Domicile in Gujarat [For Native outside Gujarat Ex-Serviceman]
8. Sports Certificate Participated/represented at National/State/District level only during under graduate course
9. N.C.C. 'A', 'B' or 'C' certificate [For N.C.C. Candidates only]
10. Provisional Eligibility Certificate [Original] [For Other than MSU Students only]
11. HIV test Report, Police Registration Certificate, Passport with Visa details [For Foreign students only]
12. Government Transfer Certificate and Joining Report [For Government Transferee only]

IMPORTANT INSTRUCTIONS TO THE APPLICANTS

- The student must strictly follow the Admission programme
- The candidate has to fill up the Form himself / herself and sign the same
- It is mandatory for a student to come in person himself/herself for Verification of the Documents and for compliance of various other procedures and formalities as case may be.
- It is mandatory for a student to submit the attested Photostat/zerox copies of required mark sheets, certificates and various other documents as case may be.

NOTE:

- *The Dean is authorized to decide issues or matter relating to admission of Post Graduate Courses arising from time to time in consultation with the Head/s of the Departments.*
- *The various other rules that not covered in this document shall remain unchanged. Further, any rules and regulations which are in force, which shall be modified from time to time by the befitting authorities of the M S University of Baroda, shall come in force as the case may be.*

FACULTY OF COMMERCE

THE COMPETENT AUTHORITY TO ISSUE REQUIRED CERTIFICATES

- For SC / ST : Any one of the following : (a) Collector, (b) Prant Officer, (c) Mamlatdar (d) Mahalkari (e) Director of Social Welfare, (f) District Social Welfare Officer.
- For SEBC: (a) Collector, (b) District Development Officer, (c) Asstt. Collector / Dy. Collector (d) Dy. District Development Officer, (e) Mamlatdar, (f) Taluka Development Officer (g) Mahalkari, (h) District Social Welfare Officer.
- For Ex-Serviceman: Director, Soldier Welfare Board, Ahmedabad or District Soldier Welfare Officer.
- For Physically Handicapped: Civil Surgeon or superintendent of Govt. Hospital
- FOR SPORTS - Applicants represented any Sports recognized by Sport Authority of India either at State Level, National Level or International Level must submit their application form duly filled with required certificates.
- The weightage for the sports activities will be subjected to the due verification and recommendation by the Director, Physical Education Department. The Maharaja Sayajirao University of Baroda, Vadodara
- Reservations for SC / ST / SEBC are as per Gujarat Government norms. SEBC recognized by Gujarat Government will only be considered for admission under SEBC category. SEBC candidates should attach Noncreamy layer certificate of the current year.
- The minimum age for admission to the F.Y.B.Com. admission after passing the H.S.C. or equivalent examination will be 16 PLUS years.
- Children of recently transferred employees of Central / State Government/ Semi-Government Establishment will be considered at par with the local students. (This has to be supported by the Certificate from the appropriate authority mentioning the date of transfer and date of joining report in Vadodara).
- The Original Mark sheets, School L.C. and Attempt Certificate have to be submitted to the Faculty for getting final admission & enrollment on a specific date. The original mark-sheets and School L.C. will be returned on surrendering the Identification card. The admission will be cancelled if the above-mentioned original certificates are not submitted within the permitted time.
- The percentage of marks for admission will be considered as follows.
- The full percentage marks as shown in the Mark sheet will be considered. Fractions are to be ignored.
- For students passing H.S.C. [12th] in two or more attempts, 1% will be deducted per attempt.
- Admission to the Hostel will be strictly on the basis of merit and quota allotted to the Faculty. However, admission to the Faculty does not guarantee admission to the Hostel for outside applicants.
- All admissions are provisional and the same are finalized on the basis of merit list decided by admission committee. Students are admitted in different units of Faculty of Commerce according to admission criteria and if any discrepancy is found, the admission shall be transferred to the respective unit as per existing admission criteria.
- Faculty has the right to cancel the Admission at any time during the course of study
- If in future at any point of time it is found that false information was supplied by the candidate.
- If candidate is found engaged in any kind of misconduct.
- For any appropriate reason Faculty or University authority find it appropriate in the interest of the institution or other students and staff.
- If any of the University Official or authority decide to do the same.
- Incomplete and un-signed forms will be rejected.

FACULTY OF COMMERCE
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
ADDRESSES OF FIVE ACADEMIC UNITS

MAIN BUILDING: FACULTY OF COMMERCE

Faculty of Commerce

The Maharaja Sayajirao University of Baroda

Lokmanya Tilak Road; Sayajigunj,

Vadodara - 390 002

Phone: (0265) 2795557, 2795558

GENERAL EDUCATION CENTRE

[HIGHER EDUCATION UNIT]:

Faculty of Commerce

The Maharaja Sayajirao University of Baroda

Opp. D.N. Hall Cricket Ground

Pratapgunj

Vadodara - 390 002

Phone: (0265) 2794908

SMT. SURAJBEN GORDHANBHAI PATEL COMMERCE & ARTS COLLEGE

Faculty of Commerce

The Maharaja Sayajirao University of Baroda

Opp: S R Petrol Pump

Nizampura Road; Vadodara 390 002

Phone: (0265) 2793016/2780462

DEEP ASHWINBHAI PATEL CENTRE FOR POST GRADUATE STUDIES [PG UNIT]

Faculty of Commerce

The Maharaja Sayajirao University of Baroda

Opp: M. S. University Main Office,

Pratapsinhrao Gaekwad Parisar

Near Fatehgunj Post Office

Vadodara (Gujarat) 390 002

Ph. (+91) – 0265 – 2750430

BBA PROGRAMME

Kamalaben Ramanlal Shah BBA Building,

Faculty of Commerce

The Maharaja Sayajirao University of Baroda

Opp: M. S. University Main Office,

Pratapsinhrao Gaekwad Parisar;

Ph: + 91 0265 2792237, 2971375

Email: bbamsu@gmail.com

FACULTY OF COMMERCE

[OUR TEAM]

PROFESSOR (DR.) DINKAR N. NAYAK
Dean, Faculty of Commerce

PROF. PRAGNESH B SHAH, Professor
**Offg. Head, Dept. of Accounting And Financial Management,
Faculty of Commerce**

CHARGE WITH THE DEAN
Head, Department of Banking and Insurance, Faculty of Commerce

PROF. DINKAR. N. NAYAK. Professor
Head, Department of Business Economics, Faculty of Commerce

SHRI KALPESH H. SHAH, Associate Professor
**Offg. Head, Department of Commerce and Business Management,
Faculty of Commerce**

MS. Neeta Baloni, Assistant Professor
Offg. Head, Department of Cooperative Management and Rural Studies, Faculty of Commerce

Mr. K. R. Badola
Co-ordinator, Main Building, Faculty of Commerce

Dr. Jayantkumar
Co-ordinator, Gen. Edu. Bldg., Faculty of Commerce

Dr. K. D. Naik
Co-ordinator, Girls' College

Dr. P Krishnakumar
Co-ordinator, Deep Ashwinbhai Patel Building, Faculty of Commerce

Mr. K. D. Vala
Dean of Students, Faculty of Commerce

Mr. Dinesh Vaghela
Dean of Sports, Faculty of Commerce

Mr. K. M. Gohil
I/ C Office Superintendent, Faculty of Commerce



“The full-blown lotus growing out of the lake symbolizes the Emergence of mind and its triumph over matter. The flame Rising from the centre of the lotus is the flame of human Knowledge, spreading light and learning for the coming Generations. The motto inscribed below the lotus defines the Purpose and existence of life which is love of beauty, goodness And intellectual curiosity.”