

Nagindas Khandwala College

AUTONOMOUS

**Bachelor of Commerce
(B.Com)
Programme**

SYLLABUS AND PAPER PATTERN

For

S.Y.B.COM

COM-III & COM-IV

SEMESTER- III & IV

To be implemented from Academic Year- 2017-2018

Faculty of Commerce

SYLLABUS
S.Y.B.COM SEMESTER – III
COMMERCE - III MANAGEMENT: FUNCTIONS AND CHALLENGES

Course Objectives:

To make students acquainted with-

- Management concept, principles and skills required
- Planning MBO and Decision Making
- Organizing and Organization, span of control, delegation and departmentation
- Management challenges in competitive environment

Module I. Introduction to Management:

- **Management:** Meaning & Definition - Principles of Management-Functions of Management -Factors responsible for new horizons of management- Management Skills and Competency in 21st Century
- **Management Information System:** Meaning and Features
- **Management by Exception:** Meaning and Advantages.

No. of lectures allotted (11)

Module II. Planning and Decision making:

- **Planning:** Meaning & Significance -Steps in planning - Components of planning.
- **MBO:** Meaning- advantages - steps.
- **Decision making:** Meaning and definition of decision making -Techniques of decision making - Essentials of sound decision-making.

No. of lectures allotted (10)

Module III. Organizing:

- **Organizing:** Meaning of Organizing & Organization- Types of organization- formal and informal. Span of Control- Meaning and factors determining span of control
- **Delegation & Departmentation:** - Meaning & Importance - Barriers to Delegation - Principles of effective delegation. Departmentation: Meaning and bases of Departmentation.
- **Forms of Organization-** Line, Line & Staff, Matrix & Virtual Organization – Advantages & Limitations - Conflicts and Resolution of Conflicts in Line & Staff Structure

No. of lectures allotted (12)

Module IV. Management Challenges in Competitive Environment

- **Management of Change:** Meaning- causes - Change process - Resistance to Change & overcoming the Resistance to Change.
- **Knowledge Management (KM) & Corporate Governance:** Meaning & features of Knowledge Management- Corporate Governance: Meaning and need- Corporate Governance tests- CSR concept.
- **Stress Management at work:** Meaning--effects of stress- measures of managing stress.

No. of lectures allotted

(12)

SYLLABUS

S.Y.B.COM SEMESTER – IV

COMMERCE - IV MANAGEMENT: PRODUCTION AND FINANCE

Course Objectives:

To make students acquainted with-

- Production planning, control and production systems
- Quality management tools and techniques
- Indian financial market, SEBI, stock exchange and Demat
- Contemporary practices in financial market such as lease financing, mutual fund venture capital, derivatives, etc

Module I. Production Planning and Inventory Control

- **Production planning and control:-** Meaning and definition-Objectives of Production Planning and Control - Steps in Production Planning and Control - Types of Production systems.
Productivity: Meaning- factors influencing productivity
- **Inventory Control:** -Meaning and definition - Objectives of Inventory Control - Techniques of Inventory Control - Methods/Types of Inventory control system

No. of lectures allotted

(11)

Module II. Quality Management

- **Quality Management:** Meaning and definition -Techniques of Quality Control - Quality Circle and its process.
- **Contemporary trends in Quality Management:**
 - TQM** - Meaning- features
 - Six Sigma** - Meaning-Features-Steps
 - ISO** - Meaning -Procedure
 - Kaizen** - Meaning - Process
 - Service Quality Management** – Meaning and Importance

No. of lectures allotted

(12)

Module III. Indian Financial System

- **Indian Financial market:** Meaning and Structure
- **SEBI:** Introduction and Functions
- **Stock Exchange:** Definition- Functions of Stock Exchange - Dematerialization and its Process
- **Credit Rating Agencies:** Meaning- Functions–Advantages.

No. of lectures allotted

(10)

Module IV. Contemporary Practices in Financial Market

- **Lease Financing:** Meaning- advantages - types of lease
- **Mutual Fund:** Meaning- Factors responsible for its growth - Types of Mutual Funds
- **Derivative Market:** Meaning - Participants in derivative market - types of derivatives.
- **Venture Capital:** Meaning - Features
- **Micro-Finance:** Meaning- Role & Importance

No. of lectures allotted

(12)

Question Paper Pattern

MID-SEMESTER EXAM (Class Test)

Maximum Marks: 20

Questions to be set: 02

Duration: 30 minutes

All Questions are Compulsory

Question No	Particular	Marks
Q-1	Answer any TWO / THREE questions (05 Marks each – Conceptual Testing/ Short Notes)	10 Marks
Q-2	A) Match the Columns/ Fill in the Blanks	05 Marks
	B) Write whether statement is True or False	05 Marks

Question Paper Pattern

SEMESTER-END EXAM

Maximum Marks: 75

Questions to be set: 05

Duration: 2½ Hrs.

All Questions are Compulsory Carrying 15 Marks each

Question No	Particular	Marks
Q-1	Answer any TWO / THREE questions From MODULE – I	15 Marks
Q-2	Answer any TWO / THREE questions From MODULE – II	15 Marks
Q-3	Answer any TWO / THREE questions From MODULE – III	15 Marks
Q-4	Answer any TWO / THREE questions From MODULE – IV	15 Marks
Q-5	a) Write whether statement is True or False b) Fill in the blank c) Match the columns	05 Marks 05 Marks 05 Marks

REFERENCES: (SEM - III & IV)

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Richard L.Daft, South Western – A Part of Cengage, New Delhi, 2006.
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Leslie W.Rye, Lloyde L.Byars, Mcgraw Hill, New York, 2003.
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Samuel Certo, Pearson Prentice Hall, New Delhi, 2008.
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15. Inventory Control Stephan Love McGraw Hill International Book Co.
16. Mutual funds in India: Emerging issues Tripathy N.P.
17. Mutual Funds in India Dave, Manoj V.
18. Micro Finance in India: A performance Evaluation S.M. Feroze, A. K. Chauhan
20. Micro finance and Rural Development, A critical Review Bagchi, KanakKanti
21. Micro finance and women empowerment Bharathi, Vijaya G.
22. Micro Finance and Micro Enterprises in India Jena Sanjeeb
23. Operating of Stock Exchange in India Khan Javaid