



Malad Kandivli Education Society's

NAGINDAS KHANDWALA COLLEGE

OF COMMERCE, ARTS & MANAGEMENT STUDIES
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)
ISO 9001 : 2015 Certified

Autonomous (2016-17)

Educational Excellence Award By Indus Foundation, U.S.A.
IMC Ramkrishna Bajaj National Quality Commendation Certificate

Providing Syllabus copy of the courses highlighting the focus on employability/
entrepreneurship/ skill development along with their course outcomes.

Sr. No.	Courses	2016-17	2017-18	2018-19	2019-20	2020-21	Total
1	Bachelor of Commerce (B.COM)	✓	✓	✓	✓	✓	5
2	Bachelor of Arts (B.A)	✓	✓	✓	✓	✓	5
3	Bachelor in Management Studies- (BMS)	✓	✓	✓	✓	✓	5
4	Bachelor of Commerce (Accounts and Finance)- BAF	✓	✓	✓	✓	✓	5
5	Bachelor of Commerce (Banking and Insurance)-BBI	✓	✓	✓	✓	✓	5
6	Bachelor of Commerce (Financial Markets)- BFM	✓	✓	✓	✓	✓	5
7	Bachelor of Science - Information Technology (B.Sc IT)	✓	✓	✓	✓	✓	5
8	Bachelor of Science- Computer Science(B.Sc CS)	✓	✓	✓	✓	✓	5
9	Bachelor of Arts- Multimedia and Mass Communication (B.A.MMC)	✓	✓	✓	✓	✓	5
10	Bachelor of Management Studies- Sports Management (BMS-SM)	X	X	✓	✓	✓	3
11	B. Com. Honours in Actuarial Studies	X	X	X	✓	✓	2
12	B.A. Honours in Apparel Design and Construction	X	X	X	✓	✓	2
13	B. Com. Honours in International Accounting	X	X	X	✓	✓	2
14	Bachelor of Management Studies- E commerce operations	X	X	X	X	✓	1
15	B.Sc. (Honours) in Integrative Nutrition & Dietetics	X	X	X	X	✓	1
16	BBA in Tourism and Travel Management	X	X	X	X	✓	1
17	B.Sc. in Interior Design	X	X	X	X	✓	1
18	Master Of Commerce-(M.COM)- Accountancy	✓	✓	✓	✓	✓	5
19	Master Of Commerce-(M.COM)- Management						
20	Master of Arts (Economics)	✓	✓	✓	✓	✓	5
21	Master of Arts (Geography)	✓	✓	✓	✓	✓	5
22	Master of Arts (Psychology)	X	X	X	✓	✓	2
23	Master of Science (Information Technology) (M.Sc IT)	✓	✓	✓	✓	✓	5
24	Master's Degree - Sports Management (MSM)	X	X	✓	✓	✓	3
25	Master of Science (Geo-informatics) (M.Sc GeoInformatics)	X	X	X	X	✓	1
							84

Matta

Prof. (Dr.) Moushumi Datta
I/c. Principal



Course of B Com (Banking and Insurance)

**Second Year
Semester –IV**

Entrepreneurship Management

(with effect from 2017-18)

Modules at a Glance

Sr. No.	Modules	No. of lectures
Module 1	Concept, meaning and definition of entrepreneur and entrepreneurship	15
Module 2	Entrepreneurial Project Development	15
Module 3	Legal Considerations for different forms of organization	15
Module 4	Entrepreneurship Development Programme and Risk Management	15
		60

Objectives:

1. To provide basic awareness of entrepreneurship management
2. To make them understand the entrepreneurial project development
3. To understand legal considerations of organisations
4. To explain the entrepreneurship development programme and risk management

Course Outcome:

After completion of this course the learner will be able to:

CO1: Understand the awareness of entrepreneurship management (Level: Understanding)

CO2: Understand the entrepreneurial project development (Level: Understanding)

CO3: Analyze the legal considerations of organisations. (Level: Understanding)

CO4: Practical application entrepreneurship development programme and risk management. (Level: Understanding)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Detailed Syllabus:

Module	Topic	No. of lectures
1.	Concept, meaning and definition of entrepreneur and entrepreneurship (Entrepreneurship)	15
	<p>Importance and significance of growth of entrepreneurial activity.</p> <ul style="list-style-type: none"> • Concept of intrapreneur. • Characteristics and qualities of entrepreneurs • Classification and types of entrepreneurs. • Women entrepreneurs • Theories of entrepreneurship (McClelland, Max Weber and Joseph Schumpeter) 	
2.	Entrepreneurial Project Development (Entrepreneurship)	15
	<ul style="list-style-type: none"> • Idea generation – sources and methods • Identification and classification of ideas. • Environmental Scanning and SWOT analysis • Preparation of project plan –Points to be considered • Components of an ideal business plan – market plan, financial plan, operational plan, and HR plan. • Project formulation –project report significance and contents • Project appraisal –Aspects and methods : (a) Economic oriented appraisal b) Financial appraisal (c) Market oriented appraisal Technological feasibility • Managerial Competency 	
3.	Legal Considerations for different forms of organization	15
	<p>Cultural and Environmental Issues in setting up of business enterprise with respect to :</p> <p>(Sole trading firm, Limited Liabilites Partnership, Limited company, Public Company, Private Company, NGO)</p> <p>Quick Start Methods of Business: Franchising , Mergers and Takeover</p>	
4.	Entrepreneurship Development Programme and Risk Management (Entrepreneurship)	15
	<ul style="list-style-type: none"> • SME, SHG with special reference to microfinance and woman entrepreneur • Definition of risk, types of risk, risk management strategies, Self regulation and Installation of Corporate Governance. Future strategies for promoting insurance in India. Implications for Risk Management, Derivatives in Banking, Innovations in credit appraisal system. 	



PRINCIPAL
 NAGINDAS KHANDWALA COLLEGE OF COMMERCE
 ARTS & MANAGEMENT STUDIES AND SHANTABEN
 NAGINDAS KHANDWALA COLLEGE OF SCIENCE
 (AUTONOMOUS)
 MALAD (IV), MUMBAI - 400 084

Reference Books

- Dr. VasantDesai“Small Scale Industries and Entrepreneurship” Himalaya Publishing House.
- Dr. VasantDesai“Entrepreneurship and Management of Small and Medium Enterprises” Himalaya Publishing House.
- S.K. Mohanty “Fundamentals of Entrepreneurship” Prentice Hall of India
- E. Gordon and K. Natrajan “Entrepreneurship Development” Himalaya Publishing House.
- Robert D. Hisrich & Micheal P. Peters “Entrepreneurship”, Tata Mc. Graw Hill



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 084



Course of B Com (Banking and Insurance)

**Second Year
Semester –IV**

**FINANCIAL MANAGEMENT –II
(with effect from 2017-18)**

Modules at a Glance

Sr. No.	Modules	No. of lectures
Module 1	Working Capital Management	15
Module 2	Management of Components of Working Capital	15
Module 3	Financial Planning	15
Module 4	Financial Policy and Corporate Strategy	15
		60

Course Objectives:

1. To widen the scope of the learner in management of working capital in business enterprises
2. To delve deeper into the components of working capital
3. To enhance the knowledge of learner in terms of planning finances
4. To provide broad understanding of the financial policy and corporate strategies.

Course Outcome:

After completion of this course the learner will be able to:

CO1: Understand and Apply determination of working capital of trading and manufacturing concerns. (Level: Understanding and Apply)

CO2: Manage inventory, receivables and cash in an efficient manner through the various models and techniques available at disposal (Level: Apply)

CO3: Apply the technique of budgeting and budgetary control in drafting functional, fixed, flexible and master budget. (Level: Analyze)

CO4: Evaluate the companies in context to the level of leverage applicable to the companies (Level: Analyze)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(M.T. TERMINUS)
MALAD (W), MUMBAI - 400 064

Detailed Syllabus:

Module	Topic	No. of lectures
1.	WORKING CAPITAL MANAGEMENT	15
	Management of Working Capital in India, Estimating working capital needs, Operating or working capital cycle, Working Capital Financing: Trade Credit; Bank Credit; Commercial Papers; Certificate of Deposits (CDs); Financing.	
2.	MANAGEMENT OF COMPONENTS OF WORKING CAPITAL	15
	Management of Cash and Marketable Securities: Motives for Holding Cash; Objectives of Cash Management; Factors Determining Cash Needs; Basic Strategies of Cash Management; Cash Management Techniques / Processes; Marketable Securities; and Cash Management Practices in India. Receivables Management: Objectives; Credit Policies; Credit Terms; and Collection Policies, Inventory Management: Objectives; and Techniques.	
3.	FINANCIAL PLANNING (Entrepreneurship)	15
	Introduction, Meaning and Essentials of Budget, Types of Budget, Advantages of Budgeting, Zero Based Budgeting, Master Budget, Sales Budget, Production Budget, Material Budget, Cash Budget and Flexible Budget.	
4.	FINANCIAL POLICY AND CORPORATE STRATEGY	15
	Meaning of Strategic Financial Management, Strategic financial decision making framework, Functions of Strategic financial management, Business Risk and Financial Risk Introduction, Debt v/s Equity Financing, Types of Leverage, Investment Objective/Criteria for Individuals/Non-Business Purpose.	

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(WITONGE/MS)
MALAD (W), MUMBAI - 400 064

Recommended Reading Material

- Financial Management: I M Pandey, Vikas Publishing House.
- Financial Management: M.Y. Khan, P.K. Jain, Tata McGraw Hill.
- Financial Management : Ravi M Kishore, Taxman
- Financial Management : James C Van Horne, Prentice Hall
- Financial Management: Prassana Chandra, Prentice Hall.
- Financial Management: Chandra Haribariran Iyer: IBHL Publication.



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064



Course of B Com (Banking and Insurance)

**Second Year
Semester –IV**

SYBBI SEM-IV

INFORMATION TECHNOLOGY IN BANKING & INSURANCE – II

(with effect from 2017-18)

Modules at a Glance

Sr. No.	Modules	No. of lectures
Module 1	E-banking Business Models	15
Module 2	Induction of Techno Management	15
Module 3	IT Applications and Banking	15
Module 4	MS-Office: Packages for Institutional Automation	15
		60

Course Objectives:

1. To provide basic awareness about E-banking business models
2. To make them understand about the induction of techno management.
3. To understands ways of application of IT in banking.
4. To apply concepts of Ms-office.

Course Outcome:

After completion of this course the learner will be able to:

CO1: Understand the various e-banking models. (Level: Understanding)

CO2: Understand the trends in banking and Information Technology including crypto currency (Level: Apply)

CO3: Apply of IT in banking and other companies for digital payment. (Level: Apply)

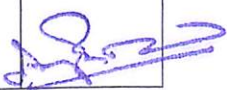
CO4: Practical application of MS OFFICE in boosting business performance (Level: Apply)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 084

Detailed Syllabus:

Module	Topic	No. of lectures
1.	E-BANKING BUSINESS MODELS	15
	Various models- home banking, office banking, online banking, internet banking, mobile banking, SMS banking,- models of electronic payments, other business models. Use of Crypto currency and use of any other mode to make payment.	
2.	INDUCTION OF TECHNO MANAGEMENT	15
	<p>Development Life Cycle, Project Management, Building Data Centers, Role of DBMS in Banking, Data Warehousing and Data Mining, RDBMS Tools □ Technological Changes in Indian Banking Industry</p> <p>Trends in Banking and Information Technology, Technology in Banking, Lead Role of Reserve Bank of India, New Horizons for Banking based IT, Automated Clearing House Operations, Electronic Wholesale Banking Credit Transfer, Credit Information Bureau (I) Ltd., Credit Information Company Regulation Bill- 2004, Automation in Indian Banks, Cheque clearing using MICR technology, Innovations, Products and Services, Core-Banking Solutions (CBS), Human Resource Development (HRD)-The Road Ahead.</p> <p>Technology in Banking Industry: Teleconferencing, Internet Banking, Digital Signature in Banking, MICR-Facility for 'paper-based' clearing, Cheque Truncation</p> <p>Dealing with Fraudulent transactions under CTS</p> <p>Efficient customer service, smart quill computer pen, Institute for Development & Research in Banking & Technology (IDRBT). E-Checks-Protocols and Standards. Problems on mechanization, e-Banking-RBI Regulations & Supervision, Technology Diffusion.</p>	
3.	IT APPLICATIONS AND BANKING	15
	Objectives, Electronic Commerce and Banking, Banking Software, Electronic Clearing and Settlement Systems, Plastic Money- any latest mobile application to make payment.	
4.	MS-OFFICE: PACKAGES FOR INSTITUTIONAL AUTOMATION (Employability)	15
	MS-PowerPoint presentation: Internal links between slides, hyperlinks, embedding multimedia content onto the slides (video/audio/stylish text), slide animation, timer, creating new presentation by existing theme, import online themes, creating a	



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

<p>template of presentation, save and run the slide show (.ppsx) – use of master slide in presentation. How to use mobile application? BHIM or any other app for banking purpose.</p> <p>Introduction to Tally ERP 9.0 – Basic features – pass voucher entries – few advanced features.</p> <p>Applications of Internet: Introduction to e-mail, writing professional e-mails, creating digitally signed documents, use of outlook express: configuring outlook express, creating and managing profile in outlook, sending and receiving e-mails via outlook express, Emailing the merged documents, boomerang facility of email, Google drive: usage of Google drive in storing the Google documents, excel sheets, presentations and PDF files.</p>	
---	--

Recommended Reading List

- Sanjay Soni and Vinayak Aggarwal, Computers and Banking, M/s Sultan Chand & Sons, New Delhi, 1993.
- Uppal, R.K. “E-Banking in India (Challenges & Opportunities)”, New Century Publications, New Delhi, 2007.
- General Bank Management from Indian Institute of Banking and Finance by MACMILAN



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064



Course of B Com (Banking and Insurance)

**Second Year
Semester –III**

Direct Taxation

(with effect from 2017-18)

Modules at a Glance

Sr. No.	Modules	No. of lectures
Module 1	Basic Terms (S: 2, 3, and 4) & Scope of Total Income Based on Residential Status (S: 5 & 6 both)	15
Module 2	Heads of Income (S: 14; 14A)	15
Module 3	Deduction from total Income	15
Module 4	Computation of total Income for Individual	15
		60

Course Objectives:

1. To enhance the understanding of conceptual knowledge basic terms used in taxation laws.
2. To understand the various heads of income.
3. To orient learners towards understanding the various deduction from income.
4. To demonstrate the calculation of total income for Individuals

Course Outcome:

Upon successful completion of the course, the learner will be able to:

CO 1: Acquire the complete knowledge of basic concepts of income tax (Level: Understand)

CO 2: Compute the income under various heads taking into consideration the exempted incomes (Level: Apply)

CO 3: Calculate the taxable income after the eligible deductions. (level: Apply)

CO 4: Calculate the taxable income for individuals (Level: Apply)


PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(A. T. K. MUS)
MALAD (W), MUMBAI - 400 064

Detailed Syllabus:

Module	Topic	No. of lectures
1.	BASIC TERMS (Section 2, 3, and 4) & Scope of Total Income Based on Residential Status (Section 5 & 6 both)	15
	Assessee , Assessment, Assessment Year, Annual value Business, Capital Assets, Income, Person, Previous Year Transfer, Scope of total Income based on Residential Status (Section 5 & 6 both)	
2.	HEADS OF INCOME (S: 14; 14A)	15
	Salary (Section 15 to 17) Income from House Properties (Section 22 to 27) Profit and Gain from Business (Section 28, 30, 31, 32, 35, 35D, 36, 37, 40, 40A and 43B) Capital Gain (Section 45, 48, 49, 50, 54, 55) Income from Other Sources (Section 56 to Section 59) Exclusions from Total Income (S: 10) Exclusion related to specified heads to be covered with relevant head.eg. Salary, Business Income, Capital Gain, Income from Other Sources,	
3.	DEDUCTION FROM TOTAL INCOME	15
	Section 80C, 80CCC, 80D, 80DD, 80E, 80 U	
4.	COMPUTATION OF TOTAL INCOME FOR INDIVIDUAL (Employability)	15
	Comprehensive Practical Examples	

Recommended Reading Material

- Direct Taxes Law & Practice –V.K. Singhania
- Direct Taxes Laws - T.N. Manohara
- Professional Approach Direct Taxes – Ahuja & Gupta
- Service Tax – V.S. Datey
- Direct Taxes Law & Practice - Dinkar Pagare.
- Service Tax- Sanjeev Agarwal & Parthsarthy
- Personal Investment & Tax Planning Yearbook - N.J. Ysaswy,
- Law and Income Tax - A.C. Sampathy Iyengar, Bharat Publishing House, Allahabad.



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064



Course of B Com (Banking and Insurance)

**Second Year
Semester –III**

INFORMATION TECHNOLOGY IN BANKING & INSURANCE – I

(with effect from 2017-18)

Modules at a Glance

Sr. No.	Modules	No. of lectures
Module 1	Introduction to Electronic Commerce	15
Module 2	E Banking	15
Module 3	MS Office: MS- Excel	15
Module 4	Cyber Law & Cyber Security	15
		60

Course Objectives:

1. To provide basic knowledge of E-commerce and
2. To explain the process of E-Banking.
3. To teach them Ms Excel and its application
4. To sensitise the students regarding cyber laws and cyber securities.

Course Outcome:

After completion of this course the learner will be able to:

CO1: Understand the elements of E-commerce (Level: Understanding)

CO2: Recognize the process and application of e-banking (Level: Application)

CO3: Apply the Excel formulas in calculation of interest and other areas in banking and insurance (Level: Apply)

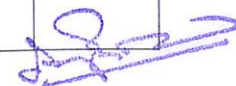
CO4: Equip them with cyber laws and cyber security in digital platforms. (Level: Understanding)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Detailed Syllabus:

Module	Topic	No. of lectures
1.	INTRODUCTION TO ELECTRONIC COMMERCE	15
	<p>E-Commerce Framework - E-Commerce and media convergence, anatomy of E-Commerce Applications, E-Commerce Consumer and Organization Applications</p> <p>The network Infrastructure for Electronic Commerce - Market forces influencing the I-way, Components of I-way, Network Access Equipment</p> <p>E-Commerce and World Wide Web - Architectural framework of E-Commerce, WWW and its architecture, hypertext publishing, technology behind the Web, Security and the web</p>	
2.	E-BANKING	
	<p>Meaning, definition, features, advantages and limitations- core banking, the evolution of e-banking in India, Legal framework for e-banking.</p> <p>Electronic Payment System</p> <p>Types of Electronic Payment Systems, Digital Token-based EPS, Smart Card EPS, Credit Card EPS, Risk in EPS, Designing an EPS</p>	
3.	MS Office: MS –Excel (Skill Development)	
	<p>MS-Excel: Manipulating data, Working with charts, Working with PIVOT table and what-if analysis; Advanced excel functions- Vlookup (),hlookup(),PV(), FV(),average(),goal seek(),AVERAGE(), MIN(), MAX(), COUNT(),COUNTA(), ROUND(), INT(), nested functions, name ,cells/ranges/constants, relative, absolute & mixed cell references, >,<=operators, Logical functions using if, and, or =, not, date and time functions & annotating formulae, MS Excel advanced features- Financial functions: pv(), pmt (), fu()... logical functions:if(), and (), or ()...., lookup functions, what if analysis, pivot table, conditional table.</p> <p>Application in Banking and Insurance Sector – Calculation of Interest, Calculation of Installment, Calculation of Cash Flow, Calculation of Premium, Calculation of risk coverage in Insurance and Reporting.</p>	
4.	CYBER LAW &CYBER SECURITY:	
	Need of Cyber Law, History of Cyber Law in India	



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(P. U. CAMPUS)
MUMBAI - 400 064

<p>Cyber Crimes:</p> <p>Various threats and attacks, Phishing, Key Loggers, Identity Theft, Call & SMS forging, e-mail related crimes, Denial of Service Attacks, Hacking, Online shopping frauds, Credit card frauds, Cyber Stalking</p> <p>Cyber Security:</p> <p>Computer Security, E-Security, Password Security and Reporting internet fraud</p>	
---	--

Recommended Reading List

- E-banking in India – Challenges and Opportunities by Rimi Jatana
- Computers & Banking – By Soni & Agarwal
- e-Commerce – By David Whitely
- Microsoft Office Professional (2013-step by step)
- Computers & Banking – M/s Sultanchand & Sons



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)

WALUND (W), MUMBAI - 400 064



Course of B Com (Banking and Insurance)

**Second Year
Semester –III**

Management Accounting

(with effect from 2017-18)

Modules at a Glance

Sr. No.	Modules	No. of lectures
Module 1	Introduction to Management Accounting	15
Module 2	Financial statements analysis	15
Module 3	Working Capital Management	15
Module 4	Management of profits/dividend policy	15
		60

Course Objectives:

1. To widen the scope of the learner towards Accounting in Managerial decisions
2. To develop an inclination towards understanding financial statement analysis of companies.
3. To enhance the practical knowledge managing working capital
4. To enlighten on the management policies relating to dividends.

Course Outcome:

Upon successful completion of the course, the learner will be able to:

CO 1: Describe the various management accounting techniques useful for decision making
(Level: Understand)

CO 2: Analyse the financial statements and calculate financial ratios of different companies
(Level: Apply)

CO 3: Prepare Cash Flow and Funds Flow statements this helps in planning for intermediate and long-term finances. (level: Apply)

CO 4: Calculate the working capital requirements of trading and manufacturing companies
(Level: Apply)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)

MALAD (W), MUMBAI - 400 094

Detailed Syllabus:

Module	Topic	No. of lectures
1.	INTRODUCTION TO MANAGEMENT ACCOUNTING	15
	Meaning and Definition , Scope, Functions , Objectives, Importance, Role of Management Accounting, Management Accounting Framework, Tools of Management Accounting	
2.	FINANCIAL STATEMENTS ANALYSIS (Employability)	15
	<p>Introduction to Corporate Financial Statements: Understanding the Balance sheet and Revenue statements with the headings and sub headings, Uses of financial statements, Users of Financial Statements.</p> <p>Financial Statement Analysis Introduction and meaning of Financial Statement Analysis, Steps, Objective, Types of Analysis.</p> <p>Ratio analysis: Meaning, classification, Du Point Chart, advantages & limitations.</p> <p>Balance Sheet Ratios: Current Ratio, Liquid Ratio, Stock Working Capital Ratio, Proprietary Ratio, Debt Equity Ratio, Capital Gearing Ratio.</p> <p>Revenue Statement Ratios: Gross Profit Ratio, Expenses Ratio, Operating Ratio, Net Profit Ratio, Net Operating Profit Ratio, Stock Turnover Ratio,</p> <p>Combined Ratio: Return on Capital employed (Including Long Term Borrowings), Return on proprietor's Fund (Shareholders Fund and Preference Capital, Return on Equity Capital, Dividend Pay-out Ratio, Debt Service Ratio, Debtors Turnover, Creditors Turnover.</p>	
3.	WORKING CAPITAL MANAGEMENT (Entrepreneurship)	15
	Concept, Nature of Working Capital, Planning of Working Capital, Estimation /Projection of Working Capital Requirements in case of Trading and Manufacturing Organization, Operating Cycle.	
4.	MANAGEMENT OF PROFITS/DIVIDEND POLICY	15
	Meaning, Types, Factors influencing dividend policy, Forms of dividend. Determinants of Dividends Policy: Factors; Dividend Policy in India; Bonus Shares (Stock dividend) and Stock (Share) Splits; Legal, Procedural; and Tax Aspects associated with Dividend Decision	



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABENI
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

RECOMMENDED READING MATERIAL

- Cost management – Saxena and vashist
- Cost and management accounting – Ravi N Kishor
- Essential of management accounting – P.N.Reddy, Himalaya publication.
- Advanced Management Accounting – Robert S Kailer.
- Financial of management Accounting – S.R.Varshey, Wisdom.
- Introduction of management accounting learning – Charbs T Horngram, PHI.



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), RAJASTHAN - 400 064



Course of B Com (Banking and Insurance)

**Second Year
Semester –III**

Organisational Behaviour

(with effect from Academic Year 2017-18)

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to OB & Theories of Motivation	15
2	Group Dynamics	15
3	Organizational Culture and Change Management	15
4	Organizational Development	15
Total		60

Course Objectives:

1. To provide basic knowledge of Organizational Behavior and Motivation
2. To explain the process of Group Dynamics
3. To teach them the importance of Organizational Culture and Change Management
4. To sensitise the students regarding organizational Development

Course Outcome:

After completion of this course the learner will be able to:

CO1: Understand the elements of Organizational behavior (Level: Understanding)

CO2: Recognize the process of group dynamics (Level: Application)

CO3: Realize the importance of Organizational culture and change management

(Level: Apply)

CO4: Understand the importance of organizational development. (Level: Understanding)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(MUMBAI-400 084)
MALAD (E), MUMBAI - 400 084

Detailed Syllabus

Sr. No.	Modules / Units
1	Introduction to OB & Theories of Motivation
	INTRODUCTION TO OB Meaning, Nature and scope of OB, Models of OB, THEORIES OF MOTIVATION Maslow, Herzberg, M c . Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory and Application of the Theories Motivational techniques in Banking and Insurance Industry
2	Group Dynamics (Employability)
	Individual Behavior (IQ, EQ, SQ) Group Formation, Team Building, Team Development. Goal Setting Soft Skills ,Interpersonal Skills , Multicultural Skills, Cross Cultural Skills. Johari Window
3	Organizational Culture and Change Management
	Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts.Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. Time and Stress Management.
4	Organizational Development
	Meaning and Nature of Organisational Development ,Techniques of Organisational Development and Importance of Organisational Development.

Reference Books

- Stephen P. Robbins “Organizational Behavior ”Prentice Hall of India Private Ltd
- Mirza S. Saiyadain“OrganizationalBehaviour”Tata Mc. Graw Hill.
- John Bratton “Work and Organizational Behaviour” MilitzaCallinan Carolyn
Forshaw and Peter SawchukPalgraveMacmilla, New York.
- Margie Parikh and Rajen Gupta “Organizational Behaviour” Tata Mc. Graw Hill
Education Private Limited, New Delhi.



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(WILSON COLONY)
MUMBAI - 400 054