



# Programme Guide

## 2022-23

**Bachelor of Commerce with International Business and Finance  
Programme (BCIBF)**

**Centre for Distance and Online Education Jamia Millia Islamia  
(A Central University by an Act of Parliament)**

**NAAC Accredited Grade A**

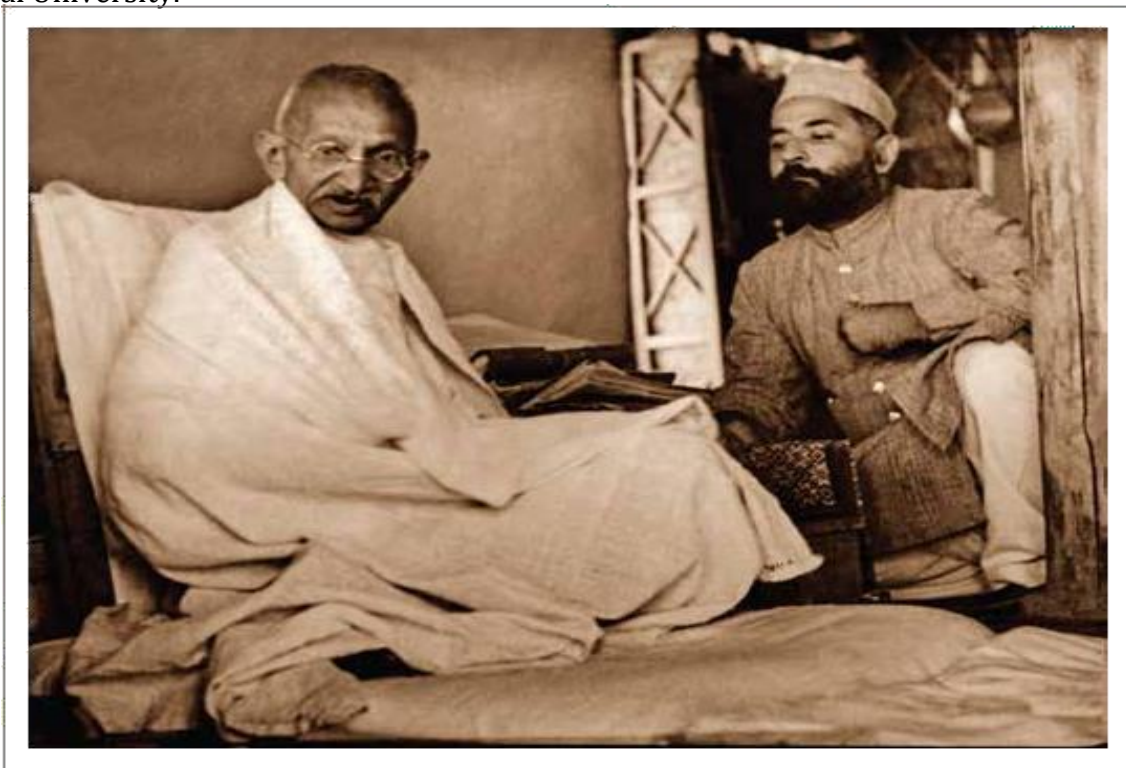


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## JAMIA MILLIA ISLAMIA

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Jamia Millia Islamia, the lusty child of Non-Cooperation Movement, was founded at Aligarh in response to Gandhiji's Call to boycott British supported educational institutions. Shaikhul-Hind, Maulana Mahmud Hasan of Darul Ulum, Deoband and distinguished national leaders – Mahatma Gandhi, Maulana Mohammed Ali, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari, Maulana Abul Kalam Azad and Dr. Zakir Husain were among its founders. Its foundation was laid at Aligarh on 29th October 1920 and subsequently, in 1925 it moved to Delhi. A 'Deemed to be University' status was bestowed to the Jamia in June 1963 under Section 2 of the University Grant Commission Act and eventually, on 26 December 1988, through an Act of the Parliament, the Jamia blossomed into a full-fledged Central University.



Icons of 'Naj Taleem'  
M.K. Gandhi and Dr. Zakir Hussain

### **CENTRE FOR DISTANCE AND ONLINE EDUCATION**

In September 2002 the Centre for Distance and Online Education (CDOE) was established in Jamia Millia Islamia with the assistance of Distance Education Council. The objectives of the Centre include provision of space for higher education to those who are unable to draw benefits from formal system of education and to take education at the doorstep of the learner. The mode of instruction is through self-learning material, supplemented by counselling session. In 2009, the CDOE was approved by the Ministry of Human Resource Development, Government of India.

## **CDOE MESSAGE**

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the **BCIBF** Programme under distance mode being offered at the Centre for Distance and Online Education.

Education, needless to reiterate, is a *sine qua non* for the growth of a nation and personality development of its citizens. Plagued by the existence of various structural problems and prejudicial practices leading to divisiveness in the social order, various governments that have struggled to evolve an egalitarian order based on Gandhiji's dream of social justice and Nehru's meditations on equity have finally found an answer in education. Distance education is, one of the many, multi-pronged instrument adopted to promote literacy across India. It aims not just to foster social mobility and lifelong education but also to uphold the core values of the Indian society, that is, democracy, secularism, social justice and equality of opportunity.

The Jamia Millia Islamia in its endeavor to endorse and promote these values and advance literacy, has pledged to take education to the doorsteps of the learners.

I wish you success in your educational endeavors.

**Professor Jessy Abraham**  
**Hony. Director**  
**CDOE, JMI**

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**PROGRAMME COORDINATOR**

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**1. ABOUT THE PROGRAMME**

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**Introduction of the Programme**

Centre for Distance and Online Education has introduced the BCIBF (distance mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. This Programme helps to develop skill in matters related to commerce and to create an additional avenue of self-employment and also to benefit various financial/commercial/business institutions by providing them with suitable qualified persons.

**Duration of the Programme**

Minimum duration of the Programme: 3 (Three) Year

Maximum duration of the Programme: 6 (Six) Year

**Medium of Instruction:** English & Hindi.**Programme Fee**

Previous Year	Rs. 8800/-
Second Year	Rs. 8800/-
Final Year	Rs. 8800/-

## Brief Programme Structure

### 1<sup>st</sup> YEAR

S. No	Course Code	Course Title	Credits	EVALUATION SCHEME		Total
				Assignments	Term End Theory	
				Theory		
1.	BCIBF 101	Business Communication	4	30	70	100
2.	BCIBF 102	Principles of Business Management	4	30	70	100
3.	BCIBF 103	Financial Accounting	4	30	70	100
4.	BCIBF 104	Business Regulatory Framework	4	30	70	100
5.	BCIBF 105	Business Economics	4	30	70	100
6.	BCIBF 106	Business Environment	4	30	70	100
<b>Total</b>			<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>

### 2<sup>nd</sup> YEAR

S. No	Course Code	Course Title	Credits	EVALUATION SCHEME		Total
				Assignments	Term End Theory	
				Theory		
1.	BCIBF 201	Introduction to Business Finance	4	30	70	100
2.	BCIBF 202	Business Mathematics and Statistics	4	30	70	100
3.	BCIBF 203	Company Law	4	30	70	100
4.	BCIBF 204	Information Technology in Business	4	30	70	100
5.	BCIBF 205	Cost and Management Accounting	4	30	70	100
6.	BCIBF 206	Fundamental of Entrepreneurship	4	30	70	100
<b>Total</b>			<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>

### 3<sup>rd</sup> YEAR

S. No	Course Code	Course Title	Credits	EVALUATION SCHEME		Total
				Assignment s	Term End	
				Theory	Theory	
1.	BCIBF 301	Principles of Marketing	4	30	70	100
2.	BCIBF 302	International Marketing	4	30	70	100
3.	BCIBF 303	International Business Environment	4	30	70	100
4.	BCIBF 304	India's Foreign Trade Policy	4	30	70	100
5.	BCIBF 305	Export-Import Procedures and Documentation	4	30	70	100
6.	BCIBF 306	International Finance	4	30	70	100
7.	BCIBF 307	Human Resource Management	4	30	70	100
		<b>Total</b>	<b>28</b>	<b>210</b>	<b>490</b>	<b>700</b>

### Detailed Programme Structure

#### BCIBF 1st Year

#### BCIBF 101: BUSINESS COMMUNICATION

Block 1: Communication Concept & Functions

Unit 1: Communication Concept & its role in present day business.

Unit 2: Communication Process

Unit 3: Good Communication

Unit 4: Verbal and non-verbal communication

Block 2: Methods of Communication

Unit 5: Dimensions of Communication

Unit 6: Intra-organizational Communication

Unit 7: Communication Channels

Unit 8: Basics & Breakdown in Communication

Block 3: Effective Communication, Speaking and Oral Reporting

Unit 9: Guidelines for Effective Communication

Unit 10: Effective Speaking

Unit 11: Presentation & Interview

Unit 12: Listening

Block 4: Public Communication, Business Correspondence & Report Writing

Unit 13: Communication for Customers / Public

Unit 14: Business Correspondence

Unit 15: Effective Business Letters

Unit 16: Report Writing & External Communication

### **BCIBF 102: PRINCIPLES OF BUSINESS MANAGEMENT**

Block 1: Business and Management an Introduction

Unit 1: Nature and Scope of Business, Forms of Business Organisation

Unit 2: Nature and Scope of Management

Unit 3: Approaches to the Study of Management

Unit 4: Functions and Principles of Management

Block 2: Planning and Organizing

Unit 5: Fundamentals of Planning

Unit 6: Plans, Policies, Schedules and Procedures

Unit 7: Organizing: Basic Concepts

Unit 8: Departmentation and Forms of Authority Relationships

Unit 9: Delegation and Decentralization

Block 3: Staffing and Directing

Unit 10: Staffing

Unit 11: Directing

Unit 12: Motivation

Unit 13: Leadership

Unit 14: Communication Block 4: Coordination and Control

Unit 15: Coordination

Unit 16: Process of Control

Unit 17: Techniques of Control

Unit 18: Management of Change

### **BCIBF 103: FINANCIAL ACCOUNTING**

Block 1: Accounting Fundamentals and Final Accounts

Unit 1: Basic Concepts of Accounting, Accounting Standard & IFRS

Unit 2: The Accounting Process

Unit 3: Cash Book and other Subsidiary Books

Unit 4: Concept relating to Final Accounts, Final Account-I and II

Block 2: Accounts from Incomplete Records

Unit 5: Self-Balancing System



Unit 6: Accounting from Incomplete Records-I  
Unit 7: Accounting from Incomplete Records-II and III

Block 3: Accounts of Non-trading Concerns, Depreciation, Provisions and Reserves

Unit 8: Accounts of Non-trading Concerns - I  
Unit 9: Accounts of Non-trading Concerns -II  
Unit 10: Depreciation-I and II

Block 4: Branch and Departmental Accounts

Unit 11: Branch Accounts - I  
Unit 12: Branch Accounts -II  
Unit 13: Departmental Accounts

Block 5: Hire Purchase Accounts

Unit 14: Hire Purchase Accounts - I  
Unit 15: Hire Purchase Accounts - II and III

Block 6: Partnership Accounts

Unit 16: General Introduction and Distribution of Profits  
Unit 17: Admission of a Partner  
Unit 18: Retirement of a Partner  
Unit 19: Dissolution of a Partnership Firm

#### **BCIBF 104: BUSINESS REGULATORY FRAME WORK**

Block 1: General Law of Contracts I

Unit 1: Essentials of a Contract  
Unit 2: Offer and Acceptance  
Unit 3: Capacity of Parties  
Unit 4: Free Consent

Block 2: General Law of Contract II

Unit 5: Consideration and Legality of Object  
Unit 6: Void Agreements and Contingent Agreements  
Unit 7: Performance and Discharge  
Unit 8: Remedies for Breach and Quasi Contracts

Block 3: Specific Contracts

Unit 9: Indemnity and Guarantee  
Unit 10: Bailment and Pledge  
Unit 11: Contract of Agency  
Unit 12: Carriage of Goods

Block 4: Partnership

Unit 13: Definition and Registration of Partnership  
Unit 14: Rights, Duties and Liabilities of Partners  
Unit 15: Limited Liability Partnership  
Unit 16: Dissolution of Partnership Firms  
Block 5: Sale of Goods  
Unit 17: Nature of Contract of Sale

Unit 18: Conditions of Warranties.  
Unit 19: Transfer of Ownership and Delivery  
Unit 20: Rights of an Unpaid Seller

### **BCIBF 105: BUSINESS ECONOMICS**

Block 1: Fundamental Problems of Economic Systems and Basic Concepts  
Unit 1: Fundamental Problems of Economic Systems  
Unit 2: Basic Concepts of Business Economics  
Unit 3: Economic Systems

Block 2: Consumer Behavior and the Demand Theory  
Unit 4: Law of Diminishing Marginal Utility and Equi-Marginal Utility  
Unit 5: Indifference Curve Analysis  
Unit 6: Consumer Demand  
Unit 7: Elasticity of Demand

Block 3: Theory of Production  
Unit 8: Production Function I  
Unit 9: Production Function II  
Unit 10: Law of Supply and Elasticity of Supply  
Unit 11: Theory of Costs and Cost Curves

Block 4: Theory of Price  
Unit 12: Equilibrium Concept and Conditions  
Unit 13: Perfect Competition  
Unit 14: Monopoly  
Unit 15: Monopolistic Competition  
Unit 16: Oligopoly

Block 5: Distribution of Income  
Unit 17: Theory of Distribution  
Unit 18: Distribution of Income I: Wages and Interest  
Unit 19: Distribution of Income II: Rent and Profit  
Unit 20: Inequality of Income

### **BCIBF 106: BUSINESS ENVIRONMENT**

Block 1: Introduction of Business Environment  
Unit 1: Nature and Dimension of Business Environment  
Unit 2: Economic Environment: An Overview  
Unit 3: Structure of Indian Economy  
Unit 4: Social and Cultural Environment

Block 2: Business and Government  
Unit 5: Role of Government in Business

Unit 6: Macro Economic Policies

Unit 7: Consumer Protection

Block 3: Economic Policy and Framework

Unit 8: Industrial Policy

Unit 9: Industrial Sickness

Unit 10: Industrial Relations

Unit 11: Small Scale Sector

Block 4: External Sector and Economic Reforms

Unit 12: Foreign Investment and MNCs

Unit 13: India's Foreign Trade

Unit 14: Balance of Payment and EXIM Policy

Unit 15: International Trade Relations

### **BCIBF 2<sup>nd</sup> Year**

#### **BCIBF 201: INTRODUCTION TO BUSINESS FINANCE**

Block 1: Introduction

Unit 1: Scope of Financial management Nature and Functions of Finance Objectives of Financial Management

Unit 2: Emerging role of Financial Manager in India Organizational, Regulatory and Tax Framework

Unit 3: Forms of Business Organization Regulatory framework of Financial Management

Unit 4: Industrial Policies Indian Companies Act 1956 Securities and Exchange Board of India (SEBI) Guidelines

Block 2: Financial Securities, Capitalization and Capital Structure

Unit 5: Nature and Characteristics of different Securities Valuation of Fixed-Income Securities and Equity Shares Meaning and nature of Capital Structure

Unit 6: Leverages operating and Financial EBI-EPS Analysis for Capital Structure Planning Assessment of Debt Capacity

Unit 7 : Guidelines for Capital Structure Planning Guidelines for New Shares and Debentures

Unit 8: Meaning and definition of Capitalization Over and Under Capitalization – their causes and Remedies

Block 3: Short Term Financial Requirement

Unit 9: Meaning and nature of working Capital its need and importance. Factors effecting working capital requirement

Unit 10: Estimating W. C. requirement, W.C financing phooey Dividend Payout ratio

Unit 11: Managerial Consideration in determining Dividend payout Factors effecting Dividend Policy, Dividend Stability

Unit 12 : Dividend Policy and Share Valuation Traditional Position, Walter Model, M.M. Position

Block 4: Capital Budgeting

Unit 13: Meaning, need and importance of Capital Budgeting, Factors effecting C.B.

Unit 14: Meaning and methods of evaluating projects, Caparison of present value and internal rate of retire methods, Capital Rationing

Unit 15: Cost of Capital - required returns on Capital Investment; Meaning and Importance of Cost of Capital

Unit 16: Measurement of Cost of Debt and Preference Share Capital, and retained Earnings, Overall cost of Capital of the firm

**BCIBF 202: BUSINESS MATHEMATICS AND STATISTIC**

Block 1: Function and Progression

Unit 1: Function and Progression

Unit 2: Arithmetic Progression and Series

Unit 3: Geometric Progression and Series

Block 2: Permutation and Combination

Unit 4: Fundamental Principles of Counting

Unit 5: Permutation & Combination

Unit 6: Matrices and Determinants

Unit 7: Differentiation

Unit 8: Integration and Its Application

Block 3: Basic Statistical Concepts

Unit 9: Meaning and scope of statistic

Unit 10: Organizing a Statistical Survey

Unit 11: Accuracy, Approximation and Errors

Unit 12: Ratios, Percentages and Rates

Block 4: Collection, Classification and Presentation of Data

Unit 13: Collection and classification of Data

Unit 14: Tabular Presentation

Unit 15: Diagrammatic and Graphic Presentation

Block 5: Measures of Central Tendency, Dispersion and Skewness

Unit 16: Concept of Central Tendency, Mean, Median, Mode, and Geometric, Harmonic and Moving Averages

Unit 17: Measures of Dispersion – I & II Unit

18: Measures of Skewness

### **BCIBF 203: COMPANY LAW**

Block 1: Company and Its Formation

Unit 1: Nature and Types of Companies

Unit 2: Public and Private Company

Unit 3: Promoters

Unit 4: Formation of a Company

Block 2: Principal Documents

Unit 5: Memorandum of Association

Unit 6: Articles of Association

Unit 7: Prospectus

Block 3: Capital and Management

Unit 8: Share and Loan Capital

Unit 9: Allotment of Shares

Unit 10: Membership of a Company

Unit 11: Directors

Block 4: Meetings and Winding Up

Unit 12: Company Secretary

Unit 13: Meetings and Resolutions

Unit 14: Winding Up

### **BCIBF 204: INFORMATION TECHNOLOGY IN BUSINESS**

Block 1: Computer Basics, Information Technology and Number Systems

Unit 1: Computer Basics

Unit 2: Introduction to Information Technology

Unit 3: Advanced Information Technology

Unit 4: Number Systems

Block 2: Computer Organization, Architecture and Memory Storage

Unit 5: Computer Organization

Unit 6: Memory Unit

Unit 7: Operating System

Unit 8: Database Fundamentals

Block 3: Computer Software Communications, Internet and Security

Unit 9: Computer Software

Unit: 10: Computer Communications

Unit 11: Internet and Its Tools

Unit 12: Computer Security

Block 4: Microsoft Office

Unit 13: Word Processor- MS-Word

Unit 14: MS- Excel

Unit 15: MS Power Point

Unit 16: MS Access & Internet Application

### **BCIBF 205: COST & MANAGEMENT ACCOUNTING**

Block 1: Basic Concepts

Unit 1: Nature and scope of cost accounting.

Unit 2: Cost classification and cost sheet

Unit 3: Accounting for material (Nature & Scope)

Block 2: Material and Labour

Unit 4: Accounting for Labour

Unit 5: Accounting for Overheads

Unit 6: Absorption of Overheads

Block 3: Overheads

Unit 7: Single or Output Costing

Unit 8: Job Batch and Contract Costing

Unit 9: Process Costing

Block 4: Methods of Costing

Unit 10: Operating or Service Costing

Unit 11: Reconciliation of cost and financial accounts.

Unit 12: Budgetary Control

Block 5: Management & Responsibility Accounting

Unit 13: Financial statement analysis.

Unit 14: Accounting Ratio

Unit 15: Budgeting-I

Unit 16: Budgeting-II

### **BCIBF 206: FUNDAMENTALS OF ENTREPRENEURSHIP**

Block 1: Entrepreneurship Theories & Environment

Unit 1: The Entrepreneur

Unit 2: Theories of Entrepreneurship

Unit 3: Entrepreneurial Environment

Block – 2: Planning and Promotion of Venture

Unit 4: Identification of Business Opportunities

Unit 5: Promotion of a Venture

Unit 6: Requirements for a Business

Block – 3: Entrepreneurial Behaviour & Programmes

Unit 7: Economic System & Entrepreneurial Behaviour

Unit 8: Entrepreneurial Behaviour & Social Responsibilities



Block – 4: Entrepreneurship Development Programmes

Unit 9: EDPs and Small Business

Unit 10: Women Entrepreneurship

Unit 11: Small Business

Block – 5: Incentives and Support

Unit 12: Institutional Financial/ Promotional Support

Unit 13: Incentives and subsidies

Unit 14: Export and Import Procedure

**BCIBF 3rd Year**

### **BCIBF 301 PRINCIPLES OF MARKETING**

Block 1: Marketing Concepts and Environment

Unit 1: Basic Concepts of Marketing

Unit 2: Marketing Environment

Unit 3: Markets and Marketing Segmentation

Unit 4: Consumer Behavior

Block 2: Product Differentiation and Packaging

Unit 5: Product concept and Classification

Unit 6 : Product Development and Product Life Cycle

Unit 7 : Branding

Unit 8 : Packaging

Block 3: Pricing

Unit 9: Pricing

Unit 10: Discounts and Allowances

Unit 11 Regulation of Prices

Block 4 : Distribution

Unit 12: Distribution Channels

Unit 13: Whole Seller and Retailer

Unit 14: Physical Distribution

Block 5 : Promotion

Unit 15: Promotion

Unit 16: Personal Selling & Sales Promotion

Unit 17: Advertising and Publicity

### **BCIBF 302: INTERNATIONAL MARKETING**

Block1: Introduction

Unit 1: International Marketing: Basic Concepts, nature, definition and scope

Unit 2: International Marketing V/s Domestic Marketing

Unit3: International Marketing Environment; external and internal

Block 2: Foreign Market Selection

Unit 4: International Market Identification

Unit 5: International Market Selection

Unit 6: International Marketing Entry mode decisions

Block3: International Product and Pricing Decisions

Unit 7: Product planning for international market, product designing, standardization V/s

adoption

Unit 8: Branding, Packaging labeling and quality issues and after sales service

Unit 9: International Pricing: Pricing process, Pricing Methods, Factor influencing International Price Quotation, Payment Terms.

Block 4: International Promotion and Distribution

Unit 10: Promotion of Products/Services abroad, methods of international promotion, direct mail and sales literature.

Unit 11: International Advertising, Personal selling, Trade fairs and exhibitions

Unit 12: Sales promotions; International distribution channels, logistics decisions, selection and appointment of foreign sales agents.

Block 5: Export Policy and Practice in India

Unit 13: Exim Policy – an overview, trends in India's foreign trade

Unit14: Steps in starting an export business, product Selection, Market Selection, export pricing

Unit 15: Expert finance, expert documentation, expert procedure, expert assistance and incentives, Emerging Trends and Issues in International Marketing.

### **BCIBF 303: INTERNATIONAL BUSINESS ENVIRONMENT**

Block 1: Concepts and Dimensions

Unit 1: International Business Environment – an overview, nature, importance and scope

Unit 2: Geographic, socio-cultural, commercial, legal and political environment

Unit 3: Theories of international trade, gains from international trade, Balance of payment analysis

Block 2: Instruments of Commercial Policy

Unit 4: Commercial Policy: An overview, Tariff and nontariff measures, arguments for and against protectionism

Unit 5: Current trends and issues in international trade, Pattern and structure of world trade, trade in services

Unit 6: Foreign investment: types, motives, effects. Present structure of foreign direct investments

Block 3: World Trading System

Unit 7: Multinational Corporations (MNCs), nature, role, types and operations,

Unit 8: Policy towards MNCs, Transfer of Technology

Unit 9: Regional Economic integration, forms of integration

Block 4: Regional Economic Groupings

Unit 10: Regional economic groupings in practice. NAFTA

Unit 11: SAARC, ASEAN, SAPTA

Unit 12: International Economic Co-operation Block 5: Institutions and Agreements

Unit 13: Multilateral Financial Institutions, World Bank, IMF

Unit 14: International Commodity agreements

Unit 15: W.T.O., VNCTAD, GSP

### **BCIBF 304: INDIA'S FOREIGN TRADE POLICY**

Block 1: Foreign Trade: An Overview

Unit 1: India's Foreign Trade, Trends and developments

Unit 2: Commodity Composition and direction

Unit 3: India and World Trade

Block 2: Institutional Frame Work and Policies

Unit 4: Foreign trade policy in India

Unit 5: Making body and institutions

Unit 6: Exchange control in India – Objectives and definition

Block 3: Export Promotion I

Unit 7: Import substitution and export promotion policies

Unit 8: Export incentives, duty exemption, schemes, duty drawbacks

Unit 9: Commercial banks in foreign trade, EXIM bank, EGC, deferred payment system

Block 4: Export Promotion II

Unit 10: Export Promotion councils

Unit 11: Commodity boards, product export development authorities, state trading organizations, export and trading houses

Unit 12: Export Processing zones, special economic zones export oriented units

Unit 13: Foreign Investment Policy

Unit 14: Indian joint ventures abroad

Unit 15: Multilateralism and Bilateralism in India's foreign trade

### **BCIBF 305: EXPORT IMPORT PROCEDURES AND DOCUMENTATION**

Block 1: Documentary Framework for Exports and Imports

Unit 1: Export Import documentary Framework, registration of an export firm, licensing regulations

Unit 2: Processing of an export order, export documents need and types.

Unit 3: Export Import Documents: An overview

Block 2: Terms of Payment and Financing Practices

Unit 4: International Business contracts – types and formation

Unit 5: Payment terms, instruments and methods of financing, documentary credits and collection, uniform customs of Practices (UCP) 500

Unit 6 : Facilities, incentives and procedures for pre and post shipment finance

Block 3: Export Import Trade Operations

Unit 7: Preparing for Shipment, Business risk, cargo, credit and foreign exchange risk coverage

Unit 8: Cargo Insurance, role and schemes of ECGC and Commercial banks

Unit 9: Foreign exchange regulations and formalities

Block 4: Inspection and Clearance

Unit 10: Quality control and pre-shipment inspection – concept, scheme and procedures

Unit 11: Excise clearance of export cargo, customs clearance of export import cargo

Unit 12: Claiming duty drawbacks and other incentives

### **BCIBF 306: INTERNATIONAL FINANCE**

Block 1: International Financial System

Unit 1: International Monetary System and Institutions

Unit 2: World Bank

Unit 3: International Monetary Fund

Block 2: Foreign Exchange Risk Management

Unit 4: Foreign Exchange Markets

Unit 5: Exchange rate determination and its mechanism

Unit 6: Exchange rate fluctuations – impact on foreign trade and investment, currency exposure management

Block 3: Investing in Foreign Operations

Unit 7: International Banking

Unit 8: World financial markets

Unit 9: Eurocurrency markets

Block 4: Financing International Operations

Unit 10: Foreign investments – types and motives

Unit 11: Foreign investment in India, India's investment in foreign countries

Unit 12: Regulation of foreign investments in India

### **BCIBF 307: Human Resource Management**

Block 1: Introduction of HRM

Unit 1: HRM: concepts scope and functions

Unit 2: Organised the personnel function

Unit 3: Personnel Policies: Meaning types and process

Unit 4: The Changing Social Context and Emerging Issues

Block 2: Procurement of Development of HR

Unit 5: Human Resource Planning: concept, objectives, process, Job Analysis and Job Design

Unit6: Recruitment & Selection: Concepts , sources and Methods

Unit7: Human Resource Development: Training, Model and Methods

Unit8: Career Planning, Succession Planning & Talent Management

Block 3: Employees Compensation and Reward Management

Unit 9: Performance Appraisal: Techniques and Competency Mapping

Unit10: Wage and Salary administration: Concept and Objectives

Unit 11: Compensation Strategy, structure and Composition

Unit 12: Benefits: and Reward Management concept, coverage, objectives and types

Block 4: Employer-Employees Relationship

Unit 13: Regulatory Mechanisms in Industrial Relation

Unit 14: Dealing with Unions and Association

Unit 15: Industrial Democracy

Unit 16: Grievance Handling and Discipline

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## **2. COUNSELLING SESSION**

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Counseling sessions are held at the Learner Support Centre normally on weekends within the general academic scheduled of the Programme. **It may be noted that the counseling sessions are not conventional classroom teaching. Lectures will be largely based on discussions which will help to overcome difficulties faced by the candidates while going through the SLMs.**

**In these sessions candidates must try to resolve subject related difficulties if any. Before you proceed to attend the counseling sessions, please go through your Self Learning Materials and identify of the points to be discussed.** The detailed schedule of the counseling sessions will be available on the University Website: <https://www.jmi.ac.in/cdoe/cschedule>

ounseling session will be organized in all theory / practical courses. There will be 65 counseling session of 2 hours each. Attending the counseling session is not mandatory, nevertheless is always in the interest of learner to attend these session.

### **MODE OF INSTRUCTION**

It is based on Self-Learning Study Material prepared and supplied by CDOE, besides counselling sessions and other exercises such as assignments etc.

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## **3. UPDATES**

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Students are advised to regularly check CDOE Website regarding all updates regarding their course. For examination and results, please regularly follow the website of the office of the Controller of Examinations.

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## **4. ACADEMIC CALENDAR**

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The academic calendar provides important dates and other relevant information



corresponding to activities such as Counseling, Assignments, and Examinations etc. **Try to keep an eye on the important dates given in your academic calendar for different activities. You can view and download your academic calendar from JMI website as well as on the notice board of Centre for Distance and Online Education / Learner Support Centres..**

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## **5. LEARNER SUPPORT CENTRES**

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The Study Centre to which you have been admitted will remain your Study Centre till you have cleared all courses within the maximum time allowed. No student would be permitted to change his/her Study Centre at any point of time. All the activities related to Counseling Assignments and Annual Examination will be held at the Study Centre only. However, the CDOE, JMI reserves the right to discontinue/change the Examination/Study Centre at any point of time as it deem appropriate.

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## **6. EVALUATION SYSTEM**

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### **Assignments**

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weightage.

The assignments are designed in such a way as to help you concentrate mainly on the printed course material. However, access to other books and sources will be an added advantage in your academic pursuits.

Assignments should be hand written. Typed or printed assignments **shall not be** entertained.

For your own record it is advisable to retain a copy of all the assignment responses.

You have to submit the Assignments to the Study Centre on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly on the Assignment booklet.

Getting pass percentage in assignments is mandatory. If you do not get passing marks in any assignment, you have to submit a fresh assignment in consultation with the Programme Coordinator. However, once you get the passing marks in an assignment, you cannot re-submit it for improvement of marks.

## **Annual Examinations**

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result. You must fill in the Annual Examination form Online once the notification is issued on the CDOE website. The examination forms should be submitted on or before the last date mentioned in the **notification**.

## **Annual Examination Form**

On receipt of your Examination Form, the Admit Card will be issued 15 days before the commencement of the Annual Examination. In case you fail to download the Admit Card before the commencement of examination, you may contact your Examinations Centre / Learner Support Centre.

Examinations Date-sheet will be uploaded on the website much in advance before the commencement of the Examination at  
[https://www.jmi.ac.in/cdol/examination\\_datesheet](https://www.jmi.ac.in/cdol/examination_datesheet)

**While submitting your Examination Form for the Annual Examinations, it is your responsibility to check whether you are registered for the programme and eligible to appear for that examination. If any of the above requirements are found missing, your examination is liable to be cancelled.**

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## 7. ANNUAL EXAMINATION RESULT

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The evaluation consists of two parts (i) Assignments (ii) Annual Examination. In the final result all the Assignments of a course will carry 30% weightage while 70% weightage will be given to the Annual Examination.

### Declaration of Result

To pass a Programme under distance mode, a candidate must obtain:

- (a) at least 33% marks in each component of theory papers i.e. in assignments and Annual Examination, separately;
- (b) an aggregate of at least 40% marks based on all theory papers and assignments, to obtain the degree;
- (c) If a student fails to qualify any component of a paper or a course he/she can repeat the same during the subsequent years, up to the maximum duration provided for the Programme from the date of registration; and
- (d) On the basis of the marks obtained, division will be awarded in the following way:
  - (i) Distinction to those who obtain 75% marks or more in the aggregate.
  - (ii) First division to those who obtain 60% marks or more in the aggregate.
  - (iii) Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.
  - (iv) Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

**Grace Marks:** A maximum of three (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

### Promotion to the next year of the Programme

Students registered for a Programme will automatically be promoted to the next year of the Programme. The student can clear all un-cleared theory papers and assignments within the maximum time limit allowed to complete the Programme. The students will be declared successful for award of Degree only after clearing all theory papers and assignments required within the maximum time period inclusive of the year of admission. A student who does not appear in any component (Annual Examination and assignments) in the minimum duration provided for the Programme, he/she will have to seek re-registration by submitting the prescribed fee through Demand Draft if he/she wishes to continue through the Programme.

## Re-evaluation of Answer Scripts

Any student intending to apply for re-evaluation of answer scripts of any course of his/her written examination, may do so on the **prescribed application form within 30 days from the date of issue of mark sheet.**

- (i) Re-evaluation of scripts will not be allowed in more than one third of the written papers of an annual examination.
- (ii) The original statement of marks issued to the candidate shall accompany each application for re-evaluation.
- (iii) Re-evaluation shall not be permitted in the case of practical examinations, viva voce, project examination, assignments/internal assessment, etc.
- (iv) The candidate applying for re-evaluation shall be required to pay the prescribed fee per paper.
- (v) Merit list, declared in the results of the respective examination, shall not be prejudiced owing to re-evaluation of scripts.
- (vi) If there will be any change in the result of the examination due to re-evaluation of answer scripts, no examinee can complain in the court of law, nor any action can be initiated against the examiner(s) concerned.
- (vii) If the award of the re-evaluator (second examiner) varies from the original award up to and including  $\pm 5\%$  of the maximum marks secured earlier, the original award shall stand.
- (viii) If the award of the re-evaluator varies from the original award to more than  $\pm 20\%$  of the maximum marks secured earlier, the answer script shall be sent to the second re-evaluator (third examiner).
- (ix) The average of the marks awarded by the second and third examiner shall be final.
- (x) Applications for re-evaluation of answer scripts only for annual examination shall be accepted.
- (xi) Answer scripts of those examinees who appeared for improvement of division or percentage of marks shall be final and shall not be re-evaluated.

## Improvement of Result

A student may be allowed to appear in the examination for improving his/her result provided that:

- (i) The student has successfully completed all the requirements/clearance of all papers required for the award of the Degree;
- (ii) The student shall get only **one chance for improvement in case of a maximum of two theory papers** and that too in the successive year (Annual Examination) following the declaration of his/her final year result;
- (iii) Better of the two marks obtained by the student will be considered as final;
- (iv) In case of students who apply for improvement but do not appear in desired paper(s), their previous marks in these paper(s) shall be counted; and

- (v) The students will have to appear in the improvement examination on the basis of the current syllabus in the same paper. However if the paper is changed (title & contents) then the student would appear as per the old syllabus of the paper(s).

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## 8. GENERAL REGULATIONS

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### Programme Fee, Re-Registration, Late fee and other Charges

- **Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through online mode on the link available on Jamia Millia Islamia website.
- **Re-Registration Fee:** A student who does not appear in any component (i.e. theory and assignment) of the Programme during the minimum period and wishes to continue the Programme, then he/she will have to re-register by paying the prescribed re-registration fee; given in the table on next page.
- **Late Fee:** A student who doesn't submit his/her Assignments and Examination Form on time may submit the same with the prescribed late fee; and
- Candidates are required to intimate the relevant authorities, sufficiently in advance, if there is any change of address/mobile number etc.

**Table: Renewal and other Fee applicable for B.Com (Distance Mode)**

Sl. No.	BCIBF (Distance Mode)	Fees/Charges (Rs.)
1.	Programme/Renewal Fees (to be paid for Part 2 <sup>nd</sup> & 3 <sup>rd</sup> )	8800/-
2.	Submission of Assignments with late fees upto the maximum period of 4 weeks	100/- (Per Assignment)
3.	Submission of Assignments in the following years (In case of absence/fail if any)	200/- (Per Assignment)
4.	Submission of Annual Examination form with late fees up to 4 weeks.	250/-
5.	Submission of Annual Examination form with late fees beyond 4 weeks up to the next 4 weeks.	600/-
6.	Re-appearing in Annual Examination (In case of	500/- (Per paper/course)

	absence/fail/improvement)	
7.	Re-Registration Fee*	2160/-
8.	Provisional Certificate	50/-
9.	Migration Certificate	50/- (after passing exam)
10.	Migration Certificate	200/- (before passing exam)
11.	Duplicate Statement of Marks (Attach a copy of FIR)	200/-
12.	Duplicate Identity Cards (Attach a copy of FIR)	200/-
13.	Change of Address in ID Card	50/-
14.	Re-evaluation of (current) Answer Script	500/- (Per Course)

**Note:** \* If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 3 years and desires to continue the Programme after the lapse one year he/she should re-register for the Programme by depositing the above mentioned re-registration fee. The Fee once paid will not be refunded or adjusted under any circumstances.

All the fees/charges wherever, applicable will be payable only in the online mode through the portal provided by **Jamia Millia Islamia, New Delhi**.

The aforesaid fee is subjected to revision during the academic year as per University rules.