

DRIVE

Monthly eNewsletter

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CHARUTAR VIDYA MANDAL'S

S.G.M. English Medium college of Commerce &
Management

SEMCOM



VISION: *To contribute to the societal enrichment through quality education, innovation and value augmentation.*

MISSION: *To build up a competitive edge amongst the students by fostering a stimulating learning environment.*

DREAM: *To establish a unique identity in the emerging global village.*

GOALS:

- *To focus on integral development of students.*
- *To offer courses and programs in tune with changing trends in the society as a whole.*
- *To update the curriculum as per the need of the business and industry.*
- *To create unique identity in the educational world at the national as well as international level.*
- *To institutionalize quality in imparting education.*
- *To incorporate innovations on a continuous basis in the entire process of education at institutional level.*
- *To create platform for the students for exhibiting their talent and for development of their potentials.*
- *To generate stimulating learning environment for students as well as teachers.*
- *To build cutting edge amongst the students to withstand and grow in the competitive environment at the global level.*

The overall mission is reinforced by the Punch Line

“WHAT WE THINK, OTHERS DON’T”.

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Editorial Board:

Dr. Waheeda Thomas	Chief Editor
Dr. Nishrin Pathan	Managing Editor
Mr. Sunil Chaudhary	Executive Editor
Ms. Reshma Pathak	Technical Editor

FROM THE CHIEF EDITOR'S DESK:

In the current globalized business environment characterized by intensified competition, business innovation is becoming a necessary must. SWOT Analysis enables the business organization to scan the business environment, identify business opportunities and business threats, analyze own strengths and weaknesses. Strengths are matched with business opportunities, business threats forecast and prediction enables the business organization to take effective steps to tackle business threats. Human Resource can be developed through education, learning, training and development. Modern business organizations needs human resources for specialized roles and would appreciate versatility of human resources. Students learn through class room teaching and participation in various co-curricular and extra-curricular activities. College organized various activities like debate competition, elocution competition, quiz competition, patriotic song competition, tree plantation, blood donation, sports activities, public speaking workshop to mention a few to develop the intellect, communication skills, leadership skills, team work, developing a sense of social responsibility and achieving good health leading to holistic learning and holistic development of the learners.

The current issue include article on Organizational Climate and Organizational Culture. Organizational Values creates organizational Culture guiding the behavior of human resources for the accomplishment of organizational vision, mission and objectives. The organizational culture based on team work, cooperation, achievement, dedication to organizational objectives, commitment to ensure consumer satisfaction, encouraging people to take work initiatives, be creative and innovative, encouraging human resource empowerment, management by objectives as a basis for evaluating human resource performance creates a unique organizational culture focusing on organizational productivity. Social Responsibility of Business is also an integral part of organizational Culture. Another article is on Cash Flow Statement. Cash flow statement is to be prepared by all joint companies compulsorily. Companies act, 2013 has made it compulsory it for all companies to prepare and submit cash flow statement with its final accounts. It is to be included as part of its annual report which is to be circulated to all shareholders every year.

The basic concept of cash flow statement is to analysis inflows and outflows of cash in, business throughout the year. Another Article is on Microsoft SharePoint. Microsoft SharePoint is a browser-based collaboration and document management tool which can be used as a content management system to bring organization together. It is developed by Microsoft.

It allows defining and operating an enterprise information portal that can be configured to run Intranet, Extranet and Internet sites. It allows sharing and managing content, knowledge, and

applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization.

Business Organization values, culture, climate and the adoption of modern technology, continuous human resource training and development are vital ingredients for the success of business organization(s).

By:

Dr. Waheeda Thomas
Principal
SEMCOM.

IQAC Corner:

Research Article:

Emerging Trends and Challenges in Higher Education

Abstract:

The Indian higher education system is presently facing several trends and challenges. The challenge of global competitiveness has been added to other demanding tasks such as access, equity, relevance, quality, privatization and internationalization in the face of a resource crunch. This paper gives an overview of trends in the expansion of higher education and examines variations in participation across states, gender and social groups.

Emerging Trends in Higher Education:

Higher Education (HE) is already experiencing a period of unprecedented change worldwide. The cost of funding HE has become a focus of national policy with most governments looking for new funding mechanisms, reduced costs and improvements in the quality of teaching and learning. Besides these trends there are several dramatic forces that are cutting right to the heart of the university's mission:

- Openness
- Massive Open Online Course (MOOCs)
- Skill Demanded Workforce
- Analytics Data
- Role of Educators
- Shifting Education Paradigms

Openness: Openness concepts like open content, open data, and open resources, along with notions of transparency and easy access to data and information — is becoming a value. As authoritative sources lose their importance, there is need for more curation and other forms of validation to generate meaning in information and media. “Open” continues its diffusion as a buzz word in education, and it is increasingly important to understand the definition. Often mistakenly equated only with “free,” open education advocates are working towards a common vision that defines “open” as free, copy able, remix able, and without any barriers to access or interaction.

Massively Open Online Courses (MOOCs): Massively Open Online Courses (MOOCs) are being widely explored as alternatives and supplements to traditional university courses. Led by the successful early experiments of world-class institutions (like MIT and Stanford), MOOCs have captured the imagination of senior administrators and trustees like few other educational innovations have. High profile offerings are being assembled under the banner of institutional efforts like edX, and large-scale collaborations like Coursera and the Code Academy. As the ideas evolve, MOOCs are increasingly seen as a very intriguing alternative to credit-based instruction. The prospect of a single course

achieving enrolments in the tens of thousands is bringing serious conversations on topics like micro-credit to the highest levels of institutional leadership.

Skill Demanded Workforce: The workforce demands skills from college graduates that are more often acquired from informal learning experiences than in universities. Informal learning generally refers to any learning that takes place outside of a formal school setting, but a more practical definition may be learning that is self-directed and aligns with the student's own personal learning goals. Employers have specific expectations for new hires, including communication and critical thinking skills — talents that are often acquired or enhanced through informal learning. Online or other modern environments are trying to leverage both formal and informal learning experiences by giving students traditional assignments, such as textbook readings and paper writing, in addition to allowing for more open ended, unstructured time where they are encouraged to experiment, play, and explore topics based on their own motivations. This type of learning will become increasingly important in learning environments of all kinds.

Analytic Data: There is an increasing interest in using new sources of data for personalizing the learning experience and for performance measurement. As learners participate in online activities, they leave a clear trail of analytics data that can be mined for insights. Learning analytics experiments and demonstration projects are currently examining ways to use data for enrichment. Dashboards filter this information so that student progress can be monitored in real time. As the field of learning analytics matures, the hope is that this information will enable continual improvement of learning outcomes.

Role of Educators: The role of educators continues to change due to the vast resources that are accessible to students via the Internet. Institutions are now faced with a critical shift as students engage in more informal learning outside the classroom, and are using always connected devices to surf the web, download apps, and read articles. Educating learners on how to decipher credible resources and aggregate content has become imperative, and there is a need for university educators to fulfill the position of content guide. The emergence of MOOCs, open content, and free online seminars also raises the question of who is considered the expert. Educators are providing mentorship and connecting students with the most effective forums and tools to navigate their areas of study.

Shifting Education Paradigms: Educational Paradigms are shifting to include online learning, hybrid learning, and collaborative learning models. Students already spend much of their free time on the Internet, learning and exchanging new information - often via their social networks. Institutions that embrace face-to-face / online hybrid learning models must have the potential to leverage the online skill learners who have already developed independent of academia. Online learning environments can offer different affordances than physical campuses, including opportunities for increased collaboration while equipping students with stronger digital skills. Hybrid models, when designed and implemented successfully, enable students to travel to campus for some activities, while using the network for others, taking advantage of the best of both environments.

Emerging Challenges:

Any discussion of technology adoption must also consider important constraints and challenges. Several important challenges are explained below, but meeting these challenges depend upon pervasive sense of individual organization which play the most important factors in any decision to adopt — or not to adopt — a given technology.

Even institutions that are eager to adopt new technologies may be critically constrained by the lack of necessary human resources and the financial to realize their ideas. Still others are located within buildings that simply were not designed to provide the radio frequency transparency that wireless technologies require, and thus find themselves shut out of many potential technology options.

Faculty training still does not acknowledge the fact that digital media literacy continues its rise in importance as a key skill in every discipline and profession. Despite the widespread agreement on the importance of digital media literacy, training in the supporting skills and techniques is rare in teacher education and non-existent in the preparation of faculty. As lecturers and professors begin to realize that they are limiting their students by not helping them to develop and use digital media literacy skills across the curriculum, the lack of formal training is being offset through professional development or informal learning, but we are far from seeing digital media literacy as a norm. This challenge is exacerbated by the fact that digital literacy is less about tools and more about thinking, and thus skills and standards based on tools and platforms have proven to be somewhat ephemeral.

Authoring, Publishing, and Researching & Mode of Assessment: The emergence of new scholarly forms of authoring, publishing, and researching outpaces sufficient and scalable modes of assessment. Traditional approaches to scholarly evaluation such as citation-based metrics, for example, are often hard to apply to research that is disseminated or conducted via social media. New forms of peer review and approval, such as reader ratings, inclusion in and mention by influential blogs, tagging, incoming links, and re-tweeting, are arising from the natural actions of the global community of educators with increasingly relevant and interesting results. These forms of scholarly validation are not yet well understood by mainstream faculty and academic decision makers, creating a gap between what is possible and what is acceptable

Attitudinal Shifts: Too often it is education's own processes and practices that limit broader uptake of new technologies. Much resistance to change is simply comfort with the status quo, but in other cases, such as in promotion and tenure reviews, experimentation or innovative applications of technologies are often seen as outside the role of researcher or scientist, and thus discouraged. Changing these processes will require major shifts in attitudes as much as they will in policy.

The demand for personalized learning is not adequately supported by current technology or practices. The increasing demand for education that is customized to each student's unique needs is driving the development of new technologies that provide more learner choice and control and allow for differentiated instruction. It has become clear that one-size-fits-all teaching methods are neither effective nor acceptable for today's diverse students. Technology can and should support individual choices about access to materials and expertise, amount and type of educational content, and methods of teaching. The biggest barrier to personalized learning, however, is that scientific, data-driven approaches effectively facilitate personalization which have only recently begun to emerge;

learning analytics, for example, is still in the very blossoming stage of implementation and adoption within higher education. New models of education are bringing unprecedented competition to the traditional models of higher education. Across the globe, institutions are looking for ways to provide a high quality of service and more learning opportunities. MOOCs are at the forefront of these discussions, enabling students to supplement their education and experiences at brick-and-mortar institutions with increasingly rich, and often free, online offerings. As these new platforms emerge, however, there is a need to frankly evaluate the models and determine how to best support collaboration, interaction, and assessment at scale. Simply capitalizing on new technology is not enough; the new models must use these tools and services to engage students on a deeper level.

Adoption of progressive pedagogies: Most academics are not using new technologies for learning and teaching, nor for organizing their own research. Many researchers do not have nor had training in basic digitally supported teaching techniques, and most do not participate in the sorts of professional development opportunities that would provide them. This is due to several factors, including a lack of time and a lack of expectations that they should. Many think a cultural shift will be required before we see widespread use of more innovative organizational technology. Some educators are simply apprehensive about working with new technologies, as they fear the tools and devices have become more of a focus than the learning. Adoption of progressive pedagogies, however, is often enabled through the exploration of emerging technologies, and thus a change in attitude among academics is very important. These trends and challenges are a reflection of the impact of technology that is occurring in almost every aspect of our lives.

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SECOM IQAC Updates:

SECOM Football League (SFL) 2018

CVM's SEMCOM organized Inter-stream Football Tournament – SEMCOM Football League (SFL) 2018 from 1st to 6th August, 2018 at Shastri Ground, Vallabh Vidyanagar. SFL imparts team management among the students through sports. Four teams representing various streams named ITM United, BBA Strikers, BCOM Panthers, BCA Royals and one team of SEMCOM alumni, ALUMNI Attackers participated in the event. Final match was played between ITM United and ALUMNI Attackers wherein ALUMNI Attackers became champion and ITM United were Runners-up. Mohit Kharirwal declared Player of the tournament. Jayraj Thakkar became best goal keeper and Tapan Patel became emerging player. Dr. Bharat Tarapara and Mr. Jagdish Suthar coordinated the sports event, Vice President of Students' Council Dr. Rina Dave contributed to the success of the event, under able guidance of Principal Dr. Waheeda Thomas.





SECOM organized Debate Competition

To develop debating and articulation skills among students, CVM managed SEMCOM organized debate competition. Students presented their views on topics like one nation, one election and plastic ban will create positive impact on environment in the first round.

In second and rebuttal round leaders are made and not born topic was debated. Former head of department of English, Sardar Patel University Dr. J H Khan and freelance trainer Ms. Arti Vyas graced the occasion as jury members.

Total 28 students participated in this competition. Under the able guidance of Principal Dr. Waheeda Thomas, vice president of Student Council Dr. Rina Dave, Dr. Nishrin Pathan and Ms. Bansree Bhatt organized this competition.



Tree Plantation

National Service Scheme wing of Charutar Vidya Mandal's SEMCOM has successfully organized tree plantation on 3rd August 2018 at Vhera Khadi, village of Anand District

The objective of tree plantation program is to create awareness about environment, conservation of our natural resources and to mitigate prevailing challenge of global warming. The team planted more than 100 saplings at Vhera Khadi primary School, Vhera Khadi Sarvajanik School and Ayodhyanath mandir village as part of tree plantation day. In tree plantation more than 30 students and three teachers had enthusiastically participated.

The event was coordinated by Ms Jenita Patel and Mr. Renil Thomas under the guidance of Dr.Rina Dave Vice President of Students' Council and Principal Dr. Waheeda Thomas.





Blood Donation

Under the umbrella of National Service Scheme wing of SEMCOM, a flagship institute of Charutar Vidya Mandal paid homage to martyrs of Kargil, and celebrated Kargil day by successfully organizing blood donation on 4th August 2018 at college premises.

The objective of Blood donation is to make students aware that blood donation is not hazardous and it proves to be a healthy habit that helps for blood renewal. It was an effort to motivate students to come forward and donate blood for noble cause. A total of 87 units of blood were collected from students and teachers.

The event was coordinated by Mr. Bhupendra Patel and Ms. Jenita Patel under the guidance of Principal Dr. Waheeda Thomas and Dr. Rina Dave Vice President of Students' Council.





Patriotic Vibes at SEMCOM

SEMCOM, a flagship institute of Charutar Vidya Mandal has organized 'Patriotic Song Competition' to accelerate Independence Day Celebration. Entire College has been decorated on 'Tri-Color' theme by students as a part of competition. The day begun with tribute to Mother Nation and 'Tri-Color' competition for Individual Students as well as Class. Students of SEMCOM celebrated this Independence Day by sharing with and caring for the fellow Indians, especially the 'Have Not's'. First Year BBA offered Stationary and lunch-boxed to kids of Government Primary School, students of Master of Commerce (E-Business) have promoted handmade articles by special children of 'Kalrav' organization at Bharuch.

After the edifice of colorful mood, a musical event 'Patriotic Song Competition' was organized. Students participated in solo as well as group category and songs filled with patriotic feeling were sung by students. Entire college echoed patriotism. Ms. Prapti Mehta, Mr. Nishad Shah, and Mr. Omkar Dave were on the penal of jury. At the end of the day students were awarded in various categories of 'Tri Color' competition, 'Class Decoration' and 'Patriotic Song Competition'. 'Such event develops team spirits among students and made them sensible towards society and nation'. The event was well supported by Students Council and Vice President, Student's Council, Dr. Rina Dave. The event was successfully coordinated by Dr. Komal Mistry & Dr. Yogesh Patel.



SEMCOM organized Elocution Competition

With an objective to develop skills of oratory and Elocution, CVM managed SEMCOM College organized Elocution competition. Topics like Social media is dividing people and Role of Media as Fourth pillar of Indian democracy were being communicated and presented by students. Nearly 25 students participated in this event. Head of Department of English of SP University Dr. R. K. Mandaliya and Asst. Professor of ILSAAS Dr. Najma Pathan judge the competition. At the end of competition, three best students were given prize and to motivate students Principal's special prize were given to promising students. Under the able guidance of Principal Dr. Waheeda Thomas, vice president of Student Council Dr. Rina Dave, Dr. Nishrin Pathan and Ms. Bansree Bhatt organized this competition.





TOD FOD MATKI

As a ritual of SEMCOM, all semcomites enjoyed TOD FOD MATKI competition at Green Square in the college. Krishna Aarti was performed by all student council and faculty members. The event was coordinated by Students Council under the guidance of student's council vice president Dr. Rina Dave and in the leadership of Principal Dr. Waheeda Thomas.



Teachers Day Celebration and Quiz Competition organised at SEMCOM College

C.V.M. Managed SEMCOM college organized Teachers day Celebration and Quiz Competition on 5th September, 2018. In Teachers day celebration 42(forty two) Students taught various Subjects, at First year BBA, BCA, BCOM, BBA ITM & MCOM (E.Biz). Out of 42 Students, 14(Fourteen) Students were adjudged best teachers and were honored.

Further the Teachers day was celebrated with Quiz Competition .Quiz had 15 teams from across the streams in written round. Six teams qualified the elimination round. Final round included wide range of questions from Commerce, Education & Technology. In this competition team consisting of Kevin Vaishnav of TY BBA ITM and Pushya Verma of SYBBA stood First, Second position was secured by team consisting Vivek Patel and Pooja Patel of TYBBAITM. Third position was bagged by team consisting Vishrut Patel and Luv Bhagwani of SYBBAITM.

Mr. Bhushan Patel alumnus of SEMCOM, who is also, serving as Quiz master at Horizon Career solutions conducted Quiz, skillfully and engaged all.

Entire Programme was successfully conducted under guidance of Principal Dr. Waheeda Thomas. Programme was coordinated by Ms Joe Mary George, Ms Ami Trivedi, Dr. Nimesh P Raval, Ms Bansree Bhatt and Vice President of Students Council Dr Rina Dave.





Public Speaking Workshop

CVM's SEMCOM a premier educational institution is known for its innovative pedagogy in teaching & learning and dynamism. SEMCOM College organized Public Speaking Workshop on 12th September 2018 for undergraduate students. Well Known Cardiologist from Anand, Dr. Hemant Antani Conducted the Workshop. He emphasized on various facets of Public Speaking like practice of tone, pitch and pronunciations, knowing audience, connecting with the audience, posing a positive body language, getting feedback from the audience after the speech etc. The idea behind holding of the public speaking workshop was to channelize the creativity, and develop the public speaking skills of young entrepreneurs of SEMCOM. The objective of holding the public speaking workshop was to provide participants with the practical skills and knowledge necessary to express themselves clearly, with confidence and power, in a variety of **speaking** situations

The event was well coordinated by Mr. Sunil Chaudhary and Dr. Nishrin Pathan under the able guidance of the Principal Dr. Waheeda Thomas. It provided the opportunity for the students to learn about various aspects of effective public speaking. All in all, the programme was a great success as the participants shared their views and was well appreciated event.



Medical Checkup for First Year Students organised at SEMCOM College

Charutar Vidyamandal managed SEMCOM organized Medical Checkup for First Year Students on 17th September, 2018. A team of doctors from Shri Krishna Hospital, Karamsad has carried out this work efficiently. It is compulsory for all the students of first year undergraduate courses and post-graduation to undergo the Medical Checkup as per the directives of Govt. of Gujarat and Sardar Patel University.

Nearly 240 students of BBA, BBA (ITM), B.Com, BCA and M.Com. (e-Business) underwent the Medical Checkup. They were also provided guidance by the expert doctors' team. The event was successfully conducted under guidance of Principal Dr. Waheeda Thomas. Programme was coordinated by Dr. Jaimin Trivedi and Mr. Chetan Patel.



Awareness Programme about Harmful effects of narcotics

NSS wing of CVM's SEMCOM organized a workshop for creating awareness regarding the harmful effects of narcotics on 30th August 2018 in association with Anand town Police. All SEMCOM Boy Students who are staying in various hostels joined the programme. Around 100 such students were

given guidance related to prevent themselves from various types of addictions of narcotics by DYSP Komal Vyas madam and PI D D Shimpi Sir of Vallabh Vidyanagar Police station. DYSP Madam also made the students aware about the legal aspects related to narcotics. The event was coordinated successfully by Dr. Rina Dave, Dr. Swati Parab, Dr. Yogesh Patel, Mr. Renil Thomas and Mr.Chetan Patel under the guidance of Dr. Waheeda Thomas, Principal of SEMCOM.





Thalassemia Test

SEMCOM organized Thalassemia Test for the students of final year classes on 18/9/2018, Tuesday. 170 students were screened for Thalassemia Test by a team of Indian Red Cross Society (State Branch) – Ahmedabad.

Thalassemia is an inherited blood disorder in which the body makes an abnormal form of hemoglobin. If both of your parents are carriers of thalassemia, you have a greater chance of inheriting a more serious form of the disease. The disorder results in excessive destruction of red blood cells, which leads to anemia. The affected person has hemoglobin with very poor oxygen carrying capacity. They need frequent blood transfusion to keep them in normal functioning. Patients with Thalassemia Major need blood transfusions every 3-8 weeks to maintain hemoglobin levels and therefore at risk of

- Blood transfusion related infections like hepatitis C, hepatitis B & HIV.
- Iron overload with damage to the liver, heart, pancreas and endocrine glands.

Thalassemia also brings up different concerns related to pregnancy. The disorder affects reproductive organ development. Because of this, women with thalassemia may encounter fertility difficulties. If every couple gets a simple blood test for thalassemia done before getting married, they will know whether they are carriers of thalassemia or not. If both are non-carriers, they need not bother. If either is a carrier, their child may inherit Thalassemia. State government had directed the universities to make screening of thalassemia patients compulsory in colleges.

Under able guidance of Principal Dr. Waheeda Thomas, coordinators Mr. Pratik Shah and Mr. Jay Nanavati ensured smooth execution of the activity.

MY VOICE:

Organizational Climate and Organizational Culture

Organization be it business or social or non-profit are social entities. Business Organization(s) have their vision, mission and objectives. Business Organization(s) have their organizational structure, authority-responsibility-accountability relationships, communication mechanism, and the need for staffing, directing and controlling. But ultimately organizations are social entities, organizations are people. Human Resource(s) competency, talent and motivation are critical to organizational success. The management of the business organizations are also interested in fostering, harnessing and boosting organizational productivity including human resources productivity. Organizational Culture and Organizational Climate consisting of organizational traditions, customs, philosophy, mentoring programs, communication pattern, extent of delegation of authority, style of leadership, extent of professionalism in management, workers participation in management to mention a few. Organization's with organizational culture based on team work, group cohesiveness, norms of higher productivity, focusing on customer satisfaction tends to perform better than their peers in the industry.

Organizational Culture based on organizational values, philosophies is created by the founders of the business organization(s). Organizational Culture is communicated, shared and fostered among the organizational members both explicitly through training and development programs, mentoring programs and implicitly by promoting role models. Organizational Values creates organizational Culture guiding the behavior of human resources for the accomplishment of organizational vision, mission and objectives. The organizational culture based on team work, cooperation, achievement, dedication to organizational objectives, commitment to ensure consumer satisfaction, encouraging people to take work initiatives, be creative and innovative, encouraging human resource empowerment, management by objectives as a basis for evaluating human resource performance creates a unique organizational culture focusing on organizational productivity. Social Responsibility of Business is also an integral part of organizational Culture. Business Organizations Where Organizational Values, philosophies are nurtured and shared among the organizational human resources and willingly implemented have better chances of success in a highly competitive global business environment.

Organizational Climate refers to summary perception which people hold about their organization. Organizational Culture and Organizational Climate have profound influence on the working of the organization. Organizational Values based on top most priority to customer satisfaction, honesty, business ethics, creativity, encouraging research and development, innovation, implementing total quality management makes for superior brand equity for the business organizations and its market offerings. Organizational Culture has certain features:

1. Organizational Culture is unique and differs from one business organization to another.
2. Organizational Culture is created and is based on the values of the founders and promoters of the business organization(s)
3. Organizational Culture includes elements like employee empowerment, organizational communication, human resource autonomy, delegation of authority, human resource initiative, cooperation, team work, human resource creativity, merit as bases of promotion, creating conducive work environment where human resources can maximize output with minimum input, boosting organizational productivity.
4. Organizational Culture focuses on customer satisfaction and attainment of organizational goals like profit, market share, creating value for the stakeholders.
5. Organizational Climate refers to summary perception of people about their organization, which can be observed and measured.
6. Organizational Culture though intangible in nature, can be measured in terms of its impact on customer satisfaction, profit and market share.

Organizational Culture is relatively permanent and enduring in nature, though changes are possible depending on the changes in the business environment. Organizational Culture and Organizational Climate have profound impact on organizational productivity, organizational growth, diversification and success and hence are the top concern for the management of the business organization(s).

By:

Mr. Sunil V. Chaudhary

Assistant Professor

SEMCOM

Accounting Aura:

CASH FLOW STATEMENT

Cash flow statement is to be prepared by all joint companies compulsorily. Companies act, 2013 has made it compulsory it for all companies to prepare and submit cash flow statement with its final accounts. It is to be included as part of its annual report which is to be circulated to all shareholders every year.

The basic concept of cash flow statement is to analysis inflows and outflows of cash in, business throughout the year. The similar concept of fund flow statement was existing earlier which was based on net working capital. Fund flow statement was having wider concept than cash flow statement. Fund flow analysis covers all current assets and current liabilities while cash flow statement focuses more on only cash and readily convertible securities for its analysis.

Cash flow statement requires to find operating profit in cash. For this purpose, the regular net profit is to be adjusted with non -cash transactions. For example, depreciation, goodwill written off, loss on sale of asset or investment, transfer to reserve or provision etc. are to be added back to net profit to find operating profit in cash.

Cash flow from operation is to be computed by adjusting difference in values of current assets and current liabilities. This difference is to be adjusted with operating profit in cash. Any increase in current liabilities and decrease in current assets will increase cash flow from operation and any decrease in current liabilities and increase in current assets will decrease in cash flow from operation.

In the final statement of Cash flow, there will be clear indication of all cash receipts and cash payments during the year. As per Accounting Standard 3, all cash receipts and cash payments are to be differentiated among operating, investment and financial activities. Operating activities include all regular business activities of trading or manufacturing. For example, income of salary, expense of salary, manufacturing cost etc are income and expense of operating activities. Investment activities are concerned with purchase and sale of long term assets and non-trading investments. For example, purchase of land or building or sale of such fixed-asset are cash payment and income of investment activities. Financial activities are related with issue and redemption of share capital and debentures. Issue of equity or preference shares or debentures or any other borrowed capital, redemption of preference shares or debentures or repayment of loan etc. are cash payments and receipts of financial activities. In cash flow statement, opening balance of cash is to be adjusted with cash inflows and outflows and finally, closing balance of cash is to be verified. Both opening and closing balances of cash must match with balances available in balance sheets.

The cash flow statement is useful in knowing exactly how business earns and where it spends. Even a person from non -commerce back ground will also be able to understand all sources from where the business has earned cash and where the business has utilized cash during the year. The financial liquid position of business can also be verified very well with help of cash flow statement.

By:

Mr. Pratik Shah

Assistant Professor

SEMCOM

BITS & BYTES

Microsoft SharePoint: Document Management and Collaboration Tool

Introduction

Microsoft SharePoint is a browser-based collaboration and document management tool which can be used as a content management system to bring organization together. It is developed by Microsoft.

It allows defining and operating an enterprise information portal that can be configured to run Intranet, Extranet and Internet sites

It allows groups to share documents that are stored in a centralized repository which may be password protected. A user with appropriate permission can download the documents, can be edit the document and can store/upload it back for further sharing.

It may be considered as a back-end server to Microsoft Office that can improve effectiveness of organization by streamlining the management of and access to data. Different types of access can be given to different stakeholders.

It allows sharing and managing content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization.

It permits teamwork with dynamic and productive team sites for every project and organizational unit. It allows sharing files, data, news, and resources. It allows customizing your site to streamline your team's work. It allows collaborating effortlessly and securely with team members inside and outside your organization, across devices.

It builds cohesion and keeps your employees informed. Organizational efficiency is improved by sharing common resources and applications on portals. Individual groups can have a collaborative web site. Organization can create rich digital experiences with workflows, forms and custom applications for every device.

It provides powerful search and intelligent ways to discover information, expertise, and insights to inform decisions and guide action.

It accelerates productivity of organization by transforming processes from simple tasks like notifications and approvals to complex operational workflows.

It has 190 million users across 200,000 customer organizations.

Benefit

It allows storing documents in a more effective structure than OS folder structure and allows sharing this information to concerned people. Thus, it makes organization more cohesive.

Context-based data management

In SharePoint, a File is not merely OS File but is an evolving piece of information that has a history in term of different versions created/modified by different users that is associated with well-defined context.

Effective sharing of Information

Overcomes the limitation of other sharing method such as emails where information may be lost or difficult to retrieve at later time. It provides effective collaboration.

Centralized Information Storage and Retrieval

It brings all the information to single place so that one can quickly find the relevant information they need or they need to know.

Encourage collaboration

It allows setting central point for information management where they can collaborate which is very helpful to organizations that are not geographically connected.

It allows employees to connect with each other through portal irrespective of their geographic locations and time. Such Collaboration promotes innovation in an organization.

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