

**The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)**



**The Kelkar Education Trust's
Vinayak Ganesh Vaze College of Arts, Science & Commerce
(Autonomous)**

**SYLLABUS FOR S.Y.B.COM
(JUNE 2023 ONWARDS)**

PROGRAMME: BACHELOR OF COMMERCE

SEMESTER III & IV

COURSE: COMMERCE III & IV

Course Code	Paper Title	Credit
VGUCMCOM301 & VGUCMCOM401	Commerce III & IV	04

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1. Syllabus as per Choice Based Credit System

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|---|---------------------------------|
| 1) Name of the Programme | : S.Y.B.COM – COMMERCE III & IV |
| 2) Course Code | : VGVUCMCOM301 & VGVUCMCOM401 |
| 3) Course Title | : Commerce III & IV |
| 4) Semester wise Course Contents | : Copy of the syllabus Enclosed |
| 5) Reference & Additional References | : Enclosed in the syllabus |
| 6) Credit Structure | |
| (No. of Credit per Semester) | : 04 |
| 7) No. of Lectures Per Unit | : 16 |
| 8) No. of Lectures Per Week | : 04 |
| 9) No. of Tutorials Per Week | : NIL |

2. Scheme of Examination

: Semester End Exam: 60 Marks

(4 Questions of 15 Marks)

Internal Assessment 40 Marks:

Test: 15 Marks

Project/Assignments: 15 Marks

Class Participation: 10 Marks

3. Special Notes (if any)

: No

4. Eligibility (if any)

: As laid down in the College-
-Admission Brochure/Website

5. Fee Structure

: As per College Fee Structure Specification

6. Special Ordinances/Resolutions (if any)

: No

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Programme: SYBCOM

Semester: III & IV

Course: Commerce III & IV

Course Code: VGVUCMCOM301 & VGVUCMCOM401

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	4	15	15	10	-	-	60	100
Maximum Time, Semester End Exam (Theory) – 2 Hrs.										

Prerequisite: Basic Interest in Management Skills

Course Objectives

- 1) To help the students gain an understanding of the functions and responsibilities of managers.
- 2) To help the students to develop cognizance of the importance of management principles.

COMMERCE III

Course Outcomes:

Students should be able to...

CO1: To comprehend management's fundamental concepts and functions as well as the evolution of management thoughts, including the contributions of a few management theorists.

CO2: To recognize the value of planning and apply decision-making tools to make effective decisions.

CO3: To understand the principles of organising resources, the importance of departmentation and learn to delegate authority and responsibility.

CO4: To understand the nature of motivation and principles of controlling and understand how to apply different leadership styles in various organisational contexts.

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COMMERCE III – MANAGEMENT: FUNCTIONS & CHALLENGES

Course Contents Semester III		
Sr. No.	Modules/Units	Lectures
1	Introduction to Management	15
	<p>Management: Concept, Nature, Functions, Managerial Skills & Competencies</p> <p>Evolution of Management Thoughts:</p> <ul style="list-style-type: none"> • 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 <p>Modern Management Approach: Peter Drucker's Dimensions of Management, Indian Management Thoughts: Origin & Significance of Indian Ethos to Management, Examples of how Indian ethos can be applied to management.</p>	15
2	Planning & Decision Making	15
	<p>Planning - Steps, Importance, Components, Coordination – Importance</p> <p>M.B.O -Process, Advantages, Management by Exception – Advantages; Management Information System – Concepts, Components, Business Analytics – Concept, Purpose, Importance, Benefits to Small Businesses, Career in Business Analytics.</p> <p>Decision Making - Techniques, Essentials of a Sound Decision Making, Impact of Technology on Decision Making, Design Thinking – Concept, Process, Purpose, Benefits</p>	15
3	Organising	15
	<p>Organising-Steps, Organisation Structures – Features of Line & Staff Organisations, Matrix Organisation, Virtual Organisation, Formal v/s Informal Organisation, Technology used in Organising</p> <p>Departmentation: Meaning - Bases, Span of Management- Factors Influencing Span of Management, Tall and Flat Organisation.</p> <p>Delegation of Authority: Process, Barriers to Delegation, Principles of Effective Delegation, Decentralisation: Factors Influencing Decentralisation, Centralization v/s Decentralisation</p>	15
4	Directing & Controlling	15
	<p>Motivation – Concept, Importance, Recent Trends in Motivation, Influencing factors, Importance of Communication, Barriers to effective Communication</p> <p>Leadership- Concept, Functions, Styles, Qualities of a Good Leader, Recent Trends in Leadership, Women in Leadership - Characteristics</p> <p>Controlling – Concept, Steps, Essentials of Good Control System, Techniques of Managerial Control – Modern & Traditional.</p>	15

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		Total	60
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COMMERCE IV

Course Outcomes:

Students should be able to...

CO1: To comprehend the types of production systems and be able to manage inventory.

CO2: To learn the fundamentals of quality management and be able to apply quality management tools to manage the quality of products and services.

CO3: To describe the structure of Indian Securities Markets and its impact on the economy.

CO4: To reflect on the various investment avenues available in India and describe the recent trends in finance.

COMMERCE IV – MANAGEMENT: PRODUCTION & FINANCE

Course Contents Semester IV		
Sr. No.	Modules/Units	Lectures
1	Production & Inventory Management	15
	<p>Production Management: Objectives, Scope; Production Planning & Control: Steps, Importance</p> <p>Production Systems: Concept, Types - Continuous and Intermittent; Productivity: Concept, Factors Influencing Productivity, Measures for improving productivity.</p> <p>Inventory Management - Objectives, Inventory Control- Techniques; Scientific Inventory Control System - Importance</p>	
2	Quality Management	15
	<p>Introduction to Quality: Dimensions of Quality; Cost of Quality: Types – Internal Failure Cost, External Failure Cost, Appraisal Cost Prevention Cost, Quality Circle: Features.</p> <p>Quality Management Tools: TQM – Importance, Six Sigma – Process, ISO 9000 – Certification Procedure, Kaizen – Process, Root Cause Analysis – Concept, Steps, Methods, Case Study</p> <p>Service Quality Management: Importance, SERVQUAL Model, Measures to Improve Service Quality.</p>	

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3	Indian Financial System	15
	<p>Indian Financial Market: Structure, Primary Market – IPO Procedure; Alternative Investments, Dematerialisation: Process, Role of Depositories: NSDL and CDSL, Sustainability and ESG (Environmental, Social and Governance) – Self Study</p> <p>SEBI: Functions of SEBI, Investors protection measures of SEBI; Stock Exchange – Functions, Speculators, Use of Artificial Intelligence in Trading.</p> <p>Credit Rating: Advantages, Credit Rating Agencies in India - CRISIL, CARE, & ICRA</p>	
4	Recent Trends in Finance	15
	<p>Mutual Funds: Advantages and Limitations, Types, Factors responsible for growth of Mutual Funds – Systematic Investment Plan.</p> <p>Commodity Market: Categories; Derivatives Market: Types, Participants, Types of Derivative Instruments, Growth of Derivatives Market in India.</p> <p>Start-up Ventures: Concept, Sources of Funding; Micro Finance – Importance, Role of Self-Help Groups, Impact of Covid-19 on Start-up Ventures, Micro-Finance and SHG.</p>	
	Total	60

Beyond Syllabus

Presentations, Guest lectures on recent developments, Regular Industrial Visits, Special Classes for students who are below average, Live Stock Trading Exercises.

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QUESTION PAPER PATTERN

Maximum Marks: 60

Duration: 2 Hours

Question to be set: 04

Q. No.	Particulars	Marks
Q. 1.	Module I Attempt any TWO of the following out of THREE Questions: (i) (ii) (iii)	15 Marks
Q.2.	Module II Attempt any TWO of the following out of THREE Questions: (i) (ii) (iii)	15 Marks
Q.3.	Module III Attempt any TWO of the following out of THREE Questions: (i) (ii) (iii)	15 Marks
Q.4.	Module IV Attempt any TWO of the following out of THREE Questions: (i) (ii) (iii)	15 Marks

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RECOMMENDED RESOURCES

Text Books	
Reference Books	
	<ol style="list-style-type: none"> 1. Production and Operations Management –Prof. L.C. Jhamb, Event Publishing House. 2. Production Planning & Control- Prof L.C. Jhamb, Event Publishing House 3. Production & Operation Management (Text & Cases)- K. Ashwathappa & G. Sudeshana Reddy, Himalaya Publication. 4. Launching New Ventures: An Entrepreneurial Approach- Kathleen R. Allen, Cengage Learning 5. Essentials of Inventory Management-Max Muller, Amacon Publishes 6. Indian Financial System—Bharathi Pathiak, Pearson Publication 7. Financial Institutions and Markets: Structure Growth& Innovations – L.M. Bhole, Jitendra Mahakad, Tata McGraw Hill. 8. The Indian Financial System and Financial Market Operator-Vasant Desai, Himalaya 9. Publishing Indian Financial System – M.Y. Khan, Tata McGraw –Hill 10. Production and Operations Management –Anand Kumar Sharma, Anmol Publication 11. Mutual Funds in India: Emerging Issues-Nalini Prava Tripathi, Excel Books New Delhi. 12. Start-up Stand up: A step by step guide to Growing your Business, Nandini Vaidyanathan, Jaico Publishing House, Mumbai 13. A Trades Guide to Indian Commodities Market-Vijay L. Bhambwani, Network 18 Publication Ltd.
Reference Sites & Articles	<ol style="list-style-type: none"> 1. https://www.onlinemanipal.com/blogs/how-business-analytics-help-business-grow

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2. <https://exceedcollege.com/blog/why-business-analytics-is-so-important-for-success/>
3. <https://careerfoundry.com/en/blog/ux-design/what-is-design-thinking-everything-you-need-to-know-to-get-started/#what-is-design-thinking>
4. <https://www.techtarget.com/searchitoperations/definition/root-cause-analysis>
5. <https://online.hbs.edu/blog/post/types-of-alternative-investments>
6. Delen, D., & Ram, S. (2018). Research challenges and opportunities in business analytics. *Journal of Business Analytics*, 1(1), 2-12.
7. Vidgen, R., Shaw, S., & Grant, D. B. (2017). Management challenges in creating value from business analytics. *European Journal of Operational Research*, 261(2), 626-639.
8. Duan, Y., Cao, G., & Edwards, J. S. (2020). Understanding the impact of business analytics on innovation. *European Journal of Operational Research*, 281(3), 673-686.

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The final syllabus has been approved by the following BoS Members:

Dr. Adhir Vasant Ambavane - Head of the Department of Commerce

Mr. Manoj Arjun Sangare - Member – Faculty

Ms. Suchitra Poojari - Member – Faculty

Dr. Kishori Bhagat - Vice-Chancellor Nominee

Mr. Sanjeev Shah - Industry / Corporate Sector

Dr. Shobha Samir Dedhiya - Subject Expert – From Other University (SNDT)

Dr. Pramila Patil Subject Expert – From Other University (SNDT)

CA Kunal Sanil - Meritorious Alumnus



**DR. ADHIR AMBAVANE
CHAIRMAN – BOS**



**DR. KISHORI BHAGAT
VC – NOMINEE (BOS)**