

**BULLETIN OF INFORMATION
FACULTY OF COMMERCE AND BUSINESS
(DEPARTMENT OF COMMERCE)**

ABOUT THE DEPARTMENT OF COMMERCE

The Department of Commerce, Faculty of Commerce and Business, Delhi School of Economics formally set up as a separate entity in 1967, has imbibed the DSE tradition of exploring new frontiers of knowledge and innovation in academics. In its history spanning over three decades, it has redefined commerce education in the country. The Department has the legitimate claim and pride of being the premier institution in India for course curriculum development, teaching and researches in Commerce discipline. The rapid growth of the Department of Commerce is reflected in its expansion as well as novelty in its academic programmes.

This has led to the commencement of master level professional programmes, in addition to the traditional M. Phil., Ph.D. and their flagship M.Com. Programmes. As a response to market imperatives, the Department of Commerce initiated two new post-graduate professional programmes in 1995, namely, Master of International Business (MIB) and Master of Human Resource and Organizational Development (MHROD). In the short period of over ten years, these courses have made a mark through teaching and research in all contemporary areas of International Business and Human Resource Management.

FACULTY

Head and Dean

Prof. J.P. Sharma, Department of Commerce, Faculty of Commerce & Business

Professors

- Prof. Sri Ram Khanna
- Prof. Sanjay K. Jain
- Prof. K.V. Bhanu Murthy

Associate Professors

- Dr. Ajay Kumar Singh
- Dr. Kavita Sharma

Assistant Professors

- Dr. Vanita Tripathi
- Dr. Niti Bhasin
- Ms. Abha Shukla
- Dr. Sunaina Kanojia

Assistant Professors (Ad-hoc)

- Ms. Nidhi Kapoor
- Ms. Shilpi Sahi

- Mr. Samir Lama
- Ms. Sonia Kamboj
- Ms. Swati Seth
- Ms. Rinku Mahindru
- Ms. Sakshi Mittal
- Ms. Sunita
- Ms. Deepali Malhotra
- Mr. Pradeep Kumar
- Dr. Gurcharan Sachdeva
- Ms. Minny Narang
- Mr. Chetan

Admission Co-ordinator

Dr. Sunaina Kanojia

Industry Liaison Cell

Placement Advisor: Ms. Richa Gupta

Administration

Section Officer : Mr. Virender Singh

Assistant : Ms. Jyoti Kanyal

Website: www.commercedu.com, www.du.ac.in

MASTER OF COMMERCE (M.Com)

❖ **About the Course-** The Department runs the prime course of Master of Commerce for which the department was established in 1967. This is the flagship course of the Department. It is a post graduate, **two years (four semesters) full-time programme.** This is one of the prestigious courses in the country. The Alumni of this course are well placed in business, academics and administration in the country and abroad. The programme is well received in the industry and for years had been serving the needs of managerial cadre in business and industry. The course serves the needs of academics as well and prepares students for research and teaching in business studies.

❖ **Admission Procedure**

The procedure for admission to M.Com consists of the following:

- I. Registration for Entrance Test
- II. Eligibility Conditions
- III. Required Documents for application
- IV. Entrance Test
- V. Counseling
- VI. Confirmation of Admission

❖ **Eligibility Criteria-**

- **Direct admission-** The Candidates seeking admission under this category are required to fulfill the following eligibility. Based on the merit in the under-graduate degree, separate merit lists will be prepared for the general as well as reserved categories of the students.

COURSE AT UNDER-GRADUATE LEVEL (The degrees referred herein shall be from University of Delhi)	MINIMUM REQUIRED MARKS			
	GEN	OBC	CW & PWD	SC & ST
B.Com (Hons.)	65%	58.5%	60%	Minimum passing marks of the qualifying examination concerned of University of Delhi.
B.Com (Pass) or B.Com (Degree)	70%	63%	65%	

Note: The final merit list, for admission under this Category shall be determined by normalizing the marks of eligible B.Com (Pass) candidates by deducting 5% and making the merit list on the basis of combined merit of Hons. And Pass after such deduction.

- **Through Entrance test-** The candidates are selected on the basis of entrance test conducted by the department. The candidates are also required to fulfill the minimum eligibility criteria.

COURSE AT UNDER-GRADUATE LEVEL (The degrees referred herein shall be from University of Delhi or any other University recognized, equivalent there to)	MINIMUM REQUIRED MARKS			
	GEN	OBC	CW & PWD	SC & ST
B.Com (Hons.)	50%	45%	45%	Minimum passing marks of the qualifying examination concerned of University of Delhi.
B.Com (Pass) or B.Com (Degree)	55%	49.5%	50%	
B.A. (Hons.) Economics	50%	45%	45%	
B.B.S., B.B.A., B.I.F.A., and B.B.E.	60%	54%	55%	

❖ **Required documents for application-**

The completed application form for admission must be accompanied with the following documents:

- a. An attested copy of the certificate showing the marks obtained at the last University examination.
- b. In case of students coming from another University, migration certificate from that University. (at the time of admission only)
- c. An attested copy of the character certificate from the Principal of the college last attended.
- d. An attested copy of the matriculation or other certificate evidencing the date of birth.
- e. Three copies of a recent passport-size photograph, duly attested.
- f. An attested copy of the category certificate.

Notes:

1. Copies of certificates submitted along with the application will not be returned.
2. Combining any other course of the University with the M.Com. Course is not permitted.

❖ **Mode/ Method of admission-**

- **Category A: Direct Admissions-** The Candidates seeking admission under this category are required to fulfill the eligibility criteria mentioned above. Based on the merit in the under-graduate degree, separate merit lists is prepared for the general as well as reserved categories of the students.

However, securing the required percentage of marks (stated above) does not necessarily ensure automatic direct admission. This is because, the total number of candidates securing the qualifying marks (above) exceeds the available seats under this category.

- **Category B: Through Entrance Test-** A common entrance test is conducted by the Department of Commerce. Based on the performance in the entrance test, separate merit lists is prepared for the general as well as reserved categories of the students.

❖ **Date of Entrance Test-** 22nd June, 2014 (Sunday) Time 10:00 am to 1:00 pm

❖ **Entrance Test (Duration and scope; marks of entrance test, and interview, if any)**

Entrance Test is of **3 hours** duration and shall carry **200 marks**. The written test shall be based on the following syllabus and shall contain 200 objective type questions, 40 questions from each of the five units:

1. Economics (including Micro Economics, Macro Economics, and Problems of Indian Economy)
2. Accounting (including Financial Accounting, Corporate Accounting, Cost Accounting, and Management Accounting)
3. Business Statistics and Mathematics
4. Business Organization, Management, Business Law, Company Law and Income Tax Law
5. General Knowledge and Current Affairs

Each of the five units carries equal weight. The standard of the above syllabus will be similar to that of the B.Com (Hons.) course of University of Delhi.

❖ **Counseling:**

- The students would be called for counseling on the basis of the ranks and scores in the merit list prepared on the basis of under-graduate score for direct admissions category and on the basis of entrance test score for the second category i.e. admissions through entrance test.
- At the time of counseling, the candidate will have to specify the category in which s/he is seeking admission (i.e. Category A or Category B). Once the admission has been taken, the shifting from one institution to another shall be feasible only in the same category seats. The candidate will not be allowed to shift from Category A (Direct Admission) to Category B (Entrance Test) and vice-versa.
- The counseling is scheduled to be held in the month of July. The dates for the counseling will be later notified on the website (www.commercedu.com) and the notice board of the Department of Commerce.
- Choice of preference for colleges would be offered as per the available seats on the basis of ranks of students.
- Students are required to bring all original documents for verification during counseling.
- In the selection of candidates for admission to M.Com course, the decision of the Admission Committee will be final.

❖ **No. of seats available in each category**

CATEGORY	Total Seats (2013-14)	Seats in Category A (Direct)	Seats in Category B (Entrance)
General	181	89	92
SC	54	26	28
ST	27	12	15
OBC	97	47	50
Total	359	174	185

Supernumerary seats

CATEGORY	Total Seats (2013-14)	Seats in Category A (Direct)	Seats in Category B (Entrance)
CW	18	09	09
PWD	11	05	06
Sports/ ECA	Upto 18 (Upto 5%)	09	09
FS	18		

Note: The eligibility condition and number of seats under various Reserved Categories shall be as per the proportionate reservation as provided under University rules.

- ❖ **Total number of seats allocated for M. Com. (Regular) admission (including General, SC, ST and OBC) in the Academic Year 2014-15 at various units are as follows:**

S.No	Name of the institution	Total Seats (2013-14)	Seats in Category A (Direct)	Seats in Category B (Entrance)
1.	Department of Commerce, (DSE)	93	46	47
2.	Shri Ram College of Commerce	40	20	20
3.	Hans Raj College	31	15	16
4.	Ramjas College	23	11	12
5.	Hindu College	15	07	08
6.	SGTB Khalsa (Day) College	10	05	05
7.	Rajdhani College	15	07	08
8.	Zakir Hussain (Day) College	15	07	08
9.	Janki Devi Memorial College	15	07	08
10.	Sri Guru Nanak Dev Khalsa College	15	07	08
11.	Sri Guru Gobind Singh College of Commerce	10	05	05
12.	Shaheed Bhagat Singh College	23	11	12
13.	Motilal Nehru College	23	11	12
14.	PGDAV (Day) College	08	04	04
15.	ARSD College	15	07	08
16.	Desh Bandhu College	08	04	04
Total		359	174	185

Note: In case the seats under Category A remain vacant due to non-availability of eligible students, the vacant seats shall be converted in Category B.

❖ **Foreign Students**

Foreign students seeking admission to various courses of the Department and Hostel accommodation should apply directly to the Foreign Students Advisor, Foreign Students' Registry, C/o Conference Center, University of Delhi, Delhi-110007. This holds for all foreign students whether the student has passed his/her last qualifying examination from Indian Board / University or from abroad. No foreign student shall be admitted to any college/Department without prior approval of the Dy. Dean, (Foreign Students), University of Delhi.

The criteria for foreign students are as follows:

1. Age should be more than 20 years.
2. 10+2+3 years of education.
3. Medium of Instruction should be English at the graduation level.
4. The candidate should have studied Mathematics at school level.

5. The candidate should have studied subjects related to commerce at the Graduation level.
6. Good Academic Record (II Division, i.e., 50 percent or equivalent CGPA score)

Course and University Examinations

The M.Com. course is divided into two parts as under. Each Part will consist of two Semesters.

Part - I	First Year	Semester I	Semester II
Part – II	Second Year	Semester III	Semester IV

- * There will be 4 lecture hours of teaching per week for each paper
- * Duration of examination of each paper shall be 3 hours.
- * Each paper will be of 100 marks out of which 70 marks shall be allocated for semester examination and 30 marks for internal assessment.

The schedule of papers prescribed for various semesters shall be as follows:

Note:

Part I :	Semester I
Paper 6101 :	Organisation Theory and Behavior
Paper 6102 :	Statistical Analysis
Paper 6103 :	Economic Analysis
Paper 6104 :	Financial Management and Policy

Part I :	Semester II
Paper 6201 :	Managerial Accounting
Paper 6202 :	Business Environment
Paper 6203 :	Quantitative Techniques for Business Decisions
Paper 6204 :	Marketing Management

Note : In place of one of the compulsory papers mentioned above (namely paper 6201, 6202, 6203 and 6204) for this semester, the student may opt for any one of the interdisciplinary courses specified in the syllabus.

Part II :	Semester III
Paper 6301 :	Strategic Management
Paper 6302 :	Accounting Theory and Practice
Paper—— :	Elective I (Paper 1)
Paper—— :	Elective II (Paper 1)

Part II :	Semester IV
Paper 6401 :	International Business
Paper 6402 :	Human Resource Management
Paper—— :	Elective I (Paper 2)
Paper—— :	Elective II (Paper 2)

Note : In place of one of the two compulsory papers (namely Paper 6401 and Paper 6402), the student may opt for any one of the interdisciplinary courses specified in the syllabus.

Elective Groups

Any two groups from the available electives to be selected at the commencement of M. Com. Part II - Semester III.

Notes:

1. The elective groups in the Semester IV will remain the same as the ones selected in Semester III.
2. Once a group has been selected, no change in selected groups will be allowed later.
3. While the first paper of each of the selected groups will be taught in Semester III, the second paper of each of the selected groups will be taught in Semester IV.

List of Elective Groups

The Department will announce in the beginning of the respective semester, the list of elective groups which will be offered during the semester depending upon the faculty members and the demand of electives.

Group A: Finance – I

Paper 7101 Financial Market and Institutions

Paper 7102 Security Analysis and Portfolio Management

Group B: Finance - II

Paper 7111 Project Management and Financial Services

Paper 7112 International Financial Management

Group C: Marketing - I

Paper 7121 International Marketing

Paper 7122 Marketing Research

Group D: Marketing - II

Paper 7131 Advertising and Sales Management

Paper 7132 Consumer Behaviour

Group E: Taxation Management

Paper 7141 Corporate Tax Planning

Paper 7142 Principles and Practice of Taxation and Indian Tax System

Group F: Corporate and Industrial Laws

Paper 7151 Corporate Laws

Paper 7152 Industrial Laws

Group G: Human Resource Management - I

Paper 7161 Human Resource Development

Paper 7162 Training and Development

Group H: Human Resource Management – II

Paper 7171 Industrial Relations

Paper 7172 Management of Transformation

Group I: International Business

Paper 7181 India's Foreign Trade and Investment

Paper 7182 Management of International Business Operations

Group J: Accounting

Paper 7191 Management Control and Information System

Paper 7192 International Accounting

Group K: Applied Economics

Paper 7201 Industrial Economics

Paper 7202 Applied Econometrics

Group L: Computer Application and Information Technology

Paper 7211 Computer Applications in Business

Paper 7212 E-Commerce

Group M: Insurance

Paper 7221 Insurance Management

Paper 7222 Actuarial Practice

Teaching

The faculty of the Department is primarily responsible for organizing lecture work for M.Com. The instructions related to tutorials are provided by the respective registering units under the overall guidance of the Department. Faculty from some other Departments and constituent colleges are also associated with lecture and tutorial work in the Department.

❖ Scheme of Examinations

1. English shall be the medium of instruction and examination.
2. Examinations shall be conducted at the end of each Semester as per the Academic Calendar notified by the University of Delhi
3. The system of evaluation shall be as follows:

- 3.1 Each course will carry 100 marks, of which 30 marks shall be reserved for internal assessment based on a combination of tutorials, classroom participation, project work, seminar, term papers, tests, and attendance. The weightage given to each of these components in a combination shall be decided and announced at the beginning of the semester by the Department in consultation with the teachers. The system so decided will be communicated by the Department to respective colleges.
- 3.2 The remaining 70 marks in each paper shall be awarded on the basis of a written examination at the end of each semester. The duration of written examination for each paper shall be three hours.
4. Examinations for courses shall be conducted only in the respective odd and even Semesters as per the Scheme of Examinations. Regular as well as ex-students shall be permitted to appear/reappear/improve in courses of Odd Semesters only at the end of Odd Semester and courses of Even Semesters only at the end of Even Semesters.

❖ **Pass Percentage & Promotion Criteria (not in uploaded syllabus)**

- a. The minimum marks required to pass any paper in a semester shall be 40% in each paper and 45% in aggregate of a semester.

However, a candidate who has secured the minimum marks to pass in each paper but has not secured the minimum marks to pass in aggregate may reappear in any of the paper/s of his choice in the concerned semester in order to be able to secure the minimum marks prescribed to pass the semester in aggregate.

No student would be allowed to avail of more than 3 chances to pass any paper inclusive of first attempt

- b. **Semester to Semester Promotion:** Students shall be required to fulfill the Part to Part promotion criteria. Within the same Part, students shall be allowed to be promoted from a semester to the next semester, provided s/he has passed at least half of the courses of the current semester.

Part I to Part II Promotion: Admission to Part- II of the Programme shall be open to only those students who have successfully passed at least 75% papers offered for the Part-I courses comprising of I and II Semester taken together. However, he/she will have to clear the remaining papers while studying in the 2nd year of the programme.

- c. Students who do not fulfill the promotion criteria (c) above shall be declared failed in the Part concerned. However, they shall have the option to retain the marks in the papers in which they have secured Pass marks as per Clause (a) above.
- d. A student who has to reappear in a paper prescribed for Semester I/III may do so only in the odd Semester examinations to be held in November/December. A student who has to reappear in a paper prescribed for Semester II/IV may do so only in the even Semester examinations to be held in April/May.

❖ **Division Criteria**

Successful candidates will be classified on the basis of the combined results of Part-I and Part-II examinations as follows:

- Candidates securing 60% and above: I Division
- Candidates securing 50% and above: II Division
- Candidates securing 40% and above: III Division

❖ **Span Period**

No student shall be admitted as a candidate for the examination for any of the Parts/Semesters after the lapse of **four** years from the date of admission to the Part-I/Semester-I of the M. Com. Programme.

❖ **Attendance Requirement**

Attendance in tutorials, seminars etc. arranged by the Department/ College from time to time, is mandatory according to the Internal Assessment requirement as per University rules.

Guidelines for Award of Internal Assessment Marks for the M.Com course (Semester)

As per the decision of Department Council meeting held on 27th July, 2009, the following are the guidelines for the award of Internal Assessment marks to the students admitted to M.Com Semester-based Course Scheme:-

- ❖ For each paper, there are 30 marks allocated for internal assessment and 70 marks for the Annual Examination. Out of 30 marks allocated for internal assessment for each paper:
 - 20 marks are to be assigned for class test
 - 5 marks are to be assigned for assignment
 - 5 marks are to be assigned for attendance
- ❖ A class test of 20 marks in each paper will be conducted by the teachers teaching the paper at the Department of Commerce. The date and time of the class test will be notified to the students by the respective teachers-in-charge of (M.Com) course at the Department of Commerce.
- ❖ Five marks are to be awarded for assignment based work by the college/institution where the students are enrolled. The marks to be awarded on the basis of student's performance in any one or combination of assignments/activities such as presentation, participation in seminar/workshop, case study discussion, and submission of written assignments as part of their continuous evaluation. The composition of assignments/activities for each paper will be decided by the concerned college/ institution in advance and will be notified to

the students.

- ❖ Five marks are to be awarded for attendance in the assignment/activities mentioned above by the college/institution where students are enrolled. The marks shall be awarded on the basis of existing norms for award of marks for attendance as per the Internal Assessment Scheme of University. The marks for attendance shall be as follows:

i) More than 67% but less than 70%	1 Marks
ii) 70% or more but less than 75%	2 Marks
iii) 75% or more but less than 80%	3 Marks
iv) 80% or more but less than 85%	4 Marks
v) 85% and above	5 Marks

- ❖ **Fees:**

- a. The students enrolled for M.Com in the Department of Commerce, pay a fees of Rs. 4001, to the University cashier.
- b. All the students are required to deposit a demand draft in favour of "*Delhi University M.Com. Alumni Association*" of Rs. 1500 towards Alumni activities.
- c. Students admitted to colleges other than Department of Commerce, shall pay the relevant fees according to the fee structure of respective colleges.

- ❖ **Scholarships**

Merit Scholarships: A few merit scholarships, each of the value of Rs. 250/- per month are awarded to M.Com students registered at the Delhi School of Economics. These scholarships are tenable for one year. Scholars will be eligible for re-award in the second year subject to their satisfactory performance. Residence in a hostel is not a necessary condition for the award of scholarship. Scholarships are given only to those students who have achieved a high academic standard.

Post-Graduate Scholarship (All India Scheme): A Post-graduate Scholarship of Rs. 250/- p.m. each is awarded for a period of two years. The course should be recognized in the Indian Universities in the year in which the scholarships are awarded and the candidate should have obtained first class in the previous examination. The scholarships shall be awarded by a Committee appointed by the Academic Council. The selected scholars should preferably reside in a University Hall, but a Scholar who has been a student of recognized College of the University may reside in his own college hostel.

Post-Graduate Scholarships (University of Delhi): One scholarship of the value of Rs. 250/- per month will be awarded to the candidate securing the highest marks in the main subject in the B.Com. (Hons.) Examination of this University held in the year preceding, provided that to qualify for a scholarship a candidate (1) should have obtained 1st class in the B.Com (Hons.) and (2) shall continue as M.Com student in this University.

FACILITIES

Hostel Accommodation

Accommodation in the Hostels of the University is available for a limited number of full-time students who are admitted directly by the Department to the M.Com., M.Phil, and Ph.D. courses. Application for accommodation is obtainable from the respective offices of Gwyer Hall, Jubilee Hall, P.G. Men's Hostel, University Hostel for Women, Mansarovar Hostel, International Students' House and Geetanjali Hostel, V.K.R.V. Rao Hostel, Meghdoot, D.S. Kothari Hostel, etc. Applications must reach the authorities concerned in the respective hostels according to their prescribed schedules.

Medical Facilities

Facilities of the World University Health Centre of the University are available to the students registered in the Department.

Library Facilities

The Department has excellent library facilities. The Ratan Tata Library at the Delhi School of Economics has substantial collection of not only books and periodicals, but also the publications of the Central, State and some foreign governments; publications of international organizations like UNO, FAO, ILO, UNCTAD; and the annual reports of a large number of companies in public and private sectors. The Ratan Tata Library is one of the best libraries in the field of social sciences, including Commerce and Management. It has about two lakh books and receives about a thousand journals in the relevant fields of study and research.

Computer Centre

Teaching Staff and research scholars of the Department may avail the facility of Delhi University Computer Centre. In addition, the Department has its own Computer Lab.

DISCIPLINE

The students of all the courses are required to maintain strict discipline and ragging in any form is prohibited as per Ordinance XV-B and XV-C of University of Delhi.