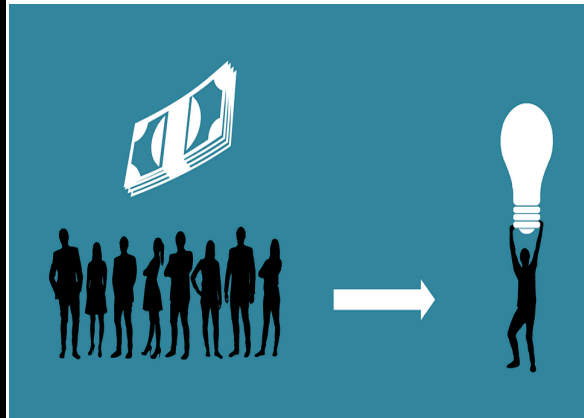
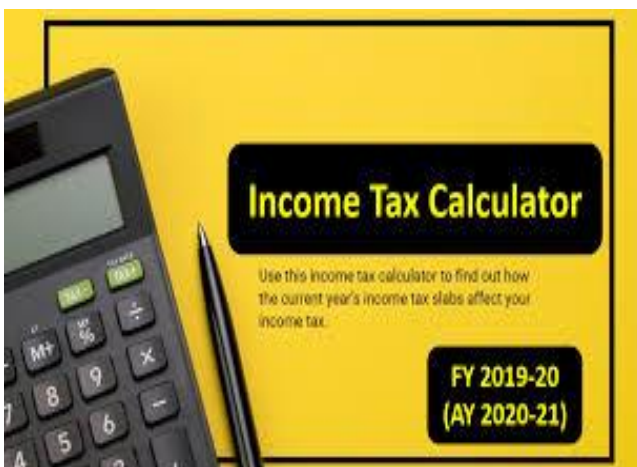


M S RAMAIAH COLLEGE OF  
ARTS, SCIENCE AND  
COMMERCE



DEPARTMENT OF COMMERCE  
DEPARTMENT MANUAL



## **OBJECTIVE**

“To create & nurture potential youth power to cater to the needs of future business scenario.”

## **Department outlook**

Department has grown from 22 students in 1994 to 600 students in 2018-19 with dedicated and experienced staff. The department is able to produce students with distinctive talents in both curricular and co-curricular activities. Students graduated from the department occupied higher designations in various companies. Number of centum scorers has got increased in various subjects. Students take active participation in Commerce Club activities. Student welfare activities are undertaken every year, to make them employable.

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## 1. Introduction:

The Department of Commerce has started in the year 1994 with an intention to cater to the needs of low and middle income group people in providing commerce education. The department is established with an intention of providing employment potentialities to those people who are deprived of technical education. The department is established with an intention of getting quick yielding jobs to deserved students. In this direction, the department is offering commerce education not only in Bangalore but also in all over the world.

## 2. Courses Offered:

UG (Bachelor of Commerce): B.com

Syllabus followed as per BU and Bengaluru Central University:

Sem	Subjects	IA marks	Theory marks
I	Languages: kan/san/hin/additional english	30	70
	General English	30	70
	Financial Accounting	30	70
	Indian Financial Institutions & Markets	30	70
	Business Dynamics	30	70
	Corporate Structure & administration	30	70
	Practicals on skill development	30	70
	Foundation Course: Indian constitution & Human Rights	30	70
	II	Languages: Kan/Hin/San/Additional English	30
General English		30	70
Advanced Financial Accounting		30	70
Banking operations & Innovation		30	70
Modern Marketing		30	70
Methods & Techniques for Business data analysis.		30	70
Practicals on skill development		30	70
Foundation course: Environmental studies		30	70
III		Languages: Kan/Hin/San/Additional English	30
	General English	30	70
	Corporate Accounting	30	70
	Financial Management	30	70
	Business Ethics	30	70
	Quantitative Analysis for Business Decisions	30	70
	Foundation Course: Science & Society	30	70
IV	Languages: Kan/Hin/San/Add.eng	30	70
	General English	30	70

	Advanced Corporate Accounting	30	70
	E business and Accounting	30	70
	Stock & Commodity Markets	30	70
	Cost Accounting	30	70
	Quantitative Analysis for Business Decisions	30	70
	Foundation Course: Personality Development	30	70
V	Income Tax-I	30	70
	Costing Methods	30	70
	Entrepreneurship Development	30	70
	International Financial reporting Standards	30	70
	Elective-1-Accounting/Finance	30	70
	Elective-2-Accounting/Finance	30	70
	Foundation Course: Culture, Diversity and Society	30	70
VI	Business Regulations	30	70
	Income Tax-II	30	70
	Management Accounting	30	70
	Principles & Practice of Auditing	30	70
	Elective-3-Accounting/Finance	30	70
	Elective-4-Accounting/Finance	30	70
	Foundation course: Value Education	30	70

### 3. Teaching & Learning:

Department will be offering several Value added Courses, Certificate Courses, Workshops, Seminars and Guest Lecture to enrich the knowledge of students.

Department has also entered into MOU with several institutions to offer value added course. Industrial visits are organized to give practical exposure.

### 4. Faculty Profile:

Sl.no.	Name of the faculty	Qualification	Designation
1	Prof. B S Jayarama	M.Com, MBA, M.Phil	Professor, HOD & Vice Principal
2	H S Roopa	M.Com, MBA, M.Phil	Associate Professor
3	Karanam Kavitha	M.Com, MBA, PGDFM, K SET(Ph.D)	Assistant Professor
4	Sekar K	M.Com, MBA, M.Phil, UGC NET,JRF,	Assistant Professor
5	Veena Shankar Terdal	M.Com, M.Phil, UGC-NET, JRF	Assistant Professor
6	Shankar Guddad	M.Com, K SET	Assistant Professor
7	Jayanth H	M.Com., PGDFM, (MBA) (PGDFT)	Assistant Professor
8	Dr.Pooja Kumari	M.Com., Ph.D	Assistant Professor

## 5. Policies of the Department:

- a. **Attendance:** Every student should have 75% attendance to appear for semester exam as per BU & BCU rules, the same is followed in the department.
- b. **Internal Assessment:** Two internal assessment tests will be conducted in each subject for every semester. Skill development work, assignments and participation in department activities are other parameter to award internal marks.
- c. **Mentor-Mentee System:** The department is strictly following mentor mentee system. Each teacher is allotted with 40 students for personal counselling and tracking student progression. Each mentor will conduct meeting with students frequently to inform department policies and also to help them to overcome their problems.
- d. **Parent Teacher Meeting:** Twice in each semester Parent Teacher meeting will be organized. Parents are informed about their wards attendance position, academic progress and other disciplinary measures of the department. Department will keep open for discussion with parents throughout the year.
- e. **Department Library:** Department is having its own library to help the students to borrow for reference purpose. Each student is allowed to keep the book for a week and get it renewed for further period. Library records are properly maintained and a faculty will be in charge of the same. Books are also issued to deserving students at free of cost.
- f. **Exam:** Department will conduct semester end exams as per Bu and BCU norms. Possession of Electronics gadgets and other materials are strictly prohibited. Every student should get 40 marks aggregate (25 marks in theory papers and 15 marks in internal assessment) to clear the paper.

## 6. Rules & Responsibilities of Students:

- All the students should attend classes regularly.
- Students should follow the time table strictly.
- Students should follow the dress code as prescribed the faculty members.
- Every student should complete the academic requirement to complete the course.
- Students should not misbehave in the class or in the college campus.
- Students should cooperate with the supporting staff to maintain cleanliness in class and in campus.
- Every student should wear ID cards regularly.
- All students should maintain silence in campus.
- Late arrivals to the classes are not allowed.

## 7. Instruction to Parents and Guardians:

- Students should be encouraged for absenteeism for small reasons.
- They must make themselves free to attend Parent Teacher Meeting to avoid future complications.
- Parents should not allow their wards to possess costly articles.
- Parents and guardians should cooperate with department staff to improve the performance of students.

- Parents must discuss with staff members regarding health issues of their wards and get permission by producing medical certificate.

**8. Research & Consultancy:** Research is not a part of undergraduate students as per BU and BCU norms. However, students are encouraged to take part in presenting papers in various conferences on different issues. The objective is to promote research activities in the department for B.com students.

### **9. Department Social Responsibility:**

- Societal Contribution:** The department will undertake community service activities to create awareness among the public regarding abolition of child labor, cleanliness and health awareness. Our students are also encouraged to scribe for blind students to support them in building their career.
- Environmental issues:** Very often the department will take initiative to create awareness in students regarding protection of natural resources like water, hazards of using plastics, and protecting college property etc., by organizing guest lectures, group discussion and debates.

### **10. Duties & Responsibilities of Teachers:**

- Every Teacher should not only a teacher but also a mentor to the students.
- Should discharge all duties as assigned from time to time by the college higher authorities.
- Should have a creative and innovative thinking.
- Cooperate and Coordinate with other staff member in discharging duties.
- Complete the syllabus as per requirement in time.
- Should assume social responsibility.

### **11. Best Practices:**

The department is having “**Commerce Club**” which is platform for students to exhibit their talents in various competitions. During every academic year, Commerce Club will celebrate a Commerce Week, in which guest lectures in various subjects are arranged, other competitions like, debate collage, product launch, best manager, treasure hunt, startups, are also held to explore the hidden talent of our students. Best performer are send to other colleges to participate in inter collegiate fests.

**Bridge course** will be conducted at the beginning of every academic year to update the knowledge of students in various subjects.

**Alumni association** will organize Alumni Meet on second Saturday of March, every year to give a platform for alumni students to refresh their reunion in the college.

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