

**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 2020 ONWARDS)**

PROGRAMME: BACHELOR OF COMMERCE

SEMESTER III & IV

COURSE: COMMERCE III & IV

Course Code	Paper Title	Credit
CCOM301 & CCOM401	Commerce III & IV	03

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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 | : CCOM301 & CCOM401 |
| 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) | : 03 |
| 7) No. of Lectures Per Unit | : 12 |
| 8) No. of Lectures Per Week | : 03 |
| 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: CCOM301 & CCOM401

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	
3	-	-	3	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 understanding of the functions and responsibilities of managers.
- 2) To help the students to develop cognizance of the importance of management principles.

Course Outcomes

Students should be able to...

CO1	To understand the Concepts of Management, Planning & Decision Making, Organizing, Directing & Controlling etc.
CO2	Explore the production, inventory and quality management.
CO3	To understand fundamentals of Indian Financial System and its contemporary trends.
CO4	Understand the complexities associated with management of human resources in the organisations and integrate the learning in handling these complexities.
CO5	Be equipped with skills and competencies through subject knowledge.

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COMMERCE III – MANAGEMENT: FUNCTIONS & CHALLENGES

Course Contents Semester III		
Sr. No.	Modules/Units	
1	Introduction to Management	Lectures
	<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.</p>	12
2	Planning & Decision Making	11
	<p>Planning - Steps, Importance, Components, Coordination – Importance</p> <p>M.B.O -Process, Advantages, Management by Exception – Advantages; Management Information System – Concepts, Components</p> <p>Decision Making - Techniques, Essentials of a Sound Decision Making, Impact of Technology on Decision Making.</p>	
3	Organising	11
	<p>Organising-Steps, Organisation Structures – Features of Line & Staff Organisations, Matrix Organisation, Virtual Organisation, Formal v/s Informal Organisation.</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>	
4	Directing & Controlling	11
	<p>Motivation – Concept, Importance, Influencing factors, Importance of Communication, Barriers to effective Communication</p> <p>Leadership- Concept, Functions, Styles, Qualities of a Good Leader, Women in Leadership - Characteristics</p> <p>Controlling – Concept, Steps, Essentials of Good Control System, Techniques of Managerial Control – Modern & Traditional.</p>	
	Total	45

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COMMERCE IV – MANAGEMENT: PRODUCTION & FINANCE

Course Contents Semester IV		
Sr. No.	Modules/Units	Lectures
1	Production & Inventory Management	12
	<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	11
	<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</p> <p>Service Quality Management: Importance, SERVQUAL Model, Measures to Improve Service Quality.</p>	
3	Indian Financial System	11
	<p>Indian Financial Market: Structure, Primary Market – IPO Procedure; Dematerialisation: Process, Role of Depositories: NSDL and CDSL.</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	11
	<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.</p>	
	Total	45

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Beyond Syllabus

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

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

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	13.A Trades Guide to Indian Commodities Market-Vijay L. Bhambwani, Network 18 Publication Ltd.
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The final syllabus which has been approved by the following BoS Members:

Mrs. Chitra Subramaniam - Head of Department of Commerce

Dr. Adhir Vasant Ambavane - Member – Faculty

Mr. Manoj Arjun Sangare - Member - Faculty

Mr. Sunil Chari - Industry / Corporate Sector

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

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

Mr. Bipinchandra Wadekar - Vice-Chancellor Nominee

Ms. Siddhika Rane - Meritorious Alumnus



**MRS. CHITRA SUBRAMANIAM
CHAIRMAN – BOS**

Date: 19th August, 2020.



**MR. BIPINCHANDRA WADEKAR
VC – NOMINEE (BOS)**

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