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**OUR TEAM**

**Prof. Ashok R. Hingorani**  
*Off. Dean*

**Prof. D.V. Baloni**  
*Vice Dean*

**Shri K.R. Badola**  
*Dean of Students*

**Dr. Dinkar Nayak**  
*Co-Ordinator*  
Main Building

**Dr. P.M. Shah**  
*Co-Ordinator*  
Higher Payment Unit

**Smt. S.P. Patel**  
*Co-Ordinator*  
Girls' College

**Mrs. D.M. Hellia**  
*Office Superintendent*

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Application Form No. : \_\_\_\_\_

**FACULTY OF COMMERCE**

**The Maharaja Sayajirao University of Baroda**

**2011-12**

**F.Y.B.COM. ADMISSION RECEIPT**

Name : \_\_\_\_\_

Date of acceptance : \_\_\_\_\_

Signature of Staff : \_\_\_\_\_



**FACULTY OF COMMERCE**  
**The Maharaja Sayajirao University of Baroda**  
**APPLICATION FORM FOR**  
**ADMISSION TO F.Y.B.COM. 2011-12**

Affix self  
attested latest  
passport size  
color  
photograph

**FOR OFFICE USE ONLY**

1. Place :  Vadodara and Vadodara District  Gujarat  Outside Gujarat
2. Category :  OPEN  ST  SEBC  SC  SPORTS  
 PHY. HANDICAPPED  EX Servicemen  OTHERS
3. Percentage: \_\_\_\_\_ Number of Attempts : \_\_\_\_\_ Effective Percentage : \_\_\_\_\_
4. Remarks :  Admitted  Not Admitted

Signature of admission committee member				Co-ordinator, adm. committee's signature	Unit co-ordinator's signature
Attempt Certificate	S.L. Certificate	Marksheet/s	Any Other		

**TO BE FILLED IN BY STUDENT :**

1. Full name (Block Letters) : \_\_\_\_\_  
(as per HSC Certi.) (Surname) (Name) (Father's Name)
2. Sex :  Male  Female Nationality: \_\_\_\_\_
3. Date of Birth and Age : Date   /   /   Year     Age : \_\_\_\_\_
4. Place of Birth : \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_
5. Father's Name in Full : \_\_\_\_\_
6. Guardian's Name (if any) : \_\_\_\_\_
7. Present Address : \_\_\_\_\_  
Pin code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ e-mail : \_\_\_\_\_ Mobile : \_\_\_\_\_

**8. Particulars regarding HSC/CBSC/ Equivalent Examination passed :**

Sr. No.	Subject	Max. Marks	Marks obtd	(a) Exam Seat NO.(HSC/CBSC): _____
1	English			(b) Year of Passing : _____
2	Gujarati / Hindi			(c) Name of Examining Body : _____
3	Economics			<input type="checkbox"/> GSE Board <input type="checkbox"/> CBSE
4	Elements of Accounts			Any other (Specify) : _____
5	Busi. Maths / Statistics			(d) Provisional Eligibility Certificate (for other than GSEB) No. _____
6	Busi. Admn./ Org. of Com.			Date of Issue : _____
7	Banking			(e) Exam Centre _____ Code No. _____
8	Computer (only Theory)			HSC Exam Passed from :
9	Secretarial Practice & Comm.			<input type="checkbox"/> Vadodara City <input type="checkbox"/> Vadodara Dist.
10	Any other			<input type="checkbox"/> Gujarat State (other then Baroda Dist.)
	Total Marks			<input type="checkbox"/> Out side Gujarat <input type="checkbox"/> Outside India
	Percentage (round off)			

(i) No. of Attempts \_\_\_\_\_ (ii) Passed as  Regular  Private  Ex-student

(iii) Name & Address of School last attended : \_\_\_\_\_  
Place \_\_\_\_\_ District \_\_\_\_\_

9. Permanent Address : \_\_\_\_\_  
Pin code: \_\_\_\_\_ Phone No.: \_\_\_\_\_ e-mail : \_\_\_\_\_ Mobile : \_\_\_\_\_

10. Mother tongue of the applicant : \_\_\_\_\_

11. Father's/Guardian's occupation : \_\_\_\_\_

12. Do you desire accommodation in the Hostel  Yes  No

13. Govt. Service Transfer : (a) Place from where transferred \_\_\_\_\_  
(b) Date of joining at Baroda \_\_\_\_\_

14. Are you repeater in F.Y.B.Com ?  Yes  No  
If yes, Year of Admission : \_\_\_\_\_ Enrollment No. \_\_\_\_\_ Date : \_\_\_\_\_

15. Have you joined any other educational institution after passing HSC Exam ?  
If yes, give details : \_\_\_\_\_

16. Have you applied elsewhere for admission ?  Yes  No  
If yes, give details : \_\_\_\_\_

**I hereby agree that if I am admitted, my admission will be provisional and may be cancelled at any time till I am finally enrolled by the University.**

**I hereby agree that I will regularly attend NCC / Phy. Education / NSS as well as Annual Camps pertaining thereto.**

**I shall abide by all the rules and regulations of the University. I shall attend classes in the unit where I am admitted.**

Date : \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Applicant**

**WE SHALL ABIDE BY ALL THE RULES AND REGULATIONS OF THE M.S.UNIVERSITY OF BARODA.**

\_\_\_\_\_  
**Name & Signature of the Parent/Guardian**

**Enclosed Attested Copy of the following (Tick  $\checkmark$ )**

- Enc.: 1. 12th Marksheet ( )  
2. 12th School Leaving Certificate ( )  
3. 12th Attempt Certificate ( )  
4. SC/ST/SEBC/Ex-serviceman and Handicapped/NCC Certificate ( )  
5. Non Creamy Layer Certificate for SEBC student ( )  
6. In case of private candidates the enrollment certificate issued by Gujarat Higher Secondary Education Board ( )  
7. Any other, specify \_\_\_\_\_ . ( )

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**DOCUMENTS REQUIRED AT THE TIME OF SUBMISSION OF ADMISSION FORM**

Original Certificates and ONE attested photo copies of :

1. 12<sup>th</sup> Standard Mark sheet
2. Attempt Certificate
3. School Leaving Certificate
4. Caste Certificate (SC/ST/SEBC – Recognized by Govt. of Gujarat) from the competent authority
5. Non Creamy Layer Certificate issued by the appropriate authority for THE CURRENT YEAR (for SEBC candidates only)
6. Certificate of civil surgeon for physically handicapped candidates
7. Certificate of Director, Physical education for candidates who seek admission under sports quota
8. In case of private candidates, the enrollment certificate issued by Gujarat Higher Secondary Education Board.
9. Provisional Eligibility Certificate (PEC) for other Board Students. (can be obtained from University Head Office)

Candidates from Vadodara City and District are required to remain present for submission of admission form as per the following schedule along with original certificates.

**1. GENERAL CATEGORY:**

**SCHEDULE FOR THE SUBMISSION OF F.Y.B.COM. ADMISSION FORM  
FOR LOCAL AND BARODA DISTRICT ONLY AT MAIN BUILDING**

**GIRLS WITH 70% & ABOVE HAVE TO SUBMIT APPLICATION FORM AT MAIN BUILDING ONLY**

DAY & DATE	% OF MARKS	VENUE FOR BOYS & GIRLS	TIME
<b>THURSDAY, 2nd JUNE 2011</b>	80% and Above	MAIN BUILDING	8.30 a.m. to 12.30 p.m.
<b>FRIDAY, 3rd JUNE 2011</b>	75% and Above	MAIN BUILDING	8.30 a.m. to 12.30 p.m.
<b>SATURDAY 4th JUNE 2011</b>	70% and above	MAIN BUILDING	8.30 a.m. to 12.30 p.m.

DAY & DATE	% OF MARKS	VENUE FOR BOYS ONLY	TIME
<b>MONDAY 6th June 2011</b>	67% & above	MAIN BUILDING <b>Boys only</b>	8.30 a.m. to 12.30 p.m.
<b>TUESDAY 7th June 2011</b>	65% & above	MAIN BUILDING <b>Boys only</b>	8.30 a.m. to 12.30 p.m.

**SCHEDULE FOR THE SUBMISSION OF F.Y.B.COM. ADMISSION FORM  
FOR LOCAL AND BARODA DISTRICT ONLY AT GIRLS' COLLEGE**

DAY & DATE	% OF MARKS	VENUE FOR GIRLS' ONLY	TIME
<b>THURSDAY 2nd June 2011</b>	67% To 69%	GIRLS' COLLEGE	8.30 a.m. to 12.30 p.m.
<b>FRIDAY 3rd June 2011</b>	65% & above	GIRLS' COLLEGE	8.30 a.m. to 12.30 p.m.

**SCHEDULE FOR THE SUBMISSION OF F.Y.B.COM. ADMISSION FORM FOR LOCAL AND BARODA DISTRICT STUDENTS AT HIGHER PAYMENT FEES GENERAL EDUCATION BLDG.**

DAY & DATE	% OF MARKS	VENUE FOR GIRLS & BOYS	TIME
<b>THURSDAY</b> 2nd June 2011	62% to 64%	GEN. EDU. BLDG. HIGHER PAYMENT FEES UNIT	8.30 a.m. to 12.30 p.m.
<b>FRIDAY</b> 3rd June 2011	59% & above	GEN. EDU. BLDG. HIGHER PAYMENT FEES UNIT	8.30 a.m. to 12.30 p.m.
<b>SATURDAY</b> 4th June 2011	56% & above	GEN. EDU. BLDG. HIGHER PAYMENT FEES UNIT	8.30 a.m. to 12.30 p.m.
<b>MONDAY</b> 6th June 2011	53% & above	GEN. EDU. BLDG. HIGHER PAYMENT FEES UNIT	8.30 a.m. to 12.30 p.m.
<b>TUESDAY</b> 7th JUNE 2011	51% & above	GEN. EDU. BLDG.	8.30 a.m. to 12.30 p.m.
<b>WEDNESDAY</b> 8th JUNE 2011	50% & above	GEN. EDU. BLDG.	8.30 a.m. to 12.30 p.m.

**Note :** (1) 45% to 49% local and Baroda district students & 65% to 74% of Gujarat and Outside Gujarat students forms will be accepted at M.K. Amin Arts & Science College & College of Commerce, Padra only between 6th June to 11th June, Time : 8.30 a.m. to 12.30 p.m. These forms will be available at Padra College only.

(2) Application Forms of candidates with 75% or more marks from Gujarat & Outside Gujarat (other than Vadodara City and District) will be accepted at a Separate Counters at General Education Building [Unit], Vadodara from June 6, 2011 to June 11, 2011. Time : 8.30 a.m. to 12.30 p.m.

**2. RESERVED CATEGORY (LOCAL AND BARODA DISTRICT ONLY) :**

**SCHEDULE FOR THE SUBMISSION OF F.Y.B.COM. ADMISSION FORM FOR RESERVED CATEGORY AT MAIN BUILDING**

DAY & DATE	% OF MARKS	VENUE FOR BOYS	VENUE FOR GIRLS	CATEGORY	TIME
<b>6th JUNE 2011</b>	50% and Above	MAIN BUILDING (NEW BLDG.)	GIRLS COLLEGE Nizampura	SEBC*	8.30 a.m. to 12.30 p.m.
<b>7th JUNE 2011</b>	45% and Above			SEBC	
<b>8th JUNE 2011</b>	40% and more			SEBC	
<b>9th JUNE 2011</b>	50% and above	MAIN BUILDING (NEW BLDG.)	GIRLS COLLEGE Nizampura	SC	8.30 a.m. to 12.30 p.m.
<b>10th JUNE 2011</b>	40 and above			SC	
<b>11th JUNE 2011</b>	All			“	

\* SEBC Candidate have to submit the latest noncreamy layer certificate.

**Note:** (1) Effective from academic year 2011-2012 the minimum cut off percentage for admission to F.Y.B.Com. will be 45% for general category.

(2) Students who have passed 12th Std. from Boards other than Gujarat Board have to submit provisional Eligibility Certificate (PEC) along with their application form.

(3) Admissions will be given subject to availability of seats and per division strength will be restricted to 100 students.

## IMPORTANT INSTRUCTIONS TO THE APPLICANTS

1. The candidate has to fill up the Form himself / herself and sign the same.
2. The student must strictly follow the Admission programme.
3. **Eligibility condition** : Student shall have passed XII STD with **English and Any three out of the following subjects** :
 

<input type="checkbox"/> Economics	<input type="checkbox"/> Accounts
<input type="checkbox"/> Statistics / Business Mathematics	<input type="checkbox"/> Business Administration OR Org. of Commerce
<input type="checkbox"/> Banking	<input type="checkbox"/> Computer
<input type="checkbox"/> Secretarial Practice and Commercial Correspondence	

\* Only theory marks will be considered in respective subjects.
4. A student must submit the Admission Form along with attested Photostat/zerox copies of required certificates as mentioned above.
5. **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
6. **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.**
7. 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**.
8. **Candidate required to pay fees at the time of admission. Fees for F.Y.B.Com. class are as under :**

Fees p.a. for Main Building, Girls College and Padra College are as follows :					
	<u>Fees Rs.</u>		<u>Development Charge Rs.</u>		<u>Total Amount Rs.</u>
For Girl student	190/-	+	250/-	=	440/-
For Boy student	1,390/-	+	250/-	=	1,640/-
<b>Higher Payment Fees for Girls &amp; Boys</b>				=	<b>2,950/-</b>
9. 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).
10. F.Y.B.Com. Admission Forms will be issued from May 27, 2011 to June 11, 2011 on all working days between 8.30 a.m. to 12.00 noon from the Faculty of Commerce - Main Building, General Education Building and Girls' College.
11. *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.*
12. **The percentage of marks for admission will be considered as follows :**
  - [a] **The full percentage marks as shown in the Mark sheet will be considered. Fractions are to be ignored.**
  - [b] **For students passing H.S.C. [12<sup>th</sup>] in two or more attempts, 1% will be deducted per attempt.**

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13. Incomplete and un-signed forms will be rejected.
  14. **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.**
  15. 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.
  16. 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.

### **RULES & REGULATIONS**

The Faculty of Commerce has been a premier institute of education in Business Studies since 1949 and it was the first of its kind in India. When it was established in 1942, it was known as the Maharaja Pratapsinh College of Commerce and Economics. The academic staff has the experience and qualifications to take up the challenges of education and research in Business Studies. The Faculty offers undergraduate, post-graduate, and doctoral programmes leading to B.Com, M. Com and Ph.D. Degrees. The Faculty also offers Post-Graduate Diplomas in Accounting & Finance, Applied Economics, Banking and Insurance, Business Administration, Co-operative Management and a self financed 3 year BBA programme to cater to specialized needs of students. Over the years, the faculty has expanded, quantitatively as well as qualitatively, to meet the ever-increasing educational needs of the cosmopolitan city of Vadodara. At present the Faculty has five departments viz.

- |   |   |
|---|---|
| (i) Department of Accounting and Financial Management,    | (ii) Department of Banking and Insurance            |
| (iii) Department of Business Economics                    | (iv) Department of Commerce and Business Management |
| (v) Department of Co-operative Management & Rural Studies |   |

The Faculty also receives the services of colleagues from the following departments of other Faculties:

- |   |   |
|---|---|
| (i) Department of English, Faculty of Arts          | (ii) Department of Statistics, Faculty of Science |
| (iii) Department of Mathematics, Faculty of Science | (iv) Department of Law, Faculty of Law            |

### **SCHEME AND RULES**

1. There shall be two semesters in a year at undergraduate level with six subjects per semester with four units with equal weightage per subject.
2. Each subject (Paper) will be a separate passing head. To pass any subject a candidate will have to secure at least forty (40) marks in aggregate of mid semester and Semester examination.
3. There shall be one internal test Mid Semester of 40 marks in each semester. The semester end examination will be of 60 marks.
4. In Mid Semester test, out of 40 marks, 20 marks will be of descriptive type and remaining 20 marks will be of Objective type.
5. In F.Y.B.Com. Semester end examination, the Section I will be descriptive type to be assessed by internal faculty. The section II will be Objective type to have computerized assessment/internal faculty. There will not be any external assessment.
6. In S.Y.B.Com. & T.Y.B.Com. the Semester end examination paper would be descriptive and to be assessed by Internal and external examiners.
7. Odd semester (1st, 3rd and 5th) examination will be held in November/December and Even Semester (2nd, 4th and 6th) Examination will be held in April/May. A candidate who has not passed in a subject/s of odd semester will have to appear in the subsequent odd semester examination only to clear that subject/s. Similarly for even semester subject a candidate will have to appear in the subsequent even semester examinations only

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8. A candidate who has not cleared/appeared in the 1st Semester Examination of F.Y.B.Com. will be allowed to be admitted to 2nd Semester. But a candidate will be allowed to be admitted to 3rd Semester only if he/she has cleared at least 6 papers (of I and II Semester put together).
  9. A candidate who has not cleared / appeared in the 3rd Semester examination of S.Y.B.Com. will be allowed to be admitted to 4th Semester. But a candidate will be allowed to be admitted to be the 5th Semester only if he/she has cleared all the subject of both Semester – I and Semester – II of F.Y.B.Com.
  10. A candidate who has not cleared/ appeared in 5th Semester Examination (of T.Y.B.Com.) will be allowed to be admitted VI Semester.
  11. The internal test credit marks scored by the student be considered only for that semester in which the student has been admitted. For subsequent appearance in semester end examination, the marks scored by the student be raised proportionately. For example, if student is admitted for 1st semester of 2011, the internal credit marks scored by the student would be considered for first semester end examination of 2011 only and for subsequent appearance in the same semester examination, the marks scored by the student in the semester end examination would be raised proportionately.
  12. The admission would be restricted to not more than 100 students per division to allow semester system to be effective.
  13. Over and above all prevailing university rules will be applicable from time to time and existing rules are subject to change.

Serious and committed students can look forward to a challenging and productive educational experience in this faculty. We are determined to maintain the academic excellence that was once its hallmark and infuse new energy and vigour into all academic programmes. To ensure success we expect discipline and regular attendance from the students.

#### **RULES REGARDING ADMISSION**

##### **O.Com. 8.**

Candidates who have passed Higher Secondary Examination (XIIth Std.) of Gujarat State or an examination recognized as equivalent thereto as regular students with (1) English and (2) Any three out of the following subjects :

- |  |   |
|--|---|
| (1) Economics  | (2) Accounts                                    |
| (3) Statistics / Business Mathematics                  | (4) Business Administration Or Org. of Commerce |
| (5) Banking  | (6) Computer Commerce                           |
| (7) Secretarial Practice and Commercial Correspondence |   |

The students of vocational stream of Commerce Group with English as a compulsory subject from GSE Board or equivalent Board are also considered eligible for seeking admission to the First Year B.com class of the three year degree course in Commerce in the University. Students with NCC and sports certificate will be granted benefit as per University rules.

#### **ATTENDANCE**

##### **(a) In Classes :**

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.

##### **(b) National Cadet Corps (N.C.C./ A.C.C./ N.S.S.)**

N.C.C./ A.C.C./ N.S.S. any one of these disciplines is compulsory for all students in the F.Y. B.Com class. Those who joined N.C.C. at their Secondary/Higher Secondary will have to join N.C.C. only.

#### **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.

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## **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 alongwith 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.

### **COLLEGE MERIT SCHOLARSHIP**

In each class of the Faculty, two Merit Scholarships as shown below may be awarded to students who stand First and Second in that class only if they secure atleast 50% of the aggregate marks in the qualifying examination passed at the first attempt.

Class	Amount of Scholarship	
	1st rank	2nd rank
<b>F.Y. B.Com.</b>	<b>Rs.25/- p.m.</b>	<b>Rs.20/- p.m.</b>
<b>S.Y. B.Com.</b>	<b>Rs.25/- p.m.</b>	<b>Rs.20/- p.m.</b>
<b>T.Y. B.Com.</b>	<b>Rs.25/- p.m.</b>	<b>Rs.20/- p.m.</b>

### **MEDALS**

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

- Chancellor's Gold Medal & Shrimati Hansa Mehta Gold Medal
- Prof. V. Y. Kolhaatkar Gold Medal
- Amita Vishnuprasad Vyas Memorial Gold Medal
- Co- Operative Bank of Baroda Ltd. Gold Medal
- Late Shri M. M. Chokshi Gold Medal
- Shri Panubhai Hiralal Majmundar Gold Medal
- Labhuben Mehta Gold Medal
- Kum. Parul N. Chokshi Gold Medal
- Late Shri Nagindas M. Shah Gold Medal
- Prof. V. Y. Kolhatkar Gold Medal in M. Com.
- Prof. B. H. Elavia Education Trust Gold Medal
- Shri Manharrai V. Desai Gold Medal (M. Com. Final)
- The Institute Of Chartered Accountant Of India New Delhi Gold Medal
- The President, The Government Servants Co-Operative Credit Society Limited Baroda Gold Medal
- Late Shri Faramroj Rustomji Bharucha And Smt. Kurshidbanu F. Bharucha Gold Medal
- Vakil Chunilal Babardas Shah & Smt. Parvatiben Chunilal Shah Memorial Gold Medal

### **PRIZES**

- The Pratapsinh college of Commerce Stores and Baroda Consumers Co-operative Society Prize
- Anyonya Sahakari Mandali Ltd., Amrit Mahotsav Prize
- Bank of India Prize
- Shri A. K. Nimkar Memorial Prize
- 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
- Shri Nandlal Laxmidas Dholakia Memorial Prize
- Shri Sudhir V. Valodkar (Chartered Accountant) Memorial Prize
- Smt. Shardabai Dattatraya Joshi Scholarship
- Shri Kaushik Jethabhai Patel Memorial Prize
- M.S. Godgaste Memorial Prize Fund
- Vardhman Sahkari Bank Ltd. Prize Fund

F.Y.B.COM

LIST OF SUBJECTS	
Ist SEMESTER	IIInd SEMESTER
Business Statistics I	Business Statistics II
Business English & Communication I	Business English & Communication II
Fundamentals Of Accounting	Financial Accounting
Structure & Process of Business	Functional Management
Elements Of Economic Theory	Micro Economics
Indian Economic Structure	Indian Economic Policy & Planning

S.Y.B.COM

LIST OF SUBJECT	
IIIrd SEMESTER	IVth SEMESTER
<b>✓ COMPULSORY PAPERS</b>	
Principles of Management	Marketing Management
Macro Economic Theory	Macro Economic Issues and Policies
Elements of Direct Taxes	Elements of Indirect Taxes
Cost Accounting	Management Accounting
Human Resource Management	Entrepreneurship & Small Business Management
<b>✓ SPECIAL PAPERS (Any one specialisation)</b>	
<b>■ ACCOUNTING &amp; FINANCIAL MANAGEMENT</b>	
Higher Financial Accounting	Corporate Accounting
<b>■ BANKING &amp; INSURANCE</b>	
Indian Banking System	Insurance Theory and Practice
<b>■ BUSINESS ECONOMICS</b>	
Public Finance	Social Accounting
<b>■ MARKETING MANAGEMENT</b>	
Marketing Communication & Advertising Management	Sales Management & Sales Promotion
<b>■ HUMAN RESOURCE MANAGEMENT</b>	
Theory & Practice of Industrial Relations	Labour Laws

T.Y.B.COM

LIST OF SUBJECTS	
V SEMESTER	VI SEMESTER
<b>✓ COMPULSORY PAPERS</b>	
Financial Management	Personal Finance & Investment
Business Law I	Business Law II
Organisational Behaviour	Marketing Research
International Trade	International Finance
<b>✓ SPECIAL PAPERS</b>	
<b>■ ACCOUNTING &amp; FINANCIAL MANAGEMENT</b>	
GROUP A : Accounting & Auditing	
Advanced Corporate Accounting	Financial Reporting
Audit & Assurances	Company Audit OR Financial Markets
GROUP B : Accounting & Finance	
E-Accounting	Accounting for Special Entities
Capital Market	Security Analysis & Portfolio Management
<b>■ BANKING &amp; INSURANCE</b>	
Financial Markets & Services	Banking Laws & Practices
Insurance Services	Insurance Laws & Regulations
<b>■ BUSINESS ECONOMICS</b>	
Quantitative Economics paper I	Quantitative Economics paper II
Business Environment Paper I	Business Environment Paper II
<b>■ MARKETING MANAGEMENT</b>	
Marketing of Services	Consumer Behaviour
International Marketing	Marketing Management-Case Studies
<b>■ HUMAN RESOURCE MANAGEMENT</b>	
Human Resource Development, Welfare & Social Security	Strategic Human Resource Management
Organisation Development	Human Resource Management : Case Studies

**Note :** Details of the scheme of specialisation & syllabi are available in the Prospectus.

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## **NEW ORDINANCE – 290**

### **CONDUCT, DISCIPLINE AND APPEAL RULES FOR THE STUDENTS OF THE UNIVERSITY.**

#### **OBJECTIVES :**

1. To have a harmonious atmosphere in the University Campus.
2. To conduct smoothly the study and teaching work on the campus of the University.
3. 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.
4. To safeguard the interest of the student community as a whole to enable them to study in a peaceful and harmonious atmosphere.

*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.

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## 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 :

1. 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.
2. 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.
3. Whenever an act of indiscipline / violence takes place before filing 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 filled 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 :

1. 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.
2. 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.
3. 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.
4. Students are expected to behave with courtesy with the members of the staff, their fellow students and all visitors to the Institution.

## ADDRESSES OF THREE UNITS

<b>MAIN BUILDING,</b> Faculty of Commerce, Lokmanya Tilak Road, Sayajigunj, Vadodara - 390 002 Phone : (0265) 2795557	<b>GENERAL EDUCATION BUILDING</b> Faculty of Commerce, Opp. D.N. Hall Cricket Ground, Pratapgunj, Vadodara - 390 002. Phone : (0265) 2794908	<b>SMT. SURAJBEN GORDHANBHAI PATEL COMMERCE COLLEGE,</b> Faculty of Commerce, Nizampura Road, Vadodara 390 002. Phone : (0265) 2793016
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## Courses Offered by the Faculty : An Overview

Courses	Brief Description
Bachelor Degree	<p><b>B.Com.</b> ( Regular &amp; Higher Payment )</p> <p>with Fifteen Compulsory Papers &amp; Three Special Papers from any one of the following streams:</p> <ul style="list-style-type: none"> <li>- Accounting &amp; Financial Management : Group A – Accounting &amp; Auditing</li> <li>- Accounting &amp; Financial Management : Group B – Finance &amp; Investment Management</li> <li>- Banking &amp; Insurance</li> <li>- Business Economics</li> <li>- Commerce and Business Management : Group A – Marketing Management</li> <li>- Commerce and Business Management : Group B – Human Resource Management</li> </ul> <p><b>B.B.A.</b> ( Self-financing )</p> <p>with Five Compulsory Papers in each of the first five semesters and Four Special Group Papers ( + Project Report &amp; Viva-Voce ) in the sixth semester from any one of the following streams:</p> <ul style="list-style-type: none"> <li>(a) Accounting &amp; Financial Management</li> <li>(b) Banking &amp; Insurance</li> <li>(c) Business Economics</li> <li>(d) Marketing Management</li> <li>(e) Human Resource Management</li> <li>(f) IT for Business</li> </ul>
Master Degree ( Regular )	<p><b>M.Com.</b> with specialization in Accounting &amp; Financial Management</p> <p><b>M.Com.</b> with specialization in Banking &amp; Insurance</p> <p><b>M.Com.</b> with specialization in Business Economics</p> <p><b>M.Com.</b> with specialization in Commerce and Business Management ( either in Marketing Management / Human Resource Management )</p> <p><b>M.Com.</b> with specialization in Co-operative Management and Rural Studies</p>
P. G. Diploma	<p><b>P.G. Diploma in Accounting and Finance</b> ( Higher Payment )</p> <p><b>P.G. Diploma in Banking</b> ( Regular )</p> <p><b>P.G. Diploma in Applied Economics</b> ( Regular )</p> <p><b>P.G. Diploma in Business Administration</b> ( Higher Payment )</p> <p><b>P.G. Diploma in Co-operative Management</b> ( Regular )</p>
P.G. Diploma  ( Self-financing )	<p><b>P.G. Diploma in Financial Management</b></p> <p><b>P.G. Diploma in Banking &amp; Insurance</b></p> <p><b>P.G. Diploma in Core Banking Solutions ( to be started )</b></p> <p><b>P.G. Diploma in Business Management</b></p> <p><b>P.G. Diploma in Marketing Management</b></p> <p><b>P.G. Diploma in Services Management</b></p>
Doctoral : ( Regular )	<p>All the departments offer Ph.D. Programme. The departments are :</p> <p><b>1. Accounting &amp; Financial Management   2. Banking &amp; Insurance   3. Business Economics</b></p> <p><b>4. Commerce and Business Management   5. Co-operative Management and Rural Studies</b></p>