

### Programme Project Report – PPR

**Name of the School: School of Management Studies**

**Name of the Programme: Bachelor of Commerce**

S.No.	Name of Program:	<b>Bachelor of Commerce (B Com)</b>
a.	Programmes mission & objectives:	<b>B Com (General):</b> To provide an opportunity to large segments of the population including the disadvantaged to pursue Commerce at the tertiary level. The programme focuses on the development of skills in major domain areas of Commerce namely: Cost Accountancy and Finance, Corporate Affairs and Administration to facilitate the employability of the learners.
b.	Relevance of program with HEI's Mission & Goals:	The programme fulfills the commitment of Government of India for educating the masses and enhancing the employability of the learners in the areas of cost accountancy. It also widens their scope to pursue higher studies in allied areas.
c.	Nature of prospective target group of learners :	<p><b>BCom:</b> 10+2 passed candidates or BPP from IGNOU (working people, self-employed, housewives, other adults who wish to upgrade their educational qualification).</p> <p><b>B.Com with major in Accountancy and Finance:</b> 10+2 passed candidates and who have:            (i) Passed Common Proficiency Test/ PE/ Foundation from ICAI            (ii) Registration in Professional Competence Course/ PEII/ Intermediate (Chartered Accountancy First Stage) of ICAI; or            Already passed Professional Competence Course/ PEIII/ Intermediate            (Exclusively for Chartered Accountancy Students – ICAI)</p> <p>Similarly, all those students who has passed Chartered Accountancy are also eligible for admission subject to successful completion of condition (i) and (ii)</p> <p><b>B.Com with Major in Corporate Affairs and Administration :</b>            10+2 passed candidates and who are pursuing Company Secretary ship.</p> <p><b>BCOM with Major in Financial and Cost Accounting</b>            10+2 passed candidates and who are pursuing the Foundation of ICWAI. .</p>
d.	Appropriateness of program to be conducted in open & distance learning mode to acquire	Highly appropriate programme for ODL mode as it provides a unique opportunity for pursuing higher

	specific skills & competence :	education in Commerce discipline and develop skills in major domain areas such as: Cost Accountancy and Finance, Corporate Affairs and Administration, to persons living in geographically remote areas of the country and also to those who could not pursue higher education for one reason or the other.
e.	Instructional Design :	The University has adopted a multiple-media approach for imparting instruction to its learners for its various programmes of study. The University follows the Systems approach to instructional design. The programme was designed after undertaking need analysis; identifying and defining the target group; selection of appropriate media; course design and development; pilot testing and launch of the programme; and periodic revision. The self instructional format has been used for developing Self Learning Material (SLM) in print and multiple media. Print is the predominant mode of instruction supplemented with audio and video programmes; face to face counselling sessions; interactive radio counselling (IRC) (Gyan Vani); educational TV broadcasts (Gyan Darshan) and web based counselling (Gyan Dhara).
f.	Procedure for admissions, curriculum transaction and evaluation:	<p><b>Admissions:</b> Admission is mainly done online. To fulfill the mandate of inclusiveness there is a provision for submission of application offline as well.</p> <p><b>Curriculum Transaction:</b> Curriculum is transacted mainly through printed Self Learning Materials (SLMs), Face to face counselling sessions (theory/practical), audio and video programmes, interactive radio counselling (IRC) (Gyan Vani), educational TV broadcasts (Gyan Darshan) and web based counselling (Gyan Dhara). For skill and competency component of the courses internship is a compulsory component.</p> <p><b>Evaluation:</b> The University uses formative/continuous and summative/ term end evaluation for assessing the progress of its learners and evaluation of their performance. Formative/ Continuous evaluation is conducted at two levels i.e. through self check exercises in-built into the SLMs; formative assessment through tutor marked assignments and internship (wherever necessary). Summative / term end evaluation is through term end examinations.</p>
g.	Requirement of the laboratory support and library resources:	<p><b>Lab support:</b> Nil</p> <p><b>Library resources:</b> Library facility is available at all Learner Support Centres; Regional Centres and Headquarters of the University.</p>

h.	Cost estimate of the program and the provisions:	<p>Programme development is an ongoing process and the programme is already on offer. However, before development of this programme cost analysis was done at the level of the School in coordination with Planning and Development Division (there is a dedicated full-fledged Planning and Development Division for the policy planning of the University). The University has dedicated budgetary provisions for programme development at the level of School, Material Production and Distribution (there is a dedicated full- fledged Material Production and Distribution Division for material production and distribution) and Electronic Media Production Centre (there is a dedicated full- fledged Electronic Media Production Centre for electronic media production). Digital media production (there is a dedicated full- fledged Inter University Consortium for production of MOOCs and digital media) and delivery of the program through its dedicated Divisions namely Regional Services Division which oversees the operations of all Regional Centres and LSCs; eSupport Unit, Student Registration Division, Student Evaluation Division and Student Service Centre at the HQs.</p>
i.	Quality assurance mechanism and expected program outcomes:	<p><b>Quality Assurance mechanism:</b> University has:</p> <ul style="list-style-type: none"> <li>• Standard norms and procedures for course design and development;</li> <li>• Standard norms and procedures for establishment of LSCs,</li> <li>• Standard norms for appointment of academic counsellors and evaluators;</li> <li>• Involving external experts in maintaining quality of curriculum design and development , including student evaluation;</li> <li>• All activities of LSCs and examination centers are monitored by University.</li> <li>• 2% assignments are being monitored by faculty of School to ensure the quality of continuous evaluation</li> </ul> <p>The University has standardized its courseware based on the credit system. To further standardize its courses it has developed its own house style. There is a mechanism in place for continuous quality assessment for design, development and delivery of its academic programmes. The quality is assured at different phases by statutory bodies of the</p>

		<p>University namely: School Board of Studies, Academic Programme Committee, Planning Board and Academic Council. Programme evaluation is the norm before undertaking revision of the programme. The above mechanism has been followed for this programme also.</p> <p><b>Expected programme outcomes:</b> Learners are expected to acquire knowledge, skills and competencies in the subject area appropriate for Commerce graduates.</p>
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