

<b>M. Com (Advance Accounting)</b>		<b>Semester I</b>	
<b>Course Name: Cost &amp; Management Accounting</b>		<b>Course Code: VCCM502</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>4</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

### Course Objectives:

<b>1</b>	<b>To Acquaint the students with knowledge of cost allocation under various methods.</b>
<b>2</b>	<b>To Equip students with methods of process costing used in Industries like petroleum. Chemical , pharmaceuticals etc</b>
<b>3</b>	<b>To acquaint students with knowledge of cost control and cost reduction by way of standard costing</b>
<b>4</b>	<b>Equip students to plan their costs in advance and compare them with actual by budgetary method of costing</b>

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Cost Allocation &amp; Activity Based Costing</b>	<b>15</b>
	Cost Allocation – Meaning and its Types, Relationship between Resources, Activities, Cost and Cost Drivers, Methods of allocating central costs – cost allocation using Direct Method, Step Down Method and Reciprocal Method	
	Activity Based Costing – Introduction, Advantages, Limitations, Identification of Cost Drivers, Practical Problems on Traditional v/s Activity Based Costing System	
<b>2</b>	<b>Process Costing</b>	<b>15</b>
	Introduction – Features of Process, Concept of Process Loss, Abnormal Loss, Normal Loss, Abnormal Gain	
	Computation of Inter Process Profit – Advantages and Disadvantages	
	Computation of Equivalent Production – Weighted Average and FIFO	
<b>3</b>	<b>Standard Costing</b>	<b>15</b>
	Theory and Problems based on Analysis of Variances of Material, Labour, Overheads and Sales including Sub-variances.	
<b>4</b>	<b>Budgeting &amp; Budgetary Control</b>	<b>15</b>
	Preparation of Different Types of Budgets	
	Functional Budgets Leading to the Preparation of Master Budgets Capital Expenditure Budget, Fixed and Flexible Budgets	
	<b>TOTAL</b>	<b>60</b>

**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

Course Outcomes:		
CO1	Basic Knowledge will be acquired on cost allocation	
CO2	Method to determine cost of the product by adopting process costing	
CO3	Knowledge on comparing of Actual cost with standard cost set and determining the variances and suggestions for negative variance.	
CO4	Knowledge on preparation of Various budget based on past performance & estimate of the current year.	

Recommended Resources	
Reference Books -	<ul style="list-style-type: none"> <li>● <i>Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi</i></li> <li>● <i>Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>● <i>Cost Accounting by <u>Jawahar Lal</u> and <u>Seema Srivastava</u>, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>● <i>Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi</i></li> <li>● <i>Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta</i></li> <li>● <i>Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>● <i>Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi</i></li> <li>● <i>Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>● <i>Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana</i></li> <li>● <i>Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> </ul>
<u>E-Resources</u>  Webliography:	

**EVALUATION PATTERN**

**INTERNAL EVALUATION**



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

Sr. No.	Description	Marks
I	Class Test	15
II	Project / Assignment / Presentation	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

**EXTERNAL EVALUATION**

- **Maximum Marks: 60**
- **Questions to be set: 04**
- **Duration: 2 Hours**
- **All Questions are compulsory carrying 15 marks each**

Q. No.	Description	Marks
Q.1	Compulsory Question	15
Q.2	Full Length Question <b>OR</b> Full Length Question	15
Q.3	Full Length Question <b>OR</b> Full Length Question	15
Q.4	Full Length Question <b>OR</b> Full Length Question	15
	<b>TOTAL MARKS</b>	<b>60</b>

**Note:** Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.



<b>M. Com (Advance Accounting)</b>		<b>Semester I</b>	
<b>Course Name: Business Ethics &amp; CSR</b>		<b>Course Code: VCBE505</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>4</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

### Course Objectives:

<b>1.</b>	To develop an understanding of the concepts of Ethics, Business Ethics and CSR among students.
<b>2.</b>	To acquaint learners about unethical practices and impart ways of overcoming the same.
<b>3</b>	To enable the students to understand the principles and theories of Business Ethics, Corporate Governance and CSR
<b>4</b>	To enhance critical thinking and ethical decision making amongst students

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Introduction to Business Ethics</b>	<b>15</b>
	Ethics - Basics of Ethics, Types, Importance Business Ethics – Importance, Advantages, Theories of Business Ethics, Approaches to Business Ethics. Emergence of New values post 1991	
<b>2</b>	<b>Indian Ethical Practices and Corporate Governance</b>	<b>15</b>
	Ethics in functional areas	
	Corporate Governance, Theories and Models Regulatory Framework of Corporate Governance in India	
<b>3</b>	<b>Introduction to Corporate Social Responsibility</b>	<b>15</b>
	Concept and Scope of CSR, Corporate philanthropy, CSR and its future in India, Role of International Agencies	
<b>4</b>	<b>Areas of CSR and CSR Policy</b>	<b>15</b>
	CSR towards Stakeholders, Designing CSR Policy, CSR and sustainable Development	
<b>TOTAL</b>		<b>60</b>

### Course Outcomes:

#### The students will be able to

<b>CO1</b>	Understand the basic concepts and principles of business ethics and corporate social Responsibility	
<b>CO2</b>	Gain insights of ethical theories and philosophies applicable to businesses	

**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

<b>CO3</b>	Develop and apply social responsibility and ethical decision making in personal as well as in professional life	
<b>CO4</b>	Design CSR policy and implement the same keeping in mind the stakeholders of the company.	

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>Business Ethics and Corporate Governance - S.K.Bhatia</li> <li>Business Ethics : Text and Cases: C.S.V Murthy</li> <li>Corporate Governance(Indian Edition): Mallin, Christine A.</li> <li>CSR: the good bad and the ugly: Subabhratha Bobby Banerjee</li> </ul>
<b><u>E-Resources</u></b> <b>Webliography:</b>	

**EVALUATION PATTERN**

**INTERNAL EVALUATION**

•		
Sr. No.	Description	Marks
<b>I</b>	Class Test	15
<b>II</b>	Project / Assignment / Presentation	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
<b>TOTAL MARKS</b>		<b>40</b>

**EXTERNAL EVALUATION**

<ul style="list-style-type: none"> <li><b>Maximum Marks: 60</b></li> <li><b>Questions to be set: 04</b></li> <li><b>Duration: 2 Hours</b></li> <li><b>All Questions are compulsory carrying 15 marks each</b></li> </ul>		
Q. No.	Description	Marks
<b>Q.1</b>	Compulsory Question	<b>15</b>
<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question	<b>15</b>



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

	<b>OR</b> Full Length Question	
<b>Q.4</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
	<b>TOTAL MARKS</b>	<b>60</b>
<b>Note:</b> Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.		



<b>M. Com (Advance Accounting)</b>		<b>Semester I</b>	
<b>Course Name: RESEARCH METHODOLOGY</b>		<b>Course Code: VCRM506</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>2</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

### Course Objectives:

<b>1 To expose students to various perspectives and concepts in the field of Research.</b>	
<b>2</b>	<b>The course develops the strategic thinking and problem solving using different research techniques</b>
<b>3</b>	<b>The course would enable the students to understand the problems in the field of accountancy and finance and will enable them to find solutions through research.</b>
<b>4</b>	<b>To help students master the Analytical Tools required for Research.</b>

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>INTRODUCTION TO RESEARCH</b>	<b>15</b>
	Introduction, meaning, importance and scope of Research, Objectives of Research, types and Its Methodology. Research Problem, Formulation of hypothesis and Sampling Techniques	
<b>2</b>	<b>RESEARCH PROCESS</b>	<b>15</b>
	Different stages in research process, Data Collection, Primary Data, Secondary Data, Questionnaire: Questionnaire Designing, Essentials of a good Questionnaire , Interview method and its types.	
<b>3</b>	<b>DATA PROCESSING AND STATISTICAL ANALYSIS</b>	<b>15</b>
	Data processing, Editing, Coding, Classification and Tabulation. Statistical Analysis, Testing of Hypothesis, Parametric and Non-parametric Tests. Factor Analysis, Interpretation of Data. Correlation and Regression.	
<b>4</b>	<b>RESEARCH REPORTING AND MODERN PRACTICES</b>	<b>15</b>
	Research Report writing, References and Citation Methods. Footnotes and Bibliography. Ethical norms, Plagiarism	
<b>TOTAL</b>		<b>60</b>

**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

Course Outcomes:		
<b>CO1</b>	Strengthens knowledge of research process.	
<b>CO2</b>	Identify, compare, and explain the key elements of research project.	
<b>CO3</b>	Make different hypothesis and prove them with research methodology	
<b>CO4</b>	Demonstrate knowledge of research processes techniques.	

Recommended Resources	
<b>Reference Books -</b>	<p>Research Methods in Accounting, Malcolm Smith</p> <p>Research Methods and Methodology in Finance and Accounting, by Viv Beattie and Bob Ryan .</p> <p>McKay, S. (2015, April 13). <i>Are you using a questionnaire or survey to collect data?</i> Retrieved from <a href="https://www.surveygizmo.com/resources/blog/taking-the-question-out-of-questionnaires/">https://www.surveygizmo.com/resources/blog/taking-the-question-out-of-questionnaires/</a></p> <p>Esterberg, K. G. (2002). <i>Qualitative methods in social research</i>. Boston, MA: McGraw-Hill.</p>
<b><u>E-Resources</u></b>	
<b>Webliography:</b>	

**EVALUATION PATTERN**

**INTERNAL EVALUATION**

•		
Sr. No.	Description	Marks
<b>I</b>	Class Test	15
<b>II</b>	Project / Assignment / Presentation	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
<b>TOTAL MARKS</b>		<b>40</b>

**EXTERNAL EVALUATION**

- **Maximum Marks: 60**



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

- **Questions to be set: 04**
- **Duration: 2 Hours**
- **All Questions are compulsory carrying 15 marks each**

<b>Q. No.</b>	<b>Description</b>	<b>Marks</b>
<b>Q.1</b>	Compulsory Question	<b>15</b>
<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.4</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
	<b>TOTAL MARKS</b>	<b>60</b>
<b>Note:</b> Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.		



<b>M. Com (Advance Accounting)</b>		<b>Semester I</b>	
<b>Course Name: Strategic Management</b>		<b>Course Code: VCSM501</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>4</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

### Course Objectives:

<b>1</b>	To expose students to various perspectives and concepts in the field of Strategic Management.
<b>2</b>	The course develops the strategic thinking and decision-making abilities of students.
<b>3</b>	The course would enable the students to understand the principles of strategy formulation, implementation and control in organizations.
<b>4</b>	To help students master the analytical tools for Strategic Management.

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Introduction to Strategic Management</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Concept of strategic management, Strategic Management Process, Vision, Mission and Goals, Benefits and Risk of Strategic Management.</li> <li>• Levels of strategies, corporate, business and operational level strategy</li> <li>• Functional Strategies: Human Resource Strategy, Marketing Strategy, Financial Strategy, Operational Strategy.</li> <li>• Business Environment: Components of Environment- Micro and Macro and Environmental Scanning</li> </ul>	
<b>2</b>	<b>Strategy Formulation, Implementation and Evaluation</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Strategic Formulation: Stages and Importance, Formulation of Alternative Strategies: Mergers, acquisitions, Takeovers, Divestment and Liquidation.</li> <li>• Strategic Analysis and Choice: issues and structures, corporate portfolio analysis-SWOT Analysis, BCG Matrix, GE Nine Cell Matrix, Hofer's Matrix</li> </ul>	

**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

	<ul style="list-style-type: none"> <li>• ETOP-Environmental Threat and Opportunity Profile, Strategic Choice- Factors and Importance.</li> <li>• Strategic Implementation – steps, importance and problems, Resource Allocation –importance and Challenges.</li> <li>• Strategic Evaluation and control: importance, limitations and techniques.</li> <li>• Budgetary Control: Advantages, Limitations</li> </ul>	
<b>3</b>	<b>Business, Corporate and Global Strategies.</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Corporate Restructuring Strategies- Concept, Need and Forms, Corporate Renewal Strategies: Concept, Internal and External Factors and Causes.</li> <li>• Strategic Alliance: Concept, Types, Importance, Problems of Indian Strategic Alliances and international Businesses.</li> <li>• Public Private Participation: Importance, Problems and Governing Strategies of PPP Model</li> <li>• Information Technology Driven Strategies: Importance, Limitations, and Contribution of IT Sector in Indian Business.</li> </ul>	
<b>4</b>	<b>Emerging Strategic Trends</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Strategic management for non-profit organisations.</li> <li>• Reengineering Business Processes – Business Reengineering Process Reengineering and Operational Reengineering.</li> <li>• Disaster Management: Concept, Problems, and Consequences of Disasters, Strategies for Managing and Preventing disasters and Cope up Strategies.</li> <li>• Start-up Business Strategies and Make in India Model: Process of Business Start-ups and its Challenges, Growth Prospects and government initiatives in make in India model with reference to National Manufacturing Contribution of Make in India. Policy in overcoming industrial sickness</li> </ul>	
<b>TOTAL</b>		<b>60</b>

**Course Outcomes:**

<b>CO1</b>	Know the basic concepts and principles of strategic management.	
------------	---	--



**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

<b>CO2</b>	Develop and prepare organizational strategies that will be effective for the current business environment.	
<b>CO3</b>	Devise strategic approach to managing a business successfully in a global context.	
<b>CO4</b>	Fathom the emerging trends in the global market and realize solutions to cope with the problems.	

**Recommended Resources**

<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Strategic Management: The Indian context (R Srinivasan)</li> <li>• Strategic Management – Dinesh Madan</li> <li>• Strategic Management- Fred R. David</li> <li>• Strategic Management – Dr C.B Gupta</li> <li>• Concepts in Strategic Management and business policy- Thomas L.W.</li> </ul>
<b><u>E-Resources</u></b> <b>Webliography:</b>	

**EVALUATION PATTERN**

**INTERNAL EVALUATION**

Sr. No.	Description	Marks
I	Class Test	15
II	Project / Assignment / Presentation	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
<b>TOTAL MARKS</b>		<b>40</b>

**EXTERNAL EVALUATION**

<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 04</b></li> <li>• <b>Duration: 2 Hours</b></li> <li>• <b>All Questions are compulsory carrying 15 marks each</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Compulsory Question	15



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.4</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
	<b>TOTAL MARKS</b>	<b>60</b>
<b>Note:</b> Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.		



**VG Vaze College of Arts, Science and Commerce**

<b>M. Com (Accounting &amp; Finance)</b>		<b>Semester I</b>	
<b>Course Name: Advanced Financial Accounting</b>		<b>Course Code:</b> VCAF503	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>4</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

**Course Objectives:**

<b>1</b>	The objectives of develop a conceptual frame work of finance function and to acquaint the participants with the tools techniques and process of financial management in the realm of financial decision making.
<b>2</b>	The course aims at explaining the core concepts of corporate finance and its importance in managing a business.
<b>3</b>	To providing understanding of nature, importance, structure of corporate finance related areas and to impart knowledge regarding source of finance for a business.

<b>Unit No.</b>	<b>Content</b>	<b>Lecture s</b>
<b>1</b>	<b>Foreign Currency Conversion</b> <ul style="list-style-type: none"> <li>● Foreign Operations definitions</li> <li>● Classification of Foreign Operations</li> <li>● Integral v/s Non Integral operations</li> <li>● Disclosure</li> <li>● Transitional provisions</li> <li>● Illustrations</li> </ul>	<b>15</b>



**VGVaze College of Arts, Science and Commerce**

<b>2</b>	<p><b>Final Accounts and Statutory Requirements For Banking Companies</b></p> <ul style="list-style-type: none"> <li>● Basics of banking</li> <li>● Legal Provisions of Banks</li> <li>● RBI Norms For Banks</li> <li>● Preparation of Final Accounts of Banks</li> <li>● Illustrations</li> </ul>	15
<b>3</b>	<p><b>Accounting and Statutory Requirements of Insurance Companies</b></p> <ul style="list-style-type: none"> <li>● Basics of Insurance</li> <li>● IRDA Regulations for financial Statements</li> <li>● General Insurance</li> <li>● Life insurance</li> <li>● Special items in Insurance Accounts</li> <li>● Illustrations</li> </ul>	15
<b>4</b>	<p><b>Accounting and Statutory Requirements of Co-operative Societies</b></p> <ul style="list-style-type: none"> <li>● Basics of co-op societies</li> <li>● Legal Provisions of Co-operative Societies</li> <li>● Co-operative housing Societies</li> <li>● Consumer Co-operative Societies</li> <li>● Illustrations</li> </ul>	15
	<b>Total</b>	60

Course Outcomes:		L
	After the completion of the course, students will able to	
<b>CO1</b>	Know foreign currency conversion of final accounts.	L1,L2,L3,L4
<b>CO2</b>	Finalize the accounts of Banking companies which is very different from trading companies	L1,L2,L3,L4
<b>CO3</b>	Finalize the accounts of Insurance companies which adhere to IRD rules	L1,L2,L3,L4
<b>CO4</b>	Finalize the accounts of Co-Operative Societiy.	L1,L2,L3,L4



VGVaze College of Arts, Science and Commerce

Recommended Resources

Reference Books

-

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
- Financial Accounting



**VGVazeCollegeofArts,ScienceandCommerce**

**INTERNAL EXAMINATION PATTERN**

<b>INTERNAL EXAMINATION PATTERN</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Answer All Three Questions. (05 Marks each)</b>  (Unit based theory/practical questions)	
<b>II</b>	Project / Assignment / Presentation / Test	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

**EXTERNAL EXAMINATION PATTERN**

- **Maximum Marks: 60**
- **Questions to be set: 04**
- **Duration: 2 Hours**
- **All Questions are Compulsory Carrying 15 Marks each.**

<b>Q. No.</b>	<b>Description</b>	<b>Marks</b>
<b>Q.1</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question <b>OR</b>	<b>15</b>



**VGVaze College of Arts, Science and Commerce**

	Full Length Question	
<b>Q.4</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
	<b>TOTAL MARKS</b>	<b>60</b>

**Note:**

- Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.



<b>MCOM Part I (Advance Accountancy)</b>		<b>Semester I</b>	
<b>Course Name: Economics for Business Decisions</b>		<b>Course Code: VCEO504</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>4</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

### Course Objectives:

<b>1</b>	It will help students to analyse how an economy functions, combining practical & theoretical knowledge of Economics.
<b>2</b>	To analyse the breakeven point which is a field in applied economics, will help them analyse cost benefit theories, economies of scale.
<b>3</b>	It will help them to focus on the economic issues related to business organization and management.

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Demand Analysis</b>	<b>10</b>
	Market failure and the economic role of the government	
	Law of demand, Determinants, Theory of attributes, snob appeal, band wagon and Veblen effect and demand function.	
	Theory of consumer choice: Indifference Curve- Concept, schedule, features Budget Line: Shifts & slope, Income effect, Substitution effect, Price effect, Equilibrium of consumer.	
<b>2</b>	<b>Supply &amp; Production Analysis</b>	<b>10</b>
	Law of Supply, Determinants, Elasticity of Supply, Paradox of Bumper Harvest, Tax on price and quantity, Impact of tax imposed on buyers, Impact of tax imposed on sellers, Maximum price ceiling.	
	Production Function: Short run production function, long run production function, Types of cost and revenue	
	Law of variable proportion, Law of returns to scale, Isoquants.	
<b>3</b>	<b>Market Structures</b>	<b>10</b>
	Features of Perfect, Monopoly, Monopolistic and Oligopoly competition	
	Role of Advertising, Price Cartels and Price leadership, Price discrimination	
	Basic concepts of game theory - Using Game theory to analyze strategic decisions - application of model of prisoner's dilemma in market decisions	
		<b>30</b>

### Course Outcomes:

<b>CO1</b>	Understand, explain and interpret the concepts of demand and cost structure of the business.	L1,L2,L3, L4
<b>CO2</b>	Students will be able to apply, analyse, evaluate the concepts while taking business decisions.	L1,L2,L3, L4

<b>CO3</b>	Students should be able to evaluate and analyse the changing business environment. Students will be able to create business models.	L1,L2,L3, L4
------------	--	--------------

<b>Recommended Resources</b>	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• N. Gregory Mankiw's "Principles of Microeconomics"</li> <li>• Paul Krugman and Robin Wells' "Microeconomics"</li> <li>• Hal Varian's "Intermediate Microeconomics".</li> </ul>
<b><u>E-Resources</u></b> <b>Webliography:</b>	

# Appendices

## Appendix I: OJT Undertaking

1. Student Name:	
2. Current Address	
3. Residence Address	
4. Email ID	
5. Mobile No.	
6. Aadhar	
7. PAN	
8. Overall GPA	
9. Mode of Internship	
I confirm that I agree with the terms, conditions, and requirements of the OJT Policy Student Signature:  Date_____	
I confirm that the student has attended the OJT orientation, and he/she has met all paperwork and process requirements to participate in the OJT programme and has received approval from his/her mentor.  Sign of Head of the Department/ Department Coordinator/Mentor  Date_____	

## Appendix II: Draft Resume Template

Name

Contact Number and Email ID:

### Education

---

HEI Name

Year

Degree / Specialization:

CGPA:

HEI Name: <bachelor's degree>

Year

Degree / Specialization:

CGPA:

### Internship / Work Experience

---

organization Project:

Year

Brief:

### Academic Experience

---

Semester

Year

Project:

Brief:

- Emphasize accomplishments that are relevant to the field
- Be specific—omit unnecessary words and sentences
- Start your sentence with an action verb, not a passive one-Use past-tense verb to show what you have accomplished Quantify results as much as possible
- Use keywords that will catch a recruiter's eye

### Other Achievements and Personal Interests

---

- List other achievements also in reverse chronological order
- Leadership positions held outside your formal work environment
- Personal interests and accomplishments that will distinguish you from other applicants
- Volunteer service/Social Work

Languages known (Mention the level of Proficiency)

---

Computer Proficiency (Mention the skills you possess)

---

**Appendix III: organization Outreach Letter**

<College/Department/Centre/Institute Letter Head>

To

The (Designation of the person addressed)

.....

Subject: Request for \_\_\_\_\_ weeks/hours OJT of Students

pursuing\_\_\_\_\_

Dear Sir/Madam,

The (Name of the College/department/centre/Institute) established in \_\_\_\_\_, is one of the leading Colleges/departments that reflects the vision of leading industrialists and educationalists. The College/department/centre/Institute has been recognized for its overall academic excellence and infrastructure<sup>9</sup>.

In view of the above, I request your good self to allow our following (no. of students) students for practical training in your esteemed organization. Kindly accord your permission and give at least one week for students to join training after confirmation.

Sr. No.	Name	Roll no.	Year	Department

The resumes of these students are attached to this letter. If vacancies exist, kindly plan for interviews for the students in the above branches.

A line of confirmation will be highly appreciated.

Yours sincerely,

OJT/Internship Coordinator/Head of Department

<Department/Centre Name and Date>

---

<sup>9</sup> Each College/Department/Centre may customize the content in the main body to suit their specifications.

**Appendix IV: Joining Letter of student**

< College/Department/Centre/Institute >

To

(Designation of Person addressed)

.....

.....

Subject: Joining letter of student

Dear Sir,

Kindly refer to your letter/e-mail dated \_\_\_\_\_ on the above-cited subject. As permitted by your good self the following students will undergo OJT/ Internship in your esteemed organization under your sole guidance and direction

Sr. No.	Name	Roll no.	Year	Department

This training is an essential part of the curriculum, and the following guidelines have been prescribed in the curriculum for the training. You are, therefore, requested to please issue the following guidelines to the concerned OJT supervisor.

- Each student is required to prepare an OJT diary and report.
- Kindly check the OJT diary of the student on a timely manner.
- Issue instructions regarding working hours during training and maintenance of the attendance record

You are requested to evaluate the student’s performance based on the below-mentioned parameters (we will provide you with the evaluation sheet):

Completion of Hours	Quality/Performance	Punctuality/Regularity

The performance report may please be forwarded to the undersigned on completion of training in a sealed envelope or in an email.

Your efforts in this regard will positively enhance the knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulations of the organization and will maintain proper discipline with keen interest during their OJT. The students will report to you on \_\_\_\_\_(date) along with a copy of this letter.

Yours sincerely,

Internship Coordinator/HoD

<Department Name and Date>



## Appendix VI: Attendance Sheet<sup>10</sup>

<Organization Letter Head>

Name & Address of organization

---

---

---

---

Name of the Student	
Roll Number	
Name of Course	
Date of Commencement of Training	
Date of Completion of Training	

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

- The attendance sheet should remain affixed to the Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in the attendance column. Absent should be marked as 'A' in Red Ink.

Name and Signature of OJT Supervisor (with date)\_\_\_\_\_

<sup>10</sup> Even in case of hybrid mode, a certificate of attendance duly signed by the OJT Supervisor needs to be submitted.

## Appendix VII: Supervisor Evaluation of OJT Student<sup>11</sup>

<Organization Letter Head>

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

OJT Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

OJT Address: \_\_\_\_\_

Dates of OJT: From \_\_\_\_\_ To \_\_\_\_\_

Please evaluate the intern based on the points mentioned in the table below.

S.no.	Particular	Marks
1	<b>Completing of Hours (out of 20)</b>	
2	<b>Quality/Performance (out of 20)</b>	
3	<b>Punctuality/Regularity (out of 10)</b>	
<b>Total (out of 50)</b>		

Overall performance of student intern (circle one): (Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry/organization supervisor \_\_\_\_\_

---

<sup>11</sup> Please note that this is a suggested template. However, the department may modify as per their parameters.

### Appendix VIII: Proforma for Evaluation of OJT by Institute

<Name of the College/Department/Centre/Institute>

1. Name of Student \_\_\_\_\_
2. Mob. No. \_\_\_\_\_
3. Roll No. \_\_\_\_\_
4. Branch/Semester \_\_\_\_\_
5. Period of Training \_\_\_\_\_
6. Address of Training Site/organization: \_\_\_\_\_
7. Type of Work  
Date of Evaluation  
Please rate the following:

S.no.	Particular	Marks
1	<b>Weekly Reporting (out of 15)</b>	
2	<b>Written Report (out of 20)</b>	
3	<b>Viva-Voce /Presentation (out of 15)</b>	
Total (out of 50)		

Additional Remarks (if any):

Signature of Faculty Mentor

**Appendix IX: Proforma for OJT COMPLETION CERTIFICATE**

The student should attach OJT completion certificate, duly signed by the industry/organization supervisor to his/her report. A representative format for the OJT completion certificate is as given below:

CERTIFICATE

(On Company/Institute Letterhead)

This is to certify that Ms./Mr. \_\_\_\_\_, has successfully completed the On-Job training in the \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_ under the supervision of \_\_\_\_\_

Authorized signature

<b>M. Com (Advance Accounting)</b>		<b>Semester II</b>	
<b>Course Name: Corporate Finance</b>		<b>Course Code: VCCF552</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>4</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

<b>Course Objectives:</b>	
<b>1</b>	The objectives of develop a conceptual frame work of finance function and to acquaint the participants with the tool's techniques and process of financial management in the financial decision making.
<b>2</b>	The course aims at explaining the core concepts of corporate finance and its importance in managing a business.
<b>3</b>	To providing understanding of nature, importance, structure of corporate finance related areas and to impart knowledge regarding source of finance for a business.

**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

<b>Unit No.</b>	<b>Content</b>	<b>Lectures</b>
<b>1</b>	<b>Scope and Objectives of Financial Management</b> <ul style="list-style-type: none"> <li>● Introduction, meaning, importance and scope of Financial Management</li> <li>● Profit maximization v/s Value Maximization</li> <li>● Functions of Finance Manager</li> </ul>	15
<b>2.</b>	<b>Time Value of Money</b> <ul style="list-style-type: none"> <li>● Concept of Time value of Money with respect to terms like compounding, discounting, present value, future value, Annuity, etc.</li> <li>● Applications of Time value of Money in Bond valuation, YTM calculation, capital budgeting decisions, etc.</li> </ul>	15
<b>3</b>	<b>Financial Analysis</b> <ul style="list-style-type: none"> <li>● Types of Financial Ratios and their applications</li> <li>● Relevance of Ratios in Financial Statement Analysis and Decision Making</li> <li>● Management Perspective and Investor's Analysis based on ratios</li> </ul>	15
<b>4</b>	<b>Financial Decisions</b> <ul style="list-style-type: none"> <li>● Concept of Cost of Capital</li> <li>● Capital Structure Decisions</li> <li>● Dividend Policy and Optimal Pay- out ratio</li> <li>● Business Risk &amp; Financial Risk</li> </ul>	15
	<b>TOTAL NO. OF LECTURES</b>	<b>60</b>



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

**Course Outcomes:**

	After the completion of the course, students will able to
<b>CO1</b>	<ul style="list-style-type: none"> <li>Know about the concepts used in Corporate Finance &amp; in Securities.</li> </ul>
<b>CO2</b>	<ul style="list-style-type: none"> <li>Understand how to determine the proper mix of debt and equity to use to fund corporate investment.</li> <li>Know the factors that have affect the cost of capital, and distinguish between those factors that can and cannot be controlled by the company.</li> <li>Explain how operating leverage contributes to a firm's business risk and conduct a breakeven analysis, complete with a break even chart.</li> <li>Define financial leverage and explain its effect on expected ROE, expected EPS and risk borne by stockholders.</li> </ul>
<b>CO3</b>	<ul style="list-style-type: none"> <li>Describe why the time value of money is important when analyzing a potential project.</li> <li>Understand the importance of Capital Budgeting and the concepts underlying strategic and capital investment decision. Also describe to use discounted &amp; non discounted capital budgeting techniques.</li> </ul>
<b>CO4</b>	<ul style="list-style-type: none"> <li>Know how to mobilized the funds with rules and regulations given by RBI &amp; SEBI</li> </ul>

**Recommended Resources**

<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>Foster, George Financial Statement Analysis, 2nd ed., Pearson Education Pvt.Ltd</li> <li>Damodaran, A. (2008). Damodaran on Valuation, Security Analysis for Investment and Corporate Finance (2nd Ed.). Wiley India Pvt.Ltd.</li> <li>Chandra, P. (2011).Corporate Valuation and Value Creation, (1st end).TMH</li> <li>Weston, Chung, Hoag, Mergers, Restructuring and Corporate Control, Prentice Hall Of India.</li> <li>M.Y. Khan and P.K. Jain - Financial Management - Tata - McGraw Hill Publishing co. Ltd., New Delhi.</li> <li>Prasanna Chandra - Financial Management - Tata – McGraw-Hill</li> </ul>
--------------------------	--



**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

**EVALUATION PATTERN**

**INTERNAL EVALUATION**

•		
Sr. No.	Description	Marks
<b>I</b>	Class Test	15
<b>II</b>	Project / Assignment / Presentation	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

**EXTERNAL EVALUATION**

<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 04</b></li> <li>• <b>Duration: 2 Hours</b></li> <li>• <b>All Questions are compulsory carrying 15 marks each</b></li> </ul>		
Q. No.	Description	Marks
<b>Q.1</b>	Compulsory Question	<b>15</b>
<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.4</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
	<b>TOTAL MARKS</b>	<b>60</b>
<b>Note:</b> Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.		



<b>M. Com (Advance Accounting)</b>		<b>Semester I</b>	
<b>Course Name: E- COMMERCE</b>		<b>Course Code: VCEC553</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>4</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

### Course Objectives:

<b>1</b>	To make students aware of the evolution, concepts and models of E-commerce
<b>2</b>	To help students understand various concepts like WWW, EDI, Management of e-enterprises
<b>3</b>	To equip students with various tools and techniques of E-marketing and electronic payment system, learn about E-commerce protocols
<b>4</b>	To acquaint students with financial implications of E commerce and make them aware about Legal & Regulatory environment, Tax implications, security Tools and issues.

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Introduction to Electronic Commerce</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Evolution of E commerce-Introduction, meaning, importance and scope of E-Commerce</li> <li>• Benefits and challenges of E-Commerce</li> <li>• Business models of E-commerce</li> <li>• Concepts of E-commerce models</li> <li>• E-commerce sales life cycle.</li> </ul>	
<b>2</b>	<b>World Wide Web and Electronic Enterprise</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• WWW, Building Websites, its need, importance and procedure.</li> <li>• EDI, its prospects and constraints, related technologies used in E-commerce</li> <li>• Applications of E-Commerce and E- enterprises.</li> <li>• Managing E-Enterprise</li> </ul>	
<b>3</b>	<b>E- Marketing and Electronic Payment System</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• E-marketing: Scope and techniques</li> <li>• Web marketing. E Commerce customer strategies and promotions of different types. Planning and control of E commerce activities</li> <li>• Electronic Payment Systems, their characteristics, types, operations</li> </ul>	

**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

	<ul style="list-style-type: none"> <li>and risks involved</li> </ul>	
<b>4</b>	<b>Security issues and Legal and Regulatory aspects of E-commerce</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>Global scenario of Cyber Laws, types of cyber crimes</li> <li>Taxation issues, protection of cyber consumers and Consumer Protection Act, Electronic records</li> <li>Risk management approach to E-commerce security</li> <li>Types and sources of threats, security tools and protection of stakeholders</li> </ul>	
<b>TOTAL</b>		<b>60</b>

**Course Outcomes:**

<b>CO1</b>	Understand the basic concepts and models of E-Commerce	
<b>CO2</b>	Understand various concepts like paperless trading, CRM trends and its limitations	
<b>CO3</b>	Analyse the scope of E promotions and justifications for E- Business	
<b>CO4</b>	Make decisions under the LEGAL & Regulatory Environment of E-commerce	

**Recommended Resources**

<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>“E- COMMERCE” by P.T.JOSEPH,S.J.-PHI Pulications.</li> <li>“E- Business and E commerce Management” by Dave Chaffey by Pearson Publications</li> </ul>
<b><u>E-Resources</u></b>	
<b>Webliography:</b>	

**EVALUATION PATTERN**

**INTERNAL EVALUATION**

Sr. No.	Description	Marks
<b>I</b>	Class Test	15
<b>II</b>	Project / Assignment / Presentation	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
<b>TOTAL MARKS</b>		<b>40</b>



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

**EXTERNAL EVALUATION**

- **Maximum Marks: 60**
- **Questions to be set: 04**
- **Duration: 2 Hours**
- **All Questions are compulsory carrying 15 marks each**

<b>Q. No.</b>	<b>Description</b>	<b>Marks</b>
<b>Q.1</b>	Compulsory Question	<b>15</b>
<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.4</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
	<b>TOTAL MARKS</b>	<b>60</b>

**Note:** Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.



<b>M. Com (Advance Accounting)</b>		<b>Semester II</b>	
<b>Course Name: Financial Management</b>		<b>Course Code: VCFM555</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>4</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

### Course Objectives:

<b>1</b>	To equip students with knowledge of Financing and Good investment decisions on the basis of pay back period, profitability index, NPV etc.
<b>2</b>	To equip students with Working capital management after studying different current assets like Inventory management and Debtors management
<b>3</b>	To Acquaint with specific knowledge about AS 3, Cash Management and understood the concept of inflow and outflow of cash (receipts and expenses).
<b>4</b>	To equip the students with concept of cash flow statement, Financial Policies and Corporate strategy financial policy and corporate strategy

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>TYPES OF FINANCING</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Introduction, Needs of Finance and Sources : Long Term, Medium Term, Short Term, Long Term Sources of Finance, Owners Capital / Equity Capital, Preference Share Capital, Retained Earning, Debentures or Bonds</li> <li>• Loan from Financial Institutions/ Banks, Short Term Sources of Finance, Trade Credit, Accrued Expenses and Deferred Income, Advances From Customers, Commercial Papers</li> <li>• Bank Advances : Loans, O/D, Clean O/D's, Cash Credit, Advances against goods, Bills Purchased, Discounted, Advances against documents of title of goods, Advances against supply of bills, Term Loans.</li> <li>• Inter Corporate Deposits</li> <li>• Certificate of Deposits</li> <li>• Public Deposits</li> </ul>	
<b>2</b>	<b>INVESTMENT DECISIONS : CAPITAL BUDGETING</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Introduction, Nature of Capital Budgeting, Purposed of Capital Budgeting, Capital Budget Process, Types of Capital Investment, Decisions Project Cash Flows and Net Profit Approval</li> <li>• Basic Principle of Measuring Project Cash Flows.</li> <li>• Increment Principle, Long Term Funds Principle, Exclusion of</li> </ul>	

**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

	<ul style="list-style-type: none"> <li>Financial Cost Principle, Post Tax Principle</li> <li>• Probability Technique for Measurement of Cash Flow</li> <li>• Capital Budgeting Techniques : Net Return Value; Internal Rate of Return; Profitability Index Methods.</li> <li>• A comparison : Project Selection Under Capital Rationing</li> </ul>	
<b>3</b>	<b>MANAGEMENT OF WORKING CAPITAL</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Meaning , Concepts and Policies of Working Capital, Management of Working Capital, Issues in Working Capital, Estimating Working Capital Needs (Theory), Operating or Working Capital Cycle (Theory)</li> <li>• Management of Cash and Marketable Securities : Motives for Holding Cash; Objectives of Cash Management; Factors Determining Cash Needs; Basic Strategies of Cash Management; Cash Management Techniques/ Processes; Marketable Securities ; and Cash Management Practices in India.</li> <li>• Receivable Management : Objectives; Credit Policies; Credit Terms and Collection Policies</li> <li>• Inventory Management : Objectives and Techniques</li> </ul>	
<b>4</b>	<b>CASH FLOW STATEMENT (AS3)</b>	<b>12</b>
	<ul style="list-style-type: none"> <li>• Accounting Standard 3</li> <li>• Preparation of Cash Flow Statement.</li> </ul>	
	<b>FINANCIAL POLICY AND CORPORATE STRATEGY</b>	
	<ul style="list-style-type: none"> <li>• Meaning of Strategic Financial Management</li> <li>• Strategic Financial decision making framework</li> <li>• Functions of Strategic Financial Management</li> <li>• Financial Planning</li> </ul>	<b>03</b>
	<b>TOTAL</b>	<b>60</b>

**Course Outcomes:**

<b>CO1</b>	Understand the difference between long term and short term finance and Calculation of cost payback period, profitability index, ARR and able to compare good investment decision	
<b>CO2</b>	Calculation of proper valuation of stock by inventory management as well as calculate debtors turnover ratio	
<b>CO3</b>	Acquaint with specific knowledge about AS 3, Cash Management and understood the concept of inflow and outflow of cash (receipts and expenses).	
<b>CO4</b>	Understand concept of cash flow statement, Financial Policies and Corporate strategy financial policy and corporate strategy	

**Recommended Resources**



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• . <i>Fundamentals of Financial Management</i> by D. Chandra Bose, PHI Learning Pvt. Ltd., New Delhi</li> <li>• <i>Fundamentals of Financial Management</i> by Bhabotosh Banerjee, PHI Learning Pvt. Ltd., New Delhi</li> <li>• <i>Fundamentals of Financial Management</i> by Vyuptakesh Sharma, Pearson Education, New Delhi</li> <li>• <i>Fundamentals of Financial Management</i> by J.C. Van Horne, Prentice Hall of India, New Delhi</li> <li>• <i>Financial Management: Text and Problems</i> by M.Y. Khan and P.K. Jain, Tata McGraw Hill, New Delhi</li> <li>• <i>Financial Management</i> by I.M. Pandey, Vikas Publishing House, New Delhi</li> <li>• <i>Financial Management</i> by C. Paramasivan &amp; T. Subramanian</li> <li>• <i>Financial Management</i> by Ravi Kishor</li> </ul>
<b>E-Resources</b>	
<b>Webliography:</b>	

**EVALUATION PATTERN**

**INTERNAL EVALUATION**

Sr. No.	Description	Marks
<b>I</b>	Class Test	15
<b>II</b>	Project / Assignment / Presentation	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

**EXTERNAL EVALUATION**

<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 04</b></li> <li>• <b>Duration: 2 Hours</b></li> <li>• <b>All Questions are compulsory carrying 15 marks each</b></li> </ul>		
Q. No.	Description	Marks
<b>Q.1</b>	Compulsory Question	<b>15</b>
<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question	<b>15</b>



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

	<b>OR</b> Full Length Question	
<b>Q.4</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
	<b>TOTAL MARKS</b>	<b>60</b>
<b>Note:</b> Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.		



<b>M. Com (Advance Accounting)</b>		<b>Semester II</b>	
<b>Course Name: Advance Cost Accounting</b>		<b>Course Code: VCAC551</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>4</b>	
<b>Number of Credits</b>		<b>4</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

### Course Objectives:

<b>1</b>	To equip students with knowledge of difference in cost of the product by accounting by Marginal costing and absorption costing. In addition, also calculation of cost for various managerial decision like buy or make, export orders etc.
<b>2</b>	To acquaint students with determining the cost of services like hotels, hospital and transport sector.
<b>3</b>	To equip students with accounting of responsible centres, judgment of managerial performance by ROI and Residue method.
<b>4</b>	Acquaint with specific knowledge of transfer pricing, target costing and inflation accounting.

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Marginal Costing, Absorption Costing and Management Decisions</b> Absorption Costing – Meaning , Distinction between Absorption Costing and Marginal Costing – Problems on Breakeven Analysis – Cost Volume Profit Analysis – Breakeven Charts – Contribution Margin and Various Decision Making Problems	<b>15</b>
	Managerial Decision through Cost Accounting such as Pricing Accepting Special offer – Profit Planning – Make or Buy Decisions – Determining Key Factors – Determining Sales Mix – Determining Optimum Activity Level – Performance Evaluation – Alternative Methods of Production, Cost Reduction & Cost Control	
<b>2</b>	<b>Operating Costing</b> Meaning of Operating Costing – Determination of Per Unit Cost – Collection of Costing Data .	<b>15</b>
	Practical Problems based on Costing of Hospital, Hotel and Goods & Passenger Transport	
<b>3</b>	<b>Responsibility Accounting</b> Responsibility Accounting – Meaning, Features, Objectives, Assumptions, Problems, Responsibility Centres – Cost Profit, Revenue and Investment	<b>15</b>
	Concept of Controllability – Introduction, Measuring, Managerial Performance (ROI and Residual Income Approach) Preparation of Managerial Reports using Segmented Costs and Controllable Costs Approach	

**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

<b>4</b>	<b>Strategic Cost Management</b>	<b>15</b>
	Transfer Pricing – Introduction, Advantages and Disadvantages, Setting Transfer Pricing- Negotiated Transfer Pricing, Cost Based Transfer Pricing	
	Target Costing – Introduction, Concept, Objectives, Comparison between Target Costing and Cost Plus Pricing	
	Inflation Accounting – Meaning, Features, Conversion of Income Statement, Balance Sheet, Stock and Net Assets Block using Current Purchasing Power Method.	
<b>TOTAL</b>		<b>60</b>

**Course Outcomes:**

<b>CO1</b>	<b>Calculate product cost by marginal costing and will also be able to make decision for the industry and product under various circumstances.</b>	
<b>CO2</b>	<b>Calculation of cost-of-service sector by operating costing method</b>	
<b>CO3</b>	<b>Managerial performance calculation and cost controlling for the better performance by return on investment accounting and residual method</b>	
<b>CO4</b>	<b>Calculate true value of balance sheet by adopting inflation accounting.</b>	

**Recommended Resources**

<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• <i>Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Cost Accounting by <a href="#">Jawahar Lal</a> and <a href="#">Seema Srivastava</a>, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi</i></li> <li>• <i>Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta</i></li> <li>• <i>Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., NewDelhi</i></li> <li>• <i>Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and</i></li> <li>• <i>Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana</i></li> <li>• <i>Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> </ul>
--------------------------	---



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

**EVALUATION PATTERN**

**INTERNAL EVALUATION**

Sr. No.	Description	Marks
<b>I</b>	Class Test	15
<b>II</b>	Project / Assignment / Presentation	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

**EXTERNAL EVALUATION**

<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 04</b></li> <li>• <b>Duration: 2 Hours</b></li> <li>• <b>All Questions are compulsory carrying 15 marks each</b></li> </ul>		
Q. No.	Description	Marks
<b>Q.1</b>	Compulsory Question	<b>15</b>
<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.4</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
	<b>TOTAL MARKS</b>	<b>60</b>
<b>Note:</b> Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.		



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

**EVALUATION PATTERN**

**INTERNAL EVALUATION**

- For Major, Minor, Open Elective (OE), Vocational Skill (VSC) & Skill Enhancement (SEC) Courses

Sr. No.	Description	Marks
I	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (05 Marks each)</b> (Unit based theory questions)	
II	Project / Assignment / Presentation	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

**Note:** For OE from science faculty, practical examination of 40 marks will be conducted for Internal Evaluation.



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

<b>• For Ability Enhancement (AEC), Value Education (VEC) &amp; Indian Knowledge System (IKS) Courses</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Project / Assignment / Presentation	10
<b>II</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>20</b>
<b>• For Co - Curricular (CC) Courses</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
<b>II</b>	Activities	35
	<b>TOTAL MARKS</b>	<b>50</b>

<b>EXTERNAL EVALUATION</b>		
<b>• For Major, Minor, Open Elective (OE), Vocational Skill (VSC) &amp; Skill Enhancement (SEC) Courses</b>		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 04</b></li> <li>• <b>Duration: 2 Hours</b></li> <li>• <b>All Questions are compulsory carrying 15 marks each</b></li> </ul>		
<b>Q. No.</b>	<b>Description</b>	<b>Marks</b>
<b>Q.1</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.4</b>	Full Length Question	<b>15</b>



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

	<b>OR</b> Full Length Question	
	<b>TOTAL MARKS</b>	<b>60</b>
<b>Note:</b> Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.		
<b>• For Ability Enhancement (AEC), Value Education (VEC) &amp; Indian Knowledge System (IKS) Courses</b>		
<b>Q. No.</b>	<b>Description</b>	<b>Marks</b>
<b>Q.1</b>	Attempt any two out three: (5 marks each)	<b>10</b>
<b>Q.2</b>	Attempt any two out three: (5 marks each)	<b>10</b>
<b>Q.3</b>	Attempt any two out three: (5 marks each)	<b>10</b>
	<b>TOTAL MARKS</b>	<b>30</b>



<b>MCOM Part I (Advance Accountancy)</b>		<b>Semester II</b>	
<b>Course Name: Macro Economics – Concepts and Applications</b>		<b>Course Code: VCME554</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>2</b>	
<b>Number of Credits</b>		<b>2</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>2</b>	<b>60</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>40</b>

### Course Objectives:

<b>1</b>	It will help students analyse how macroeconomic indicators affect the economy
<b>2</b>	It will help them to focus on the economic issues related to business organization and management.
<b>3</b>	To understand and study the impact of public finance on the economy.

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Introduction to Macroeconomics</b>	<b>10</b>
	Introduction to Macroeconomics	
	Circular flow of income	
	Phases of Trade Cycle	
	Theory of effective demand	
	Consumption function and Investment function	
<b>2</b>	<b>Constituents of Economic Policy</b>	<b>10</b>
	Theory of Multiplier	
	Monetary Policy	
	Fiscal Policy	
	Policies of the Government	
<b>3</b>	<b>Open Economy: Theory and issues of international trade</b>	<b>10</b>
	Theories of International Trade	
	Free trade Vs. Protection	
	Foreign Investments	
	Balance of Payment	
	Foreign Exchange Market	
<b>TOTAL</b>		<b>30</b>

**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

<b>Course Outcomes:</b>		
<b>CO1</b>	Understand the concepts of Macroeconomics and analyse interrelations with Microeconomic factors.	L1,L2,L3,L4
<b>CO2</b>	Apply the principle of Macroeconomics and analyse the behaviour of RBI and Government in determining various policies.	L1,L2,L3,L4
<b>CO3</b>	Understand the concepts of international trade and evaluate it. Evaluate Trade Policies of India.	L1,L2,L3,L4

<b>Recommended Resources</b>	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand &amp; Sons, N. Delhi, 2000)</li> <li>• Hinchey. M., Managerial Economics, Thomson South western (2003)</li> <li>• Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)</li> <li>• Frank R.H, Bernanke. B.S., Principles of Economics (Tata McGraw Hill (ed.3)</li> <li>• Gregory Mankiw., Principles of Economics, Thomson South western (2002)</li> </ul>
<b><u>E-Resources</u></b>	
<b>Webliography:</b>	





**The Kelkar Education Trust's  
V G Vaze College of Arts, Science and Commerce  
(Autonomous)**

Syllabus for the academic year 2025 - 26  
(June 2025 Onwards)

Program: M.COM

Semester – SEM II

**Course : ON JOB TRAINING**

<b>Course Code</b>	<b>Course Title</b>	<b>credit</b>
	<b>ON JOB TRAINING</b>	4

**As Per University of Mumbai**

**Guidelines for On-the-Job Training (OJT)  
for Post Graduate Students  
As per NEP 2020**

**With effect from 2023-24**

## **Index**

1. Introduction
2. Objectives
3. Outcomes
4. Indicative list of areas for OJT
5. Roles and responsibilities
6. The process of Implementation
7. Credits and Duration
8. The evaluation grid for the assessment
9. Appendix I: OJT Undertaking
10. Appendix II: Draft Resume Template
11. Appendix III: Organization Outreach Letter
12. Appendix IV: Relieving Letter of Student
13. Appendix V: Student Diary (Log) Recording Format
14. Appendix VI: Attendance Sheet
15. Appendix VII: Proforma for External Evaluation
16. Appendix VIII: Proforma for Internal Evaluation
17. Appendix IX: Proforma for OJT Completion Certificate
18. Appendix X – Format of OJT Report
19. Appendix XI: Student Feedback on Internship
20. OJT Guidelines Draft Committee

## 1. Introduction:

With the introduction of NEP 2020, the higher education programs in India are gearing up to combine theoretical learning with practical application. On-the-job training and internships are tools that provide students with opportunities to apply theoretical knowledge in real-world settings. This hands-on experience helps bridge the gap between classroom learning and practical application.

Internships and on-the-job training programs also offer students the chance to develop essential skills that employers highly value. These include communication skills, problem-solving abilities, teamwork, and adaptability. By working in a professional environment, students gain valuable experience that enhances their employability. They also learn to navigate professional environments, manage responsibilities, and overcome challenges. This experiential learning fosters independence, confidence, and self-awareness, which are essential for success in both career and life.

Furthermore, students get a first-hand look at various industries and career paths. This exposure allows them to explore different fields, understand industry trends, and identify areas of interest. It also helps students make more informed decisions about their career paths after graduation. At the same time, students get valuable networking opportunities. They interact with professionals in their field, build relationships, and expand their professional network. These connections can benefit future job opportunities, mentorship, and career guidance.

Experience gained through internships/ on-the-job training certainly adds value to students' resumes. Employers often look for candidates with practical experience; internships give students a competitive edge in the job market. In addition, a successful internship can sometimes lead to full-time employment opportunities with the same organization.

It is with this backdrop that the University of Mumbai has crafted its OJT policy in light of the NEP 2020 framework as well as the guidelines provided by the Higher and Technical Education Department, Government of Maharashtra (2024) and UGC Guidelines for Internship/Research Internship for Undergraduate Students **2023**.

An Internship/OJT programme aims to provide students or recent graduates with practical

work experience related to their field of study or career interests. Internships may focus on skill development, career exploration, or both.

According to the UGC guidelines, in an internship programme, students are required to participate in work experience or professional activity, or cooperative education activity with an entity external to the education institution, under the supervision of an expert from the given external entity. A prime aspect of the internship is induction into actual work situations. Internships and OJTs include working with government or private organizations, educational institutions, research and development labs/research organizations/non-government organizations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, farmers-producer organizations and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

On-the-job training (OJT) is a practical approach to acquiring new competencies and skills needed for a job in a real, or close to real, working environment. It provides the trainees with opportunities to practice skills and apply their knowledge under the most realistic conditions possible, which are the actual job conditions.

## **2. OJT Objectives:**

An OJT programme in general sets out to achieve objectives such as

1. Align classroom learnings with workplace outcomes.
2. Provide students with real-world work experience and align their expectations with job demands.
3. Combine physical and digital learning modes in industry settings, blended with mentorship.
4. Foster research skills, including knowledge discovery, analytical tools, methodologies, and ethical conduct.
5. Introduce students to emerging technologies and their applications in various fields.
6. Strengthen students' entrepreneurial skills and encourage job creation.

7. Facilitate problem-solving, decision-making, teamwork, and collaboration.
8. Foster social awareness and philanthropic values among students.
9. Encourage collaboration between Higher Education Institutes (HEIs), industry, and academia for internships and research opportunities.
10. Instill professional principles, ethics, values, and integrity to meet employment market demands and social needs.

### 3. OJT outcomes:

After the completion of the OJT programme, the student will be able to;

- apply concepts learned in classrooms to real-world work environments, enhancing their understanding and skills.
- show insights into the challenges, opportunities, and culture of different workplaces, preparing them for future employment.
- navigate through various learning modalities effectively through exposure to hybrid learning models.
- show evidence of research aptitude and skills of critical thinking, analytical skills, and ethical research conduct in the conduct, and communication of their work
- use and appreciate the use of emerging technologies and their applications, enhancing their technological literacy and adaptability.
- display problem-solving abilities in making informed decisions in complex scenarios through practical situations.
- work in teams and collaborate to achieve common goals in diverse work environments through collaborative projects.
- give examples and cite ways of contributing to the field of work in a manner that displays social responsibility and sustainability.
- display integrity in their dealings with their work and the people that they interact

with by upholding professional; principles and ethical standards.

#### **4. An indicative list of areas for OJT:**

- Trade and Agriculture
- Economy & Banking Financial Services and Insurance
- Logistics, Automotive & Capital Goods
- Fast Moving Consumer Goods & Retail
- Information Technology/Information Technology Enabled Services & Electronics
- Handcraft, Art, Design & Music
- Healthcare & Life Science
- Sports, Wellness and Physical Education
- Tourism & Hospitality
- Digitization & Emerging Technologies (Internet of Things/Artificial
- Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality etc.)
- Humanitarian, Public Policy and Legal Services
- Communication
- Education
- Sustainable Development
- Environment
- Commerce, Medium and Small-Scale Industries

**It may please be noted: This is only an indicative list and not an exhaustive one.**

#### **5. Role and responsibilities**

Head of the Department (HOD):

- To conduct an orientation session to familiarize students with the OJT purpose and process.
- To establish the code of conduct for the training period and guide students.
- To Assign department faculty members as mentors to OJT students.
- To ensure the OJT program aligns with departmental and institutional academic objectives.
- To Provide resources, training, or assistance to ensure effective supervision.

**OJT Coordinator<sup>1</sup>:**

- To oversee the quality and effectiveness of the OJT program.
- To establish mechanisms for evaluating the program and making improvements.
- To act as a liaison between the department, students, faculty mentors, and OJT supervisors (Host institute/organization)

**Student Coordinators<sup>2</sup>:**

- To assist the OJT coordinator in pre-, during and post-OJT activities.

**Faculty Mentor<sup>3</sup>:**

- To assist in identifying OJT opportunities
- To monitor student progress and provide guidance
- To review and approve OJT plans
- To collect and review progress reports
- To evaluate OJT documentation including reports, presentations, or other required deliverables (if applicable)

**Host Industry/organization/Institute<sup>4</sup> in the OJT process:**

- To provide a conducive work and Learning Environment
- To Assign a supervisor
- To offer work exposure
- To aid the student in developing a work plan
- To collaborate with Educational Institutions and enhance networking opportunities

**OJT Supervisor<sup>5</sup> (Host Institution/organization):**

- To guide and direct interns/OJT students
- To provide students with hands-on training and skill development
- To provide feedback and performance evaluation
- To enhance networking and exposure

---

<sup>1</sup> A faculty member from a college/university department who has been appointed to coordinate the OJT Cell activities.

<sup>2</sup> Two students studying in the second semester (PG) appointed by the Head of the department to assist the OJT coordinator.

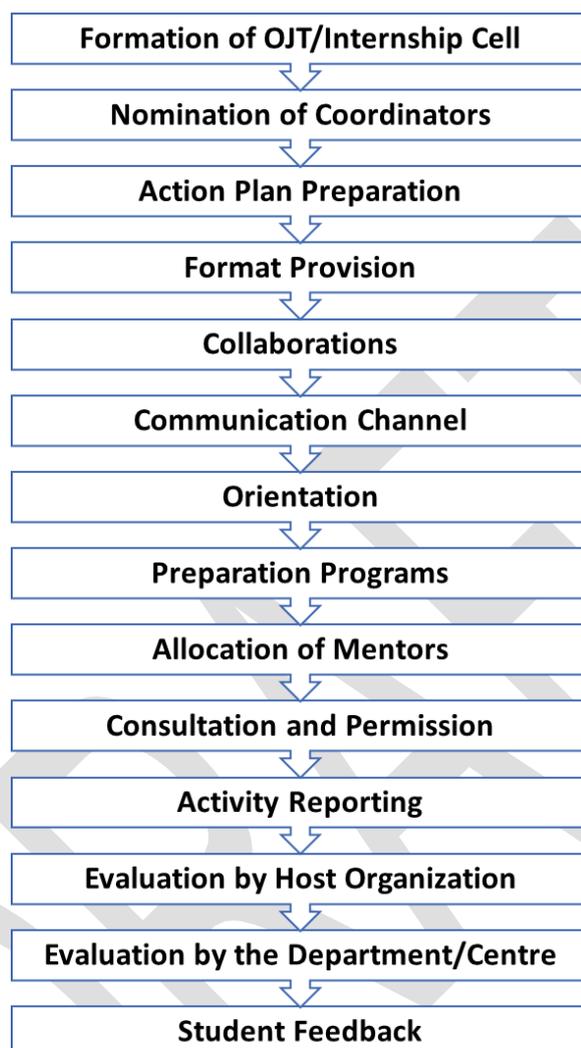
<sup>3</sup> A faculty member from a college/University department who has been assigned to mentor a student/a group of students in their pre- OJT, During OJT and Post OJT phases.

<sup>4</sup> The organization/institute/industry that offers OJT to students

<sup>5</sup> Person who is designated by the host organization/industry to supervise a student/group of students during their OJT.

## 6. Process of OJT Implementation:

The Department/Centre/ Institute may consider the following Mechanism for the implementation of OJT:



1. To facilitate effective implementation of the OJT program, Colleges/Departments/Institutes are encouraged to establish an OJT Cell responsible for overseeing its smooth functioning. It will consist of the following: Head of the department, OJT Coordinator, Faculty Mentors and one/two student coordinators<sup>6</sup>.
2. One teaching faculty member and one/two students from each postgraduate department will be nominated to serve as coordinators for the OJT program. These coordinators will play a crucial role in coordinating and implementing the program within their respective departments.

<sup>6</sup> The Department, however, may decide if they should have student coordinators, based the strength of the batch undergoing OJT.

3. The teacher coordinator will take the lead in preparing an action plan for the implementation of the OJT program. They will also be responsible for coordinating with the central team of the University/College to ensure alignment with broader institutional goals.
4. To streamline the administrative process, the Department/Centre will provide necessary formats to students for documentation related to the OJT program.
5. Each Department/Centre must ensure collaborations with 8-10 relevant organizations, industries, or research institutes. These collaborations will serve as crucial avenues for facilitating internship opportunities for students.
6. Furthermore, the College/Department/Centre/Institute is encouraged to explore and initiate the process of signing a Memorandum of Understanding (MOU) with local businesses, research organizations, and Higher Educational Institutions (HEIs). Such agreements will facilitate training, research, and potential employment opportunities for students.
7. Effective communication is key to the success of the OJT program. All communication about the program will be channeled through the designated OJT coordinator of the department/centre/Institute. This individual will also be responsible for maintaining relevant documents related to the program.
8. Before the commencement of the OJT program, an orientation session will be conducted by the Head of Department. This session will serve to familiarize students with the purpose, process, and code of conduct associated with the program.
9. In addition to orientation, the OJT Cell may design programs or workshops aimed at preparing students for their OJT/internship experience.
10. To ensure effective mentoring and support, an equal number of students will be allocated to each faculty member of the department. These faculty members will act as internship/OJT mentors and will be responsible for monitoring and evaluating the progress of the allotted students.
11. Once students are shortlisted for OJT/internship opportunities, they will consult with the internship/OJT coordinator and mentor. Upon obtaining due permission from the parent institution, students will join the host organization for their OJT/internship experience.
12. Throughout the OJT/internship period, students will maintain activity reports as per the provided format. These reports will be duly signed by the respective supervisor at

the host institution and submitted to their department mentors regularly.

13. Upon completion of the OJT/internship program, students must submit a completion certificate duly signed by the OJT supervisor or a competent authority designated by the host organization. Additionally, they are required to submit a report highlighting their learning and experiences during the internship period to the OJT coordinator.
14. To ensure transparency and accountability, students will also present their work done during the internship to the Department/Centre/Institute committee, which may consist of the OJT Coordinator and Department Mentor.
15. Finally, student feedback will be collected to evaluate the effectiveness of the OJT program and identify areas for improvement in both the program implementation and the broader curriculum.

### **7. Credits and Duration of On-the-Job Training (OJT):**

- a) On-the-job training (OJT) will carry a weightage of Four Credits.
- b) Each student is required to complete one hundred and twenty clock hours of On-the-Job Training (OJT)<sup>7</sup>.
- c) The OJT program is to be completed during Semester II. According to the guidelines outlined in the National Education Policy (NEP), postgraduate students are expected to fulfil this requirement either within the second semester of their PG program or during the semester break following the second semester<sup>8</sup>.

### **8. Evaluation of OJT:**

Evaluation during the OJT program involves two key components: External Evaluation (50%) and Internal Evaluation (50%). The following is a suggested two-fold pattern of evaluation.

1. Host Organization Evaluation: The host organization will assess students based on criteria such as punctuality, completion of hours, and proficiency in required skill sets. They will also provide feedback on the student's overall performance.
2. Department Mentor Evaluation: Additionally, students will be evaluated by their department mentor based on their weekly reporting, written report, and viva voce/presentations.

---

<sup>7</sup> In the event that a student is unable to fulfill their obligation to report to their designated organization on a particular day due to medical or other critical reasons, they are required to promptly notify both their department and the organization.

<sup>8</sup> In case of the non-completion of On-the-Job Training (OJT) during the second semester, student must ensure that the backlog be completed before the conclusion of the third semester.

**The suggested evaluation grid for the assessment:**

External (OJT Supervisor, for instance)	Completion of Hours	Quality/Performance	Punctuality/Regularity	Total
	20	20	10	50
Department Mentor	Weekly Reporting	Written Report	Viva-Voce /Presentation	
	15	20	15	50
<b>Total</b>				<b>100</b>

## Appendices

### Appendix I: OJT Undertaking

1. Student Name:	
2. Current Address	
3. Residence Address	
4. Email ID	
5. Mobile No.	
6. Aadhar	
7. PAN	
8. Overall GPA	
9. Mode of Internship	
I confirm that I agree with the terms, conditions, and requirements of the OJT Policy Student Signature:  Date_____	
I confirm that the student has attended the OJT orientation, and he/she has met all paperwork and process requirements to participate in the OJT programme and has received approval from his/her mentor.  Sign of Head of the Department/ Department Coordinator/Mentor  Date_____	

## Appendix II: Draft Resume Template

Name

Contact Number and Email ID:

Education

---

HEI Name

Year

Degree / Specialization:

CGPA:

HEI Name: <bachelor's degree>

Year

Degree / Specialization:

CGPA:

Internship / Work Experience

---

organization Project:

Year

Brief:

Academic Experience

---

Semester

Year

Project:

Brief:

- Emphasize accomplishments that are relevant to the field
- Be specific—omit unnecessary words and sentences
- Start your sentence with an action verb, not a passive one-Use past-tense verb to show what you have accomplished Quantify results as much as possible
- Use keywords that will catch a recruiter's eye

Other Achievements and Personal Interests

---

- List other achievements also in reverse chronological order
- Leadership positions held outside your formal work environment
- Personal interests and accomplishments that will distinguish you from other applicants
- Volunteer service/Social Work

Languages known (Mention the level of Proficiency)

---

Computer Proficiency (Mention the skills you possess)

---

**Appendix III: organization Outreach Letter**

<College/Department/Centre/Institute Letter Head>

To

The (Designation of the person addressed)

.....

Subject: Request for \_\_\_\_\_ weeks/hours OJT of Students

pursuing \_\_\_\_\_

Dear Sir/Madam,

The (Name of the College/department/centre/Institute) established in \_\_\_\_\_, is one of the leading Colleges/departments that reflects the vision of leading industrialists and educationalists. The College/department/centre/Institute has been recognized for its overall academic excellence and infrastructure<sup>9</sup>.

In view of the above, I request your good self to allow our following (no. of students) students for practical training in your esteemed organization. Kindly accord your permission and give at least one week for students to join training after confirmation.

Sr. No.	Name	Roll no.	Year	Department

The resumes of these students are attached to this letter. If vacancies exist, kindly plan for interviews for the students in the above branches.

A line of confirmation will be highly appreciated.

Yours sincerely,

OJT/Internship Coordinator/Head of Department

<Department/Centre Name and Date>

---

<sup>9</sup> Each College/Department/Centre may customize the content in the main body to suit their specifications.

**Appendix IV: Joining Letter of student**

< College/Department/Centre/Institute >

To

(Designation of Person addressed)

.....

.....

Subject: Joining letter of student

Dear Sir,

Kindly refer to your letter/e-mail dated \_\_\_\_\_ on the above-cited subject. As permitted by your good self the following students will undergo OJT/ Internship in your esteemed organization under your sole guidance and direction

Sr. No.	Name	Roll no.	Year	Department

This training is an essential part of the curriculum, and the following guidelines have been prescribed in the curriculum for the training. You are, therefore, requested to please issue the following guidelines to the concerned OJT supervisor.

- Each student is required to prepare an OJT diary and report.
- Kindly check the OJT diary of the student on a timely manner.
- Issue instructions regarding working hours during training and maintenance of the attendance record

You are requested to evaluate the student’s performance based on the below-mentioned parameters (we will provide you with the evaluation sheet):

Completion of Hours	Quality/Performance	Punctuality/Regularity
---------------------	---------------------	------------------------

The performance report may please be forwarded to the undersigned on completion of training in a sealed envelope or in an email.

Your efforts in this regard will positively enhance the knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulations of the organization and will maintain proper discipline with keen interest during their OJT. The students will report to you on \_\_\_\_\_(date) along with a copy of this letter.

Yours sincerely,

Internship Coordinator/HoD

<Department Name and Date>



## Appendix VI: Attendance Sheet<sup>10</sup>

<Organization Letter Head>

Name & Address of organization

---

---

---

---

Name of the Student	
Roll Number	
Name of Course	
Date of Commencement of Training	
Date of Completion of Training	

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

- The attendance sheet should remain affixed to the Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in the attendance column. Absent should be marked as 'A' in Red Ink.

Name and Signature of OJT Supervisor (with date) \_\_\_\_\_

<sup>10</sup> Even in case of hybrid mode, a certificate of attendance duly signed by the OJT Supervisor needs to be submitted.

## Appendix VII: Supervisor Evaluation of OJT Student<sup>11</sup>

<Organization Letter Head>

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

OJT Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

OJT Address: \_\_\_\_\_

Dates of OJT: From \_\_\_\_\_ To \_\_\_\_\_

Please evaluate the intern based on the points mentioned in the table below.

S.no.	Particular	Marks
1	<b>Completing of Hours (out of 20)</b>	
2	<b>Quality/Performance (out of 20)</b>	
3	<b>Punctuality/Regularity (out of 10)</b>	
<b>Total (out of 50)</b>		

Overall performance of student intern (circle one): (Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry/organization supervisor \_\_\_\_\_

<sup>11</sup> Please note that this is a suggested template. However, the department may modify as per their parameters.

## Appendix VIII: Proforma for Evaluation of OJT by Institute

<Name of the College/Department/Centre/Institute>

1. Name of Student \_\_\_\_\_
2. Mob. No. \_\_\_\_\_
3. Roll No. \_\_\_\_\_
4. Branch/Semester \_\_\_\_\_
5. Period of Training \_\_\_\_\_
6. Address of Training Site/organization: \_\_\_\_\_
7. Type of Work  
Date of Evaluation  
Please rate the following:

S.no.	Particular	Marks
1	<b>Weekly Reporting (out of 15)</b>	
2	<b>Written Report (out of 20)</b>	
3	<b>Viva-Voce /Presentation (out of 15)</b>	
<b>Total (out of 50)</b>		

Additional Remarks (if any):

Signature of Faculty Mentor

## Appendix IX: Proforma for OJT COMPLETION CERTIFICATE

The student should attach OJT completion certificate, duly signed by the industry/organization supervisor to his/her report. A representative format for the OJT completion certificate is as given below:

### CERTIFICATE

(On Company/Institute Letterhead)

This is to certify that Ms./Mr. \_\_\_\_\_, has successfully completed the On-Job training in the \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_ under the supervision of \_\_\_\_\_

Authorized signature

## **Appendix X – Format of OJT Report**

- Title of the Report: On-the-Job Training Experience Report
- Name of the Student:
- Name of the organization:
- Department/Division Where Training took place
- Duration of Training: [Start Date to End Date of Training]
- Date of Submission: [Date of Submitting the Report]

The following is a suggested outline. However, the students are advised to consult their respective OJT Mentors.

- Introduction
- Company Overview
- Training Objectives
- Training Experience
- Skills Developed
- Achievements & Contributions
- Challenges Faced
- Lessons Learned
- Recommendations
- Conclusion
- Appendices (if any)
- References

**Appendix XI: Student Feedback of OJT<sup>12</sup>**

(To be filled by Students after OJT completion)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Industry/Organization Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ OJT is:  Paid   Unpaid

Organization: \_\_\_\_\_

OJT Address: \_\_\_\_\_

Faculty Coordinator: \_\_\_\_\_ Department: \_\_\_\_\_

Dates of OJT: From \_\_\_\_\_ To \_\_\_\_\_

Give a brief description of your OJT work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

- Yes, to a large degree
- Yes, to a slight degree
- No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world before permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					

<sup>12</sup> The College/Department/Centre may generate the form using Google Form.

Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

- In the Institute OJT program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?
- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

- In what areas did you most develop and improve?
- What has been the most significant accomplishment or satisfying moment of your OJT?
- What did you dislike about the OJT?
- Considering your overall experience, how would you rate this OJT? (Circle one).  
-Satisfactory/ Good/ Excellent
- Give suggestions as to how your OJT experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your OJT? Was closer supervision needed? Was more of an orientation required?)

<Signature of Student>

<Name, Roll number, Date>

## Under the Guidance of

**Hon'ble Vice Chancellor**  
**Prof. Dr. Ravindra Kulkarni**

**Hon'ble Pro-Vice Chancellor**  
**(Prin.) Dr. Ajay Bhamare**

---

### OJT Guidelines Draft Committee

<a href="#">Dr. Sachin Labade</a> Hon. Director, Career Training and Placement Cell Nodal Officer, Internship Cell, University of Mumbai	Convener
<a href="#">Prof. Dr. Meher Bhoot</a> Department of German	Member
<a href="#">Prof. Dr. Sybil Thomas</a> Department of Education	Member
<a href="#">Prof. Dr. Rajesh Kamble</a> Department of Chemistry	Member
<a href="#">Dr. Manisha Rao</a> Department of Sociology	Member
<a href="#">Dr. (Mrs.) R. Srivaramangai</a> Head, Department of Information Technology	Member
<a href="#">Dr. Anil Raghav</a> Department of Physics	Member
<a href="#">Dr. Anagha Kamble</a> Department of History	Member
<a href="#">Dr. Wilbur Gonsalves</a> Department of Psychology	Member
<a href="#">Dr. Pravin Walke</a> National Institute of Nano Science and Nano Technology	Member
<a href="#">Dr. Alok Dabade</a> Department of Statistics	Member
<a href="#">Dr Naina Kurane</a> Alkesh Dinesh Modi Institute of Finance and Management Studies	Member
<a href="#">Dr. Pravin Kokane</a> Department of Geography	Member

---