



**Government College Rajahmundry**

An Autonomous Institution since 2000

Affiliated to Adikavi Nannaya University

**NAAC**  
**3.38/4.00**  
**(RAF-2017)**



**DEPARTMENT OF COMMERCE**

**BOARD OF STUDIES 2023-24**

## **Admitted Batch 2023-24**

### **COMMERCE PROGRAMMES:**

1. B.Com Honours General (Major)
2. B.Com Honours – Computer Applications (Major)
3. B.Com Honours – Financial Services
4. B.Com Honours - Accounting

### **MANAGEMENT PROGRAMMES:**

5. BBA Honours
6. BBA Honours Digital Marketing
7. BBA Honours Logistics Management
8. BBA Honours Retail Operations

### **Programmes offered for Admitted batches 2020-21 on wards**

1. B.Com General Honours
2. B.Com General Honours with Research

### **Certificate Courses offered:**

- a) Web Marketing
- b) Personal Finance Management
- c) Tax Practice
- d) Transport and Distribution
- e) 21<sup>st</sup> Century Skills
- f) Computerized Accounting with Tally
- g) FMCG-Marketing Strategies

**DEPARTMENT OF COMMERCE**  
**CONSOLIDATED REPORT OF B.Com BOARD OF STUDIES FOR THE YEAR**  
**2023-24, I, II, III, IV, V, VI, VII & VIII SEMESTERS**

The meeting of Board of Studies of Commerce Department was convened at 11.00 am on 30<sup>th</sup> August, 2023 under the Chairmanship of Sri.P V V Satyanarayana, In-charge of the Department. The following members were present.

Sl. No	Name	Nominee	Signature
1	Sri.P V V Satyanarayana, Incharge, Department of Commerce, GC(A), Rajahmundry	Chairman	
2	J. Pandu Ranga Rao, Lecturer in Commerce, PR Degree College, Kakinada.	University Nominee	
3	Dr. K.Ratna Manikyam, Principal, Govt. Degree College, Chinturu.	Subject Expert	
4	Dr. J Sanath Kumar, Rtd. Reader in Commerce, Government Degree College, Tanuku	Subject Expert	
5	Sri Mullapudi Jagan, Executive Director, Kantipudi Group of Companies, Rajahmundry	Industrial Nominee	
6	Dr. A.A. Annapurna	Member	
7	Dr. B. Prathima	Member	
8	Dr P. Shanmukha Rao	Member	
10	Sri V. Ramesh Krishna	Member	
11	Sri. H.S.N.V.S.Pavan Kumar	Member	
12	Kum. S. Deekshita	Member	
13	Smt. B Sujatha	Member	
14	Dr. P.Sunanda Vijaya Lakshmi	Member	
17	Sri A. Srinivasa Rao	Member	
18	Sri G. Leela Mohana Rao	Member	
19	Dr. V.V.V. Satyavathi	Member	
20	Sri D.B. Sankar Reddy	Member	
21	Sri M. Y. Naidu	Member	
22	Smt. Y. V. Haritha Lochana	Member	
24	Smt. K. Suneetha	Member	
25	Smt. M. Posamma	Member	
26	Smt. P. Prasanthi Kumari	Member	
27	Smt. T. Mani Ratnam	Member	
28	Smt. K. Rajeswari	Member	
29	Sri.M. Bhanu Sabarish	Member	
30	Sri.R.Gopalaphaneendrakumar	Member	
31	Smt. T. Sirisha	Member	
32	Kum. T. Ophir Rani	Member	
33	Smt.S. Monika Devi	Member	
34	Smt. S.Vanaja Devi	Member	
35	Kum .G. Leela Madhuri	Member	
36	Sri. CH. Chandra Sekhar	Member	
37	Smt. P. Ambika Devi	Member	
38	T Likitha (III B.Com A&T)	Student Member	
39	B Mythili (III BBA DM)	Student Member	

Date: 30<sup>th</sup> August, 2023(Sri.PVVSatyanarayana)  
Chairman, Board of Studies

## *Preface*

Since 1957, The Government College (A), Rajamahendravaram has been offering Undergraduate Program in Commerce. The department strives for the holistic objective of making this as a centre of excellence in Commerce & Management Studies through value based Education, Training & Research. The Board of Studies also bridges the gap between academic and industrial requirements.

The National Education Policy 2020 has recognized that the higher education plays an important role in promoting human as well as societal well being and in developing India as envisioned in its constitution-A democratic, Just, Socially Conscious, cultured and humane nation upholding liberty, equality, fraternity and Justice for all. The Assessment of Educational approaches in undergraduate education should integrate the humanities and arts and science, Technology, Engineering and Mathematics (STEM) and these have paved way for positive learning outcomes.

It also recommends that the undergraduate degree will be of 3 or 4 years duration with multiple exit option within this period with due certification viz., UG certificate after completing 1 year including vocation (CSP), UG diploma after completing 2 years including vocation (2 Months Internship/on job training/ Apprenticeship, etc) and UG Bachelor degree certificate after completing 3 years including Vocation semester/long term Internship/on job training/ Apprenticeship, etc). UG honors after completing 4 years.

Keeping the National and State Education Policy in the view, the Department of Commerce and Management Studies proposes to introduce 4 years honours program with single major with minor or Honors with research facilitating multiple entry and Exit.

The design of curriculum aims for students 'vertical progression and institute employable skills among students through an intelligent blend of rich learning experience.



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**(RAI-2017)**

**A+**



## DEPARTMENT OF COMMERCE & MANAGEMENT STUDIES

### BOARD OF STUDIES

### MINUTES

ACADEMIC YEAR: 2023-24

The members of Board of Studies met on **30 August, 2023** at the Department of Commerce under the Chairmanship of **Sri P V V Satyanarayana**, Lecturer In-charge at 11.00 am. To discuss the following Agenda.

#### **AGENDA Points**

#### **1. Introduce Honours programs with single major in**

1. B. Com Honors General (Major) admitted batch 2023-24
2. B.com Honours General and B.Com Honours with Research course structure for 7 and 8 semesters applicable for admitted batches 2020-21, 2021-22 and 2022-23.
3. B.Com Honors – Computer Applications (Major)
4. B.Com Honors – Financial Services
5. B.Com Honors - Accounting
6. BBA Honors
7. BBA Honors Digital Marketing
8. BBA Honors Logistics Management
9. BBA Honors Retail Operations
10. Dispensing with unviable programmes
11. List of Examiners
12. CIA & SEE Proportion and split-up and Model Question Papers for admitted batch 2023-24.
13. Departmental Activities
14. Any other with the permission of the chair

## Minutes of the Meeting

**Agenda Point 1:** Introduction of 4 years Degree Program with Single major.

- **Discussion:** The members present discussed the AP state council for Higher Education guidelines for introduction of 4-year UG Honours Program with a single Major and one minor for the admitted batch 2023-2024 onwards. In accordance with the NEP 2020, the UGC formulated a new student-centric “Curriculum and Credit Framework for Undergraduate Programmes (CCFUP)” incorporating a flexible choice-based credits system, multidisciplinary approach, and multiple entry and exit options. This will facilitate students to pursue their career path by choosing the subject/field of their interest. In consonance with NEP 2020 and the Government of Andhra Pradesh guidelines, the Department of Commerce and Management Studies redesigned CBCS curriculum for 4-year UG Honours Programmes from the year 2020-21. With the CCFUP guidelines issued by the APSICHE and the context for introduction of 4 years Degree programs with Single major and one minor, the Department proposal to introduce 4 years honours program with single major will be time tested and promote the 21<sup>st</sup> century skills among students. It is believed that single major program can offer advantage in terms of time management and graduation timelines. With a focused academic plan, students may have a clearer roadmap for completing their degree requirements within the expected timeframe. This can potentially minimize delays in graduation and facilitate a smoother academic journey.

**Resolution 1:** It is resolved to approve the introduction of 4 years Degree Program with Single major from 2023-24 admitted batch onwards.

**Resolution 2:** It is resolved to approve the duration of the Programs offered by the Department of Commerce and Management will be 4 years, with multiple entry and exit options after 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years of study with a certificate, diploma and degree after the respective years of study. Honours Degree is awarded at the end of 4-year of study.

**Resolution 3:** It is resolved to approve the guidelines for introduction of 4 years degree program with single major. (Annexure – 1)

**Agenda Point 2:** Introduce 4 year UG Program with single major in B.Com Honors General with Minor Human Resource Management HRM (admitted batch 2023-24), Course structure for all eight semesters, and syllabi under CBCS.

**Discussion:** The chairperson and Programme Coordinator for B.Com Honors General put before the members the Course structure designed. The members made a constructive discussion by comparing the structure suggested by APSICHE under the New Education Policy 2020 and those offered by Adi Kavi Nanayya University. To provide specialized knowledge to commerce graduates, the members strongly felt that HRM as a minor with six courses is appropriate to be offered across five semester beginning one course in the second semester, third semester, two courses in fourth, and fifth/sixth semester for this program. The members present gave their consent for the Course Syllabi across I to VIII Semesters designed and put forth by the Course coordinator for B.Com Honors General (admitted batch 2023-24).

**Resolution 4:** It is resolved to introduce a 4-year UG Program with single major and approve the course structure for B. Com Honors General with HRM minor (admitted batch 2023-24) for course structure.

**Agenda Point 3:** Course structure and Syllabi for B.com Honors General and B.Com Honors with

Research course structure for 7 and 8 semesters applicable for admitted batches 2020-21, 2021-22 and 2022-23

**Discussion:** The Course Coordinator also put forth that the department has designed the curriculum for 7 and 8 th semesters for B. Com Honours and Honours with Research for Admitted batches 2020-21, 2021-22 and 2022-23. The members after meticulous discussion felt it is appropriate to offer Group-B consisting of Marketing-A [7.1(A) to 7.5 (A); 8.1(A) to 8.5(A)] and Human Resource Management –B [7.1(B) to 7.5 (B); 8.1(B) to 8.5(B)]

**Resolution 5:** It is resolved to approve the course structure for 7 and 8 semesters applicable for admitted batches 2020-21, 2021-22 and 2022-23.

**Agenda Point 4: Introduce 4 year UG Program with single major in Course structure and Syllabi for B.Com Honours – Computer Applications (admitted batch 2023-24) under CBCS.**

**Discussion: Programme Coordinator Kum. S. Deekshita Member BoS presented the course structure for B.Com Honours Computer Application (admitted batch 2023-24).** The members discussed the structure and expressed that the computer based courses be handled by the computer applications department under the headship of the computer science department. To provide specialized knowledge to commerce graduates in computer application, the members strongly felt that Financial Services as a minor with six courses is appropriate. The courses across five semester beginning one course in the second semester, third semester, two courses in fourth, and fifth/sixth semester for this program.

**Resolution 6:** It is resolved to approve the introduction and course structure with syllabi for **B.Com Honours Computer Application with Financial Services minor** (admitted batch 2023-24).

**Resolution 7:** It is resolved that the Computer based courses in the course structure of **B.Com Honours Computer Application** (admitted batch 2023-24) will be transacted by Computer Application department currently under Computer Science department.

**Agenda Point 5: Course structure and Syllabi for B.Com Honours – Financial Services (admitted batch 2023-24).**

**Discussion:** Programme Coordinator Sri. V. Ramesh Krishna Member BoS presented the course structure for B.Com Honours – Financial Services (admitted batch 2023-24). The members discussed the structure found it apt. To provide specialized knowledge to commerce graduates in Financial Services, the members strongly felt that HRM as a minor with six courses is appropriate to be offered across five semester beginning one course in the second semester, third semester, two courses in fourth, and fifth/sixth semester for this program.

Programme Coordinator also put forth that the course title GST PP-I syllabus and GST PP tally are one and the same but due to the small difference in the title, it has become a source for confusion and chaos especially for conduct of examination. Hence it is proposed to change the title to GST PP.

**Resolution 8:** It is resolved to approve the course structure for B.Com Honours – Financial Services with HRM minor (admitted batch 2023-24).

**Resolution 9:** It is resolved to change the title of the course GST PP-I in the 5/6 semester Approved in the BoS 2022-23 as GST PP.

**Agenda Point 6: Course Structure and Syllabi for B.Com Honours – Accounting under CBCS**

**Discussion:** Programme Coordinator Dr. P. Shanmukha Rao presented the course structure for B.Com Honours Accounting. He spelt that under the current Education policy of single major, the Accounting and Taxation major offered for earlier batches of 2020-21, 2021-22 and 2022-23 is now dispensed with and for admitted batch 2023-24 onwards B. Com Honours Accounting is decided to be offered. And the course structure for 4 years that is eight semesters is designed. The course titles for Semester 1 and Semester 2 are designed in a manner to meet the specific objective of the programme while befitting to the broad framework adopted by the department in tune with that of the national and state Education

Policy. To provide specialized knowledge to commerce graduates, the members strongly felt that HRM as a minor with six courses is appropriate to be offered across five semesters beginning one course in the second semester, third semester, two courses in fourth, and fifth/sixth semester for this program.

**Resolution 10: a.** It is resolved to approve the Course Structure and Syllabi for B.Com Honors – Accounting with HRM minor for admitted batch 2023-24 under CBCS.

**b.** It is resolved to approve the change the courses title Indirect Tax (Including GST) in Semester 4 as **GST with Customs** for admitted batch (2022-23).

**c.** It is resolved to approve the deletion of Marginal costing topic in Cost Accounting in Semester 4 as the same is included in Management Accounting for admitted batch (2022-23).

**d.** It is resolved to approve the introduction of the course titled Advanced Management Accounting in place of General Insurance with Practice and E-Filing in place of Life Insurance with Practice for V/VI Semester for Admitted Batch 2021-22, on the basis of students (Outgoing batch 2022-23) feedback that these new courses will enhance their competencies.

**Agenda Point 7:** Course structure and Syllabi for BBA Honors under CBCS

Discussion: Programme Coordinator Dr. Prathima presented the course structure and syllabi for BBA Honours and spelt that with due diligence the structure is so designed to meet the programme outcomes and specific outcomes. To provide specialized knowledge to Management graduates, the members strongly felt that Accounting and Taxation as a minor with six courses is appropriate to be offered across five semesters beginning one course in the second semester, third semester, two courses in fourth, and fifth/sixth semester for this program. All members expressed satisfaction on the presented structure and syllabus.

**Resolution 11:** It is resolved to approve the course structure and syllabi for BBA Honors with Accounting and Taxation minor for admitted batch 2023-24 under CBCS.

**Agenda Point 8:** Course structure and Syllabi for BBA Honors Digital Marketing under CBCS

**Discussion:** Programme Coordinator Dr. A. A. Annapurna presented the course structure and syllabi for BBA Honours Digital Marketing and spelt that with due diligence the structure is so designed to meet the programme outcomes and specific outcomes. To provide specialized knowledge to Management graduates, the members strongly felt that HRM as a minor with six courses is appropriate to be offered across five semesters beginning one course in the second semester, third semester, two courses in fourth, and fifth/sixth semester for this program. All members expressed satisfaction on the presented structure and syllabus.

**Resolution 12:** It is resolved to approve the course structure and syllabi for BBA Honors Digital Marketing with HRM minor under CBCS for admitted batch 2023-24.

**Agenda Point 9:** Course structure and Syllabi for BBA Honors Logistics Management under CBCS

**Discussion:** Programme Coordinator Smt. B. Sujatha presented the course structure and syllabi for BBA Honours Logistics Management and spelt that with due diligence the structure is so designed to meet the programme outcomes and specific outcomes. Logistics Sector skill (LSC) council has revised the course structure for admitted batch 2023-24 to meet the NEP 2020 Specification. Accordingly the students will continue their on campus education for four semesters comprising of 12 courses designed and approved by LSC. The department has incorporated 16 courses in all @ 4 per semester. The inclusion of the 4 papers per semester was made, such that they benefit into the broad framework adopted by the Institution. CSP has been included in the structure. It is to be undertaken by the student for duration of 2 months after the completion of the semester 2. The students are scheduled for Apprenticeship for 12 months during the 3 year of the programme. The students have to complete MOOCs courses @ of 2 courses per semester during the Apprenticeship. The

LSC will guide the Apprenticeship and MOOCs courses.

All members expressed satisfaction on the presented structure and syllabus.

**Resolution 13:** It is resolved to approve the course structure and syllabi for BBA Honors Logistics Management under CBCS for admitted batch 2023-24.

**Agenda Point 10:** Course structure and Syllabi for BBA Honors Retail Operations under CBCS.

**Discussion:** Programme Coordinator Sri. H.S.N.V.S Pavan Kumar presented the course structure and syllabi for BBA Honours Retail Operations and spelt that with due diligence the structure is so designed to meet the programme outcomes and specific outcomes. All members expressed satisfaction on the presented structure and syllabus.

**Resolution 14:** It is resolved to approve the course structure and syllabi for BBA Honors Retail Operations under CBCS for admitted batch 2023-24.

**Agenda Point 11:** Programme dispensed

**Discussion:** Chairman Sri P. V. V. Satya Narayana presented that B.Voc Retail Management is dispensed with from this academic year that is 2023-24, as the admissions are very meager and outcome is not encouraging. And the nomenclatures for B. Com Banking Insurance and Financial Services and B. Com Accounting and Taxation are renamed as B.com Financial Services and B.com Accounting respectively under the honours structures with single major and minor pattern.

**Resolution 15:** It is resolved to approve the dispersion of B.Voc Retail Management and renaming as B.com Financial Services and B.com Accounting respectively under the honours structures with single major and minor pattern.

**Agenda point 12:** List of Examiners

**Discussion:** The members discussed the examiners to evaluate the scripts of the students and to set question papers. It is of prime importance to propose subject experts with eminence in service and subject to promote quality.

**Resolution 16:** It is resolved to approve the list of Examiners.

**Agenda Point 13:** CIA & SEE Proportion and split-up and Model Question Papers for admitted batch 2023-24

**Discussion:** The members discussed on the existing CIA and SEE and felt that the Continuous Assessment for 20 marks through Examination be institutionalized to ensure strict adherence.

**Resolution 17:** It is resolved to approve the CIA & SEE Proportion and split-up and Model Question Papers for admitted batch 2023-24. Refer Annexure -1 Pg. No. \_\_\_\_

**Agenda Point 14:** Departmental Activities

**Discussion:** The programme coordinators proposed the list of activities necessary for ensuring experiential learning and enhancing broader outlook on subject.

**Resolution 18:** It is resolved to approve the department activities.

**Agenda Point 15:** Any other

### 1. Certificate Course:

**Discussion:** The members present presented the Certificate Courses they are willing to offer. Web marketing is proposed to be offered in collaboration with Nightout TTS Pvt. Limited. The collaborating Institution will conduct classes, training and internships for the students.

**Resolution 19:** It is resolved to approve the following Certificate courses by the department.

S.No	Certificate Course Title	Name of the Co-ordinator	Collaborating Organization
1	Web Marketing	Dr. A. A. Annapurna	NightoutTTS Pvt. Ltd.,
2	Personal Finance Management	Sri.P.V.V. Satyanarayana	
3	Tax Practice	Dr P. Shanmukha Rao	



4	Transport and Distribution	Smt. B Sujatha	
5	Retail Banking	Sri V. Ramesh Krishna	
6	Computerized Accounting with Tally	Sri M. Y. Naidu	
7	FMCG-Marketing Strategies	SriR.G.Phaneendra Kumar	

2. CO–PO attainment for 2019-22 Admitted batchesforallB.Com–ProgrammesCourses.

Resolution 19: It is resolved to approve the CO-PO attainment for 2019-22 admitted batch.

3. Multi-disciplinary courses in Business writing in Semester 2 and Digital marketing in semester 4.

Discussion: The members present discussed the course outcomes for Business writing and Digital marketing courses to be offered by the department during Semester 2 and 4 for Admitted batch 2023-24. The Syllabus is designed accordingly.

Resolution 20: It is resolved to approve the Syllabus and model Question paper for Multi-disciplinary courses in Business writing in Semester 2 and Digital marketing in semester 4.

**GOVERNMENT COLLEGE (AUTONOMOUS) RAJAMAHENDRA  
VARAM**

**(Re-Accredited by NAAC with “A+” Grade)**

DEPARTMENT OF COMMERCE

SCHEME OF EVALUATION

**MODEL OF SEMESTER END EXAMINATION QUESTION PAPER (THEORY)**

(As Approved in the BOS meeting held on 27<sup>th</sup> September, 2021 at 11 AM)

**EVALUATION SCHEME**

*Standard Operating Procedure for Continuous Internal Assessment (Internal Marks–50)*

*The Internal marks in all the courses/subjects will be awarded based on continuous internal assessment made during the semester concerned.*

*For each Courses/subject 50 marks are allotted for internal assessment and 50 marks are allotted for the End Semester Examination.*

**1. Continuous Internal Evaluation (CIA):**

It has been decided to introduce Continuous Internal assessment marks for a total of

50marks, which are to be distributed as follows:

S.No.	Component	Distribution of Marks		
1	CIEI(after completion of 50% of syllabus)	20		
2	CIEII(Online Exam)	10		
3	ATTENDANCE	Above 95%	5	5
		91% to 95%	4	
		86% to 90%	3	
		81% to 85%	2	
		75% to 80%	1	
		Below 75%	0	
<b>Pedagogical Strategies</b>				
4	ASSIGNMENT	5		
5	Participation or Paper Presentation in Student Seminars/Workshops/Group Discussions/Quiz/Student Study Project/Field Visit/Survey	5		
6	Viva-voce	5		
<b>TOTAL</b>			<b>50</b>	

**MODEL OF SEMESTER ENDEXAMINATION QUESTION PAPER (THEORY)**

Sections	Description	Marks
<b>A</b>	Short Answer Questions – Eight questions are to be asked. Students have to answer any 5 questions Each question carries 3 Marks	5Q X 3M = 15M
<b>B</b>	Essay type Questions – 5 Questions to be asked with Internal choice in each question (A or B) from each unit. Student has to answer all four questions choosing one (A or B) from each question.  Each question carries 07 Marks	5Q X 7M = 35M
<b>TOTAL MARKS:</b>		<b>50M</b>

**Component I: CIE I & CIE II (20+10=30 Marks)**

Two Internal Examinations, out of which one is Mandatorily Online examination, for each Course shall be conducted for assessment. These examinations will be conducted during August/September (CIE-I) and January/February (CIE-II). CIE-I carries 20 marks and CIE-II carries 10 marks. CIE-I will be conducted after completion of 50% of syllabus. These cond internal examinations, i.e., CIE-II, which is **mandatorily online examination will cover the entire syllabus and consists of 20 multiple choice questions having 1/2 mark** for each question. The sum of both the CIEs will be considered for awarding marks for CIA.

**Suggestive Question Paper Pattern for CIE I & CIE II**

**(Based on Blooms Taxonomy):**

Though the faculties concerned are empowered to adopt their own pattern for question paper, a general and suggestive model for question paper is given below based on Blooms Taxonomy.

QNo	Learning Objective	Marks
1	Memory based (Remember)	2
2	Understand (Comprehension)	2
3	Application	3
4	Analysis	3
5	Evaluation	5
6	Creativity	5
<b>TOTAL</b>		<b>20 Marks</b>

The active verbs used to frame the question based on Bloom's Taxonomy is given below for the convenience.

Active verbs developed based on Bloom's Taxonomy

Knowledge	Understand	Apply	Analyze	Evaluate	Create
define	explain	solve	analyze	reframe	design
identify	describe	apply	compare	criticize	compose
describe	interpret	illustrate	classify	evaluate	create
label	paraphrase	modify	contrast	order	plan
list	summarize	use	distinguish	appraise	combine
name	classify	calculate	infer	judge	formulate
state	compare	change	separate	support	invent
match	differentiate	choose	explain	compare	hypothesize
recognize	discuss	demonstrate	select	decide	substitute
select	distinguish	discover	categorize	discriminate	write
examine	extend	experiment	connect	recommend	compile
locate	predict	relate	differentiate	summarize	construct
memorize	associate	show	discriminate	assess	develop
quote	contrast	sketch	divide	choose	generalize
recall	convert	complete	order	convince	integrate
reproduce	demonstrate	construct	point out	defend	modify
tabulate	estimate	dramatize	prioritize	estimate	organize
tell	express	interpret	subdivide	find errors	prepare
copy	Identify	Manipulate	survey	grade	produce
discover	indicate	Paint	advertise	measure	rearrange
duplicate	Infer	Prepare	appraise	predict	rewrite
enumerate	relate	produce	Break down	rank	role-play

***CIE II will consist of multiple choice questions (MCQs). Number of questions and distribution of marks is at the discretion of the faculty concerned.***

However, a half an hour exam consisting of 20 MCQs with 1/2 marks for each question is suggestible in view of the huge number of students. All the HoDs should supply a question bank of MCQs for all the courses covering the entire syllabus along with key to the Computer Science department to enable them to conduct the online examination in the designated laboratories. Alternatively, all the HoDs may upload the MCQs in the portal through their logins.

Further, all the HoDs should submit their schedule of CIE II to IQAC in advance to monitor the systematic conduct of the online examination.

***Important Note:***

Students who absent themselves from any CIE will lose the marks for the respective test. However, if a student is not able to write the CIE I/II because of his/her participation in an important event related to NSS/NCC or Games/Sports representing the College/University/health grounds, the student has to get the prior permission of the Principal through the proper channel and submit the same to the Office of the Controller of Examinations. Deadline is 7 days after the CIE. Applications submitted after the deadline will not be considered for their test.

***Component III: Attendance (5 Marks)***

Attendance mark will be awarded to the students based on their attendance percentage on a particular course. Faculty of each course has to award the attendance mark based on their subject attendance. The mark split-up is given below

Above 95%	5
91% to 95%	4

86% to 90%	3
81% to 85%	2
75% to 80%	1
Below 75%	0

**Component IV: Assignment (5 Marks)**

One Assignment for each course must be submitted by a student in each semester. The marks allotted to this component will be awarded based on the performance of the student. The assignment topic may be assigned either individually or group. Assignments should be submitted by the student in the first half of the semester. Also maximum of 7 days should be given to students to submit the assignment. Assignments should be evaluated by the faculty concerned and the same to be verified by the student. The assignment should be kept in department for the Academic Audit by IQAC and also for external academic audit conducted by office of Commissionerate of Collegiate Education. The marks should be awarded by the faculty.

**Component V (Pedagogical Strategies): Participation/Paper Presentation in Student Seminars/Workshops/Group Discussions/ Quiz/ Student Study Project/Field Visit/Survey (5 Marks)**

For this component, the marks will be provided to student, if he/she participate/win in the external college technical events. To score marks, the student has to participate / present papers related to subject in the technical events organized in the other colleges/other departments in the college.

	Participation	Second Prize	First Prize/ Best Paper
Workshop/Seminar / Technical Symposium	2	3	5
National/International Conference	3	4	5

In case of Classroom seminar, one seminar for each course must be presented by a student in each semester. Each student should be given individual topic for seminar, the student has to submit the seminar topic as assignment and the same will be presented minimum of 10 minutes in the class through ICT. The seminar presented by the student should be evaluated by the subject faculty and based on the performance of the presentation, the marks will be awarded.

Similarly, reports on field visits, educational tours, and study projects in prescribed format will be considered for awarding marks in this component.

For a student who has not participated in any events in that semester, the student will be awarded "0" for this component. If a student participates more than one event and win prize, the best would be considered for the subject.

In case of Quiz, preferably online quiz, it should be conducted after the CIE II and well before the SEE. Faculty concerned has to announce the schedule for the quiz and create the quiz in the ERP (College Management System). The subject staff has to upload all the questions (unit-wise) in the ERP. Quiz should be created with 30 questions (ERP should choose 30 questions randomly out of 100 questions uploaded). The timing for quizzes should be 30 minutes. No negative marking. Each question carries 1 mark. The marks secured should be converted to 5.

## **2. Semester End Examinations (SEE)**

The question paper is of 2 ½ duration for 50 marks. The suggestive question paper model given in section 1.1.1. May be used for framing the question. This kind of question paper will be helpful in CO-PO Mapping and thereby graduate attributes.

(Prepared by IQAC & Academic Cell and submitted to the Chairman, IQAC & Principal on 3 April 2019)

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## Annexure-2

**Department of Commerce Government College (A), Rajamahendravaram  
(Re-Accredited by NAAC with "A<sup>+</sup>" Grade)  
Tentative Departmental Activities for the Year 2022-23  
For I, II, III, IV, V & VI SEMESTERS**

Sl.No.	Date	Name of the Activity	Name of the Lecturer actively involved
1	October, 2022	Guest/Extension Lectures	Dr. P. Shanmukha Rao
2	December, 2022	National Seminar on women Empowerment	Sri. P.V.V. Satyanarayana
3	December, 2022	Subject Based Webinars	All Staff Members
4	January, 2023	Field visit to Industry/Financial Institution	Sri. V. Ramesh Krishna
5	January, 2023	Guest/Extension Lectures	Sri A. Srinivasa Rao
6	February, 2023	Commerce Meet	Dr. A.A. Annapurna
7	February, 2023	Guest/Extension Lectures	Dr. B.P. Narsa Reddy
8	February, 2023	Subject Based Webinars	All Staff Members

**Annexure-3****Government College(A), Rajamahendravaram  
(Re-Accredited by NAAC with "A+" Grade)****Department of Commerce  
List of Examiners and Paper Setters**

<b>Sl.No.</b>	<b>Name of the Examiner</b>	<b>Designation</b>	<b>College</b>	<b>Place</b>
1	Sri.G.ApplaNarshimaham	Lecturer	Govt.Degree College	Kovvuru, E.G.Dist.
2	Dr.K.Satyanarayana	Lecturer	SKBR College	Amalapuram E.G.Dist.
3	Dr. K. Sudhakara Rao	Lecturer	Academic Office, O/o CCE	Vijayawada Krishna Dist.
4	Dr.Pandu.Ranaga Rao	Lecturer	PR Govt.College	Kakinada E.G.Dist.
5	Dr.Shayam Babu	Lecturer	SRR&CVR Govt. College	Vijayawada Krishna Dist.
6	Dr.G.Srinivas Rao	Lecturer	V S Krishna Govt.College	Visakhapatnam Visakhapatnam. Dist.
7	Sri.T.S NPrasad	Lecturer	DRG Govt.Degree College	Tadepalligudem W.G.Dist.
8	Dr.K.Lakshmana Rao	Lecturer	PR Govt.College	Kakinada E.G.Dist.
9	Dr.Divakar	Lecturer	Govt.Degree College	Buttaigudam W.G.Dist.
10	Smt.G.Indira Kumari	Lecturer	SKSD Mahila Kalasala,	Tanuku W.G.Dist.
11	Sri.N.Srinivasu	Lecturer	Govt.College(A)	Tuni, Kakinada. Dist.
12	Smt.Dhana Lakshmi	Lecturer	ASD Govt. College(W)	Kakinada E.G.Dist.



**GOVERNMENT COLLEGE (AUTONOMOUS)**  
**(Re-Accredited by NAAC with "A+" Grade)**  
**RAJAMA HENDRA VARAM**  
**Scheme of Valuation for Certificate Courses**

External Examination	=	50 Marks
Internal Evaluation	=	<u>50 Marks</u>
Total		<u>100 Marks</u>

<u>Split for Internal</u>	
<u>Evaluation: Assignments</u>	30 Marks
Study Project	<u>20 Marks</u>
Total	<u>50 Marks</u>

Signature of the Members Present	Internal	External	BOS
	1.		1.
	2.		2.
	3.		3.
	4.		4.

**DEPARTMENT OF COMMERCE**  
**CONSOLIDATED REPORT OF B.Com BOARD OF STUDIES FOR THE YEAR**  
**2023-24I,II, III,IV,V,VI, VII & VIII SEMESTERS**

The meeting of Board of studies of Commerce Department was convened at 11.00 am on 30<sup>th</sup> August, 2023 under the Chairmanship of Sri.P V V Satyanarayana, In-charge of the Department. The following members were present.

Sl. No	Name	Nominee	Signature
1	Sri.P V V Satyanarayana, Incharge, Department of Commerce, GC(A), Rajahmundry	Chairman	
2	J. Pandu Ranga Rao, Lecturer in Commerce, PR Degree College, Kakinada.	University Nominee	
3	Dr. K.Ratna Manikyam, Principal, Govt. Degree College, Chinturu.	Subject Expert	
4	Dr. J Sanath Kumar, Rtd. Reader in Commerce, Government Degree College, Tanuku	Subject Expert	
5	Sri Mullapudi Jagan, Executive Director, Kantipudi Group of Companies, Rajahmundry	Industrial Nominee	
6	Dr. A.A. Annapurna	Member	
7	Dr. B. Prathima	Member	
8	Dr P. Shanmukha Rao	Member	
10	Sri V. Ramesh Krishna	Member	
11	Sri. H.S.N.V.S.Pavan Kumar	Member	
12	Kum. S. Deekshita	Member	
13	Smt. B Sujatha	Member	
14	Dr. P.Sunanda Vijaya Lakshmi	Member	
17	Sri A. Srinivasa Rao	Member	
18	Sri G. Leela Mohana Rao	Member	
19	Dr. V.V.V. Satyavathi	Member	
20	Sri D.B. Sankar Reddy	Member	
21	Sri M. Y. Naidu	Member	
22	Smt. Y. V. Haritha Lochana	Member	
24	Smt. K. Suneetha	Member	
25	Smt. M. Posamma	Member	
26	Smt. P. Prasanthi Kumari	Member	
27	Smt. T. Mani Ratnam	Member	
28	Smt. K. Rajeswari	Member	
29	Sri.M. Bhanu Sabarish	Member	
30	Sri.R.Gopalaphaneendrakumar	Member	
31	Smt. T. Sirisha	Member	
32	Kum. T. Ophir Rani	Member	
33	Smt.S. Monika Devi	Member	
34	Smt. S.Vanaja Devi	Member	
35	Kum .G. Leela Madhuri	Member	
36	Sri. CH. Chandra Sekhar	Member	
37	Smt. P. Ambika Devi	Member	
38	T Likitha (III B.Com A&T)	Student Member	
39	B Mythili (III BBA DM)	Student Member	

Date: 30<sup>th</sup> August, 2023(Sri.PVVSatyanarayana)  
Chairman, Board of Studies

