

# **SAURASHTRA UNIVERSITY**

## **RAJKOT**

(ACCREDITED GRADE "A" BY NAAC)



### **FACULTY OF COMMERCE**

Syllabus for

### **M. Phil. (COMMERCE)**

Choice Based Credit System

**With Effect From: 2014-15**

**Master of Philosophy in Commerce**  
**M. Phil (Commerce)**

**Ordinance**

O. M. Phil (Com.) 1: **Admission**

Admission to the Programme will be given on recommendation of the Departmental Admission Committee of Faculty of Commerce, Saurashtra University on the basis of student's merit constituted on the basis of Common Admission Test conducted by an agency appointed by the Saurashtra University which may consist of written test.

O. M. Phil (Com.) 2:

**Eligibility**

To be eligible the candidate should have 55% of marks in postgraduate degree examination in Commerce and it's relevant discipline. The degree examination should have been conducted by the organization recognized as university by the Association of Indian University (AIU). Per recognized guide 5 Seats are available for admission.

O. M. Phil (Com.) 3: **Reservation**

Reservation will be as per the provision of Government rules.

O.M. Phil (Com.) 4: **Duration and span of the course:**

- 4.1 The course will be of one year duration divided into two semesters.
- 4.2 The candidate once registered for M. Phil. in Commerce degree shall be allowed maximum three trials within a period of three years from the date of his/her admission to M. Phil. in Commerce degree course.

O.M. Phil (Com.) 5: **Workload:**

- 5.1 In the first semester the teaching will be done for three theory papers only. Each paper will be given four contact hours per week for teaching and maximum of 60 hours of teaching per paper.
- 5.2 In the second semester the M. Phil. Teaching will exclusively be for Dissertation Guidance. 5 Students should be assigned to an individual teacher for the purpose of guiding their dissertation work. Each teacher will be normally expected to devote at least one hour per week per student during the second semester and maximum of 60 hours of teaching/guidance per guide/teacher.

O.M. Phil (Com.) 6: **Detailed Course Structure:**

**Semester - I**

No	Course Title	C	IM	EM	MPM EE	TMPM	TM
1	Elements of Business Research	4	30	70	28	40	100
2	Prospective of Finance	4	30	70	28	40	100
3	Functional Management Perspective	4	30	70	28	40	100
	Total	12	90	210			300

**Abbreviations:**

C= Credits IM= Internal Marks EM= External Marks MPMEE- Minimum Passing Marks in External Examinations TMPM – Total Minimum Passing Marks TM =Total Marks

**Semester – II**

No	Course Title	C	Report	Viva Voce	Total Marks
1	Dissertation	8	100	100	200
	Total	8	100	100	200

**Regulations:**

R. M. Phil

**1: Scheme of promotion**

- 1.1 The minimum marks of passing the examination for each semester shall be 40% in each paper and 50% of the total marks in the aggregate of the papers I, II and III.
- 1.2 The course will be exempted for further examination if the candidate secures minimum 50% marks in that course.
- 1.3 A candidate will be promoted to second semester irrespective of candidate's result in First Semester provided the candidate's term has been granted and the candidate has filled the examination form with a intention to appear in semester I term end examination.
- 1.4 A candidate eligible for award of degree has to clear the entire course offered during one year Programme including dissertation within the span period.

R. M. Phil

**2: Award of Grades, SGPA, CGPA**

Credits, Grade Letter Grade Points, Credit Points

- 2.1 **Credit** means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week.
- 2.2 **Grade Letter** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper It is indicated by a Grade letter O,A,B,C,D,E,F. There is a **range of marks** for each Grade Letter.
- 2.3 **Grade Point** is weightage allotted to each grade letter depending on the marks awarded in a course/paper

Grade Point(G)	Lower limit (A)	Upper limit (B)	For deciding the grade point, ranges	Grade Letters
1	2	3	4	5
<b>Lowest: 4</b>	30	39	30<=P<40	<b>F</b>
<b>5</b>	40	49	40<=P<50	<b>E</b>
<b>6</b>	50	59	50<=P<60	<b>D</b>
<b>7</b>	60	69	60<=P<70	<b>C</b>
<b>8</b>	70	79	70<=P<80	<b>B</b>
<b>9</b>	80	89	80<=P<90	<b>A</b>
<b>Highest: 10</b>	90	99	90<=P<=100	<b>O</b>

The semester-end Grade Point Average (SGPA) and the Course-end Cumulative Grade Point Average (CGPA) are computed as follows:

Credit Points = Credit of the course (Cr) x Grade secured in the course (G)

SGPA = 
$$\frac{\text{Sum of all Credit Points secured by the student in the semester}}{\text{Sum of Credits assigned to the Courses in the Semester}}$$

CGPA = 
$$\frac{\text{Sum of all Credit Points of the entire Programme}}{\text{Sum of Credits up to the end of the Programme}}$$

The CGPA shall be expressed to an accuracy of three decimal digits.

The percentage equivalence shall be obtained by multiplying CGPA with 10.

The descriptive gradation shall be based on the scale given in the following table.

CGPA	% Equivalence (if required)	Description gradation (if required)
7.5<=CGPA <=10	CGPA x 10	DISTINCTION
6<=CGPA < 7.5	CGPA x 10	FIRST CLASS
5<=CGPA < 6	CGPA x 10	SECOND CLASS
4<=CGPA <5	CGPA x 10	PASS CLASS

R. M. Phil

### 3: Attendance

No candidate shall be considered to have pursued a regular course of study unless he/she is certified by the Head of the Department to have attended the 75% of the total number of sessions conducted in each semester during his / her course of study. Any student not complying with this requirement will not be allowed to appear in the semester examination.

R. M. Phil

#### 4: Evaluation

The examination and evaluation for the M.Phil Programme Students will done by the faculty of the department and Industrialists and other academicians invited as examiners from time to time appointed by the vice Chancellor.

R. M. Phil

#### 5: Evaluation Criteria:

Except Dissertation all other courses will have 30% during course (continuous) internal evaluation and 70% term end evaluation.

Each paper will carry 100 marks of which minimum of 30% of marks should be for During Course (Continuous) internal assessment and remaining percentage of marks be for written examination. The duration of written examination for each paper shall be of 03 hours.

R. M. Phil

#### 6. During Course (Continuous) Evaluation

The during course (Continuous) assessment marks shall be based on factors such as:

- Participation in seminars, case discussions and group work activities.
- Class tests, quizzes, individual and group oral presentations.
- Submission of written assignments, term papers and viva-voce.
- Classroom participation and attendance.

The weightage given to each of these factors shall be decided and announced at the beginning of the semester by individual faculty member responsible for the paper.

R. M. Phil

#### 7. Evaluation of Dissertation:

For final completion of M. Phil Programme a dissertation based on the research studies will have to be submitted after completion of I Semester and the same will be evaluated by examiner. For the assessment of the dissertation report, the guide will suggest a panel of four external examiners, out of which, the Vice-Chancellor will appoint one external examiner. This report will be evaluated for 200 marks out of that 100 marks will be based on report writing (evaluation by external examiner) and 100 marks will be based on oral presentation / viva voce conducted by the department research guide committee.

# Master of Philosophy (Commerce)

POS1: Through this Programme the student can have the ability of under taking the research in the area of finance, marketing, human resource etc.

POS2: Through this Programme the student can have the student have qualification for registering them self for Ph.D. in Commerce Programme.

POS3: Through this Programme the student can have the knowledge of Business Research.

## M.Phil. (Commerce) SEMESTER – I

### **Paper No. I Elements of Business Research**

**Marks: 100 Credits: 04**

**COS1:** Through the knowledge of this course the student can have the basic knowledge of Elements of Research and Business Research.

#### **Unit - 1.Introduction of Research:**

Concept of Research and Business Research, Objectives and Motivational factors for Research, Research Process, Types of Research Business Research, Identification and Formulation of Research Problem, Major Problems in the Area of Business Research – Finance, Production, Marketing and Personnel-. Importance of Research in Managerial Decisions, Components of an Ideal Research Design.

#### **Unit - 2.Methods and Techniques of Data Collection:**

Types of Data, Methods and Techniques of Collecting Data, Major Sources of Data, Sampling Design, Attitude Measurement and Scaling Techniques, Processing – Analysis and Interpretation of Data.

#### **Unit - 3.Hypothesis and Basic Statistical Measures:**

Concept, Types of Hypothesis, Errors in Hypothesis Testing, Levels of Significance, Basic Review of Measures of Central Tendency, Variation, and Skewness, Simple, Partial and Multiple Correlation and Regression; Coefficient of Association and Analysis of Time Series.

#### **Unit - 4.Statistical Analysis and Interpretation of Data:**

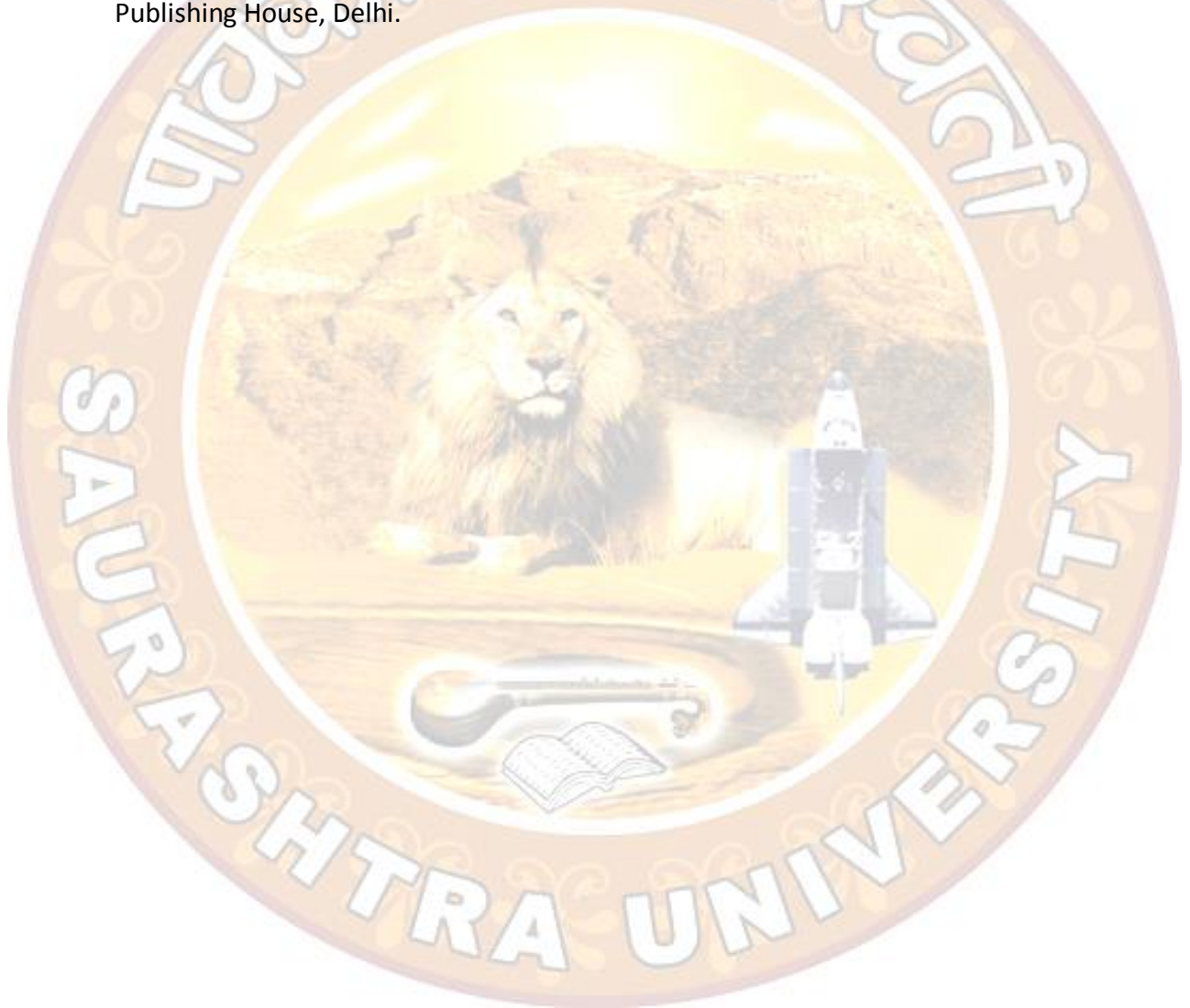
Concept and Application of Parametric Tests for testing Hypothesis. Concept and Application of Non-parametric Tests for testing Hypothesis.

#### **Unit - 5.Report Writing & Presentation:**

Introduction, Types of Report, Major Divisions of an Ideal M. Phil - Ph.D. level Research Report, Method of Giving Footnotes, References, Precautions for writing the Research Report.

**Basic Readings:**

- 1) Research Methodology by C. R. Kothari, Vikas Publishing House, Delhi.
- 2) Research Methodology by R. Panneerselvam, PHI Learning Private Limited, New Delhi, 2009.
- 3) Research Methodology by Dipakkumer Bhattacharyya, Excel Books, New-Delhi, 2010.
- 4) Business Research Methods by C. William Emory, Washington University, Richard D. Irwin, Inc. Homewood, Illinois, 1976.
- 5) Business Research Methods by Clover, Vernon T. and Belsley H. L.
- 6) Theory and Practice in Social Research, by Hansraj, Delhi, 1979.
- 7) Research Methodology in Social Sciences, by Sadhu & Singh, Himalaya Publishing House.
- 8) Statistical Methods by S. P. Gupta - Sultan Chand and Sons, New Delhi.
- 9) Methodology of Research in Social Sciences, by O. R. Krishnaswami, Himalaya Publishing House, Delhi.



**M.Phil. (Commerce) SEMESTER – I**  
**Paper No. 2: Perspective of Finance**  
**Marks: 100 Credits: 04**

**COS2:** Through the knowledge of this course the student can have the basic knowledge of Financial System of India and International Level. Further the student will have the specialized aspect of Indian Banking System.

1. Financial Markets: money and Capital markets. Money market instruments, recent trends in Indian money market.
2. Banking Financial Institutions and non-banking financial institutions. Recent Developments in Indian Banking System.
3. Liquidity Management in Commercial Funds: Theories of Liquidity Management, Priorities in the Employment of Bank Funds, Problems in Resource Allocation in India.
4. Management of Capital Funds in Commercial Banks: Meaning And Functions of Capital Funds, Standard to Measure Capital Adequacy, Present Position in India With Respect to Capital Adequacy.
5. Management of Primary Reserves: Nature And Purpose of Primary Reserves, Legal Reserves Nature and Function, working Reserves- Nature and function, Cash Management In Commercial Banks.
6. Management of Secondary Reserves: Nature and Function of Secondary Reserves, Estimation and management of Secondary Reserves.
7. Management of Bank Deposits: Relevance of Marketing Approach to Deposit Mobilization in banks, Concept of Bank Marketing, Formulating Marketing Strategies For Commercial Bank-Opportunity Analysis, Target Market, Competitive Positioning, Implementing Marketing Strategy.
8. Management of Bank loans: Characteristics of Commercial Loans, Loan Policy in Commercial Banks, Evaluating Loan Application, Credit Analysis, Credit decision, Priority Sector Lending Policies Of Commercial Bank in India.
9. Management of Bank investment: Nature And Principles of security Investment of Commercial Banks, Formulating Investment Policy, Volume And Pattern Of investment of Commercial Banks in India.
10. Performance Evaluation and Monitoring in Banks: Performance of Banks-Branch Expansion, Deposit Mobilization and Credit Deployment, Profitability Performance, Structure and Pattern of Income and Expenditure in Commercial Banks in India.

▪ **REFERENCES**

- 1) Khan M.Y. : Indian Financial System- Theory and Practice, Vikash Publishing House, New-Delhi.
- 2) Jadav Narendra : Challenges to Indian Banking, Macmillan, New-Delhi.
- 3) Tannan M L : Banking Law and Practice, Indian Law House, New-Delhi.
- 4) Kotch Timothy W : Bank Management, Dryden Press, Chicago.
- 5) Joel Bessis : Risk Management in Banking, John Wiley.
- 6) Sinkey Joseph F Jr : Commercial Banks Financial Management, Prentice Hall, New-Delhi.
- 7) Mishkin Frederies S : The Economics of Money Banking and Financial Markets: Harper Collins, New York.



**M.Phil. (Commerce) SEMESTER – I**

**Paper No. III Functional Management Perspectives**

**Marks: 100 Credits: 04**

**COS3:** Through the knowledge of this course the student can have the basic knowledge of Various Functional Management like Human Resource Management, Operations Management and Industrial Engineering. With the help of the knowledge of this course the student can become Human Resource Manager in Corporate World.

**A. An Overview of Human Resource Management**

**Unit 1:** Introduction to HRM and Human Resource Planning

- HRM Concept — Definition – Characteristics – HRM and Personnel Management
- HRM Role and Functions – HR Philosophy and Policy –
- HRM Organization –
- Concept – Process – Job Design – Job Analysis – Role Analysis – Job Enrichment and Job Enlargement;
- Recruitment and Selection –Concept – Process – Policy– Methods and sources;
- Induction– Concept – process and significance

**Unit 2:** Human Resource Development (HRD) and Performance

Appraisal and Wage and Salary Administration

- HRD Concept – Definition – Organization ;
- Managerial Training Methods – On the job and Off-the-Job Techniques
- Career Planning and Career Development – Concept only
- Performance Appraisal Concept—Process—Methods: Management by objectives
- Wage and Salary Administration
  - Basic concept of wage – Minimum, Fair and Living wage
  - Wage structure Methods of wage payments – Time Rate and Piece Rate

**B. An Overview of Operations Management**

**Unit 3:** Introduction to Production and Operations Management

- Concept and Definition of Production Management and Operations Management,
- Objectives of Operations management, decision areas in operations management,
- Recent trends in operations management
- Difference between manufacturing and service operations.

**Unit 4:** Operation Processes, Facilities Location and Layout

- Process Selection- An overview of major process decisions
- Features of various types of processes
- Facility Location-Introduction -steps in location selection and factors affecting-selection of region,
- Facility Layout -Introduction, Factors affecting facility layout, objectives of a good layout, service facility layout, types of layout (Product, process, static, cellular, combined layouts)

## **C. Overview of Elements of Industrial Engineering**

### **Unit 5: Industrial Engineering:**

- Work Study:-Method and Time Study
- Value Analysis
- Plant Maintenance

### **Reference Books:**

#### **Human Resource Management**

1. Mamoria C.B. & Gankar S.V.: Personnel Management, Text & Cases : Himalaya Publishing House.
2. Rudrabasavraj M. N.: Dynamic Personnel administration Management Of Human Resources; Himalaya Publishing House.
3. Edwin Flippo: Human Resource Management, McGraw-Hill Book Company.
4. P. Subba Rao: Personnel and HRM, Text and Cases: Himalaya Publishing House.
- 5 .K. Aswathappa : HR & PM , Text and Cases : Tata MC Graw Hill Company

#### **Operations Management**

1. S.A.Chunawalla and D.R. Patel, Production and Operation Management,Himalaya Publishing House, Mumbai
2. K. Aswathappa and K. Shridhara Bhat , Production and operation Management ,Himalaya Publishing House, Mumbai
3. Mahadevan B., Operations Management, Pearson Education, New Delhi,2008
4. Russel & Taylor, Operations Management, Pearson Education, New Delhi,2008
5. Chase, Jabocs and Acquiliano, Operations Management, Tata McGraw Hill,New Delhi, 2009.

**M.Phil. (Commerce) SEMESTER – II**

**Dissertation:**

**Marks: 200 Credits: 8**

**COS4:** Through this course the student can have the ability of under taking the research in the area of finance, marketing, human resource etc.

**Dissertation**

**100 Marks**

The research scholar will be required to conduct research and prepare a dissertation on a topic to be selected in consultation with the respected supervisor and the coordinator / head.

**Viva-voce**

**100 Marks**

The research scholar will be required to give presentation in a seminar on the topic of his/her dissertation. He/she has to defend his/her dissertation.

All the rules and regulations of UGC and Saurashtra University should be followed in dissertation writing and evaluation.

In the criteria for passing, promotion and other administrative matters, Saurashtra University Ordinance for M. Phil. and amendments suggested by academic council should be abided.

