

***Revised Syllabus of Courses of B.Com. Programme at Semester III
with Effect from the Academic Year 2017-2018***

***Elective Courses (EC)-
1B Discipline Related Elective (DRE) Courses***

3. Commerce –III

(Management: Functions and Challenges)

Sr. No.	Modules	No. of Lectures
1	Introduction To Management	11
2	Planning & Decision Making	10
3	Organising	12
4	Directing And Controlling	12
	Total	45

Sr. No.	Modules
1	Introduction To Management (11)
	<ul style="list-style-type: none"> ✓ Management- Concept, Nature, Functions, Managerial Skills & Competencies ✓ Evolution of Management Thoughts Classical Approach: Scientific Management – F.W.Taylor’s Contribution Classical Organisation Theory: Henri Fayol’s Principles Neo Classical: Human Relations Approach – Elton Mayo’s Hawthorne experiments ✓ Modern Management Approach- Peter Drucker’s Dimensions of Management, Indian Management Thoughts: Origin & Significance of Indian Ethos to Management.
2	Planning & Decision Making (10)
	<ul style="list-style-type: none"> ✓ Planning - Steps, Importance, Components, Coordination – Importance ✓ M.B.O -Process, Advantages, Management By Exception- Advantages; Management Information System- Concept, Components ✓ Decision Making - Techniques, Essentials of a Sound Decision Making, Impact of Technology on Decision Making.
3	Organising (12)
	<ul style="list-style-type: none"> ✓ Organising-Steps, Organisation Structures – Features of Line & Staff Organisation, Matrix Organisation, Virtual Organisation, Formal v/s Informal Organisation. ✓ Departmentation -Meaning -Bases, Span of Management- Factors Influencing Span of Management, Tall and Flat Organisation. ✓ Delegation of Authority- Process, Barriers to Delegation, Principles of Effective Delegation. Decentralisation: Factors Influencing Decentralisation, Centralization v/s Decentralisation
4	Directing And Controlling (12)
	<ul style="list-style-type: none"> ✓ Motivation – Concept, Importance, Influencing factors. Importance of Communication, Barriers to effective Communication ✓ Leadership- Concept, Functions, Styles, Qualities of a good leader. ✓ Controlling – Concept, Steps, Essentials of good control system, Techniques of Controlling -PERT, CPM, Budgetary Control, Management Audit.

***Revised Syllabus of Courses of B.Com. Programme at Semester IV
with Effect from the Academic Year 2017-2018***

***Elective Courses (EC)-
1B Discipline Related Elective (DRE) Courses***

**3. Commerce – IV
(Management: Production & Finance)**

Sr. No.	Modules	No. of Lectures
1	Production & Inventory Management	11
2	Quality Management	10
3	Indian Financial System	12
4	Recent Trends In Finance	12
	Total	45

Sr. No.	Modules
1	Production & Inventory Management
	<ul style="list-style-type: none"> ✓ Production Management: Objectives, Scope Production Planning & Control : Steps, Importance ✓ Production Systems: Concept, Types - Continuous and Intermittent. Productivity: Concept, Factors Influencing Productivity, Measures for improving Productivity. ✓ Inventory Management- Objectives, Inventory Control- Techniques. Scientific Inventory Control System - Importance
2	Quality Management
	<ul style="list-style-type: none"> ✓ Introduction to Quality: Dimensions of Quality, Cost of Quality: Types – Internal Failure Cost, External Failure Cost, Appraisal Cost, Prevention Cost, Quality Circle: Features. ✓ Quality Management Tools: TQM – Importance, Six Sigma – Process, ISO 9000 – Certification Procedure, Kaizen – Process ✓ Service Quality Management: Importance, SERVQUAL Model, Measures to improve service quality.
3	Indian Financial System
	<ul style="list-style-type: none"> ✓ Indian Financial Market: Structure, Primary Market – IPO Procedure Dematerialisation: Process, Role of Depositories : NSDL and CDSL ✓ SEBI: Functions of SEBI, Investors protection measures of SEBI. Stock Exchange – Functions, Speculators. ✓ Credit Rating: Advantages, Credit Rating Agencies in India - CRISIL, CARE, and ICRA.
4	Recent Trends In Finance
	<ul style="list-style-type: none"> ✓ Mutual Funds- Advantages and Limitations, Types, Factors responsible for growth of mutual funds – Systematic Investment Plan. ✓ Commodity Market: Categories, Derivatives Market: Types, Participants, Types of Derivative Instruments. ✓ Start-up Ventures –Concept, Sources of Funding, Micro Finance – Importance, Role of Self Help Groups.