

# University of Mumbai



NAAC ACCREDITED

**SYLLABUS  
FOR  
SEMESTER – III & IV  
Program- B.Com  
Course -COMMERCE – III &IV**

Credit Based Semester and Grading System

w.e.f. the Academic year 2013 - 2014

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

**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 21<sup>st</sup> 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 and definition - Steps in planning  
Components of planning.  
MBO: Meaning - Steps - advantages.
- ❖ **Decision making:** - Meaning and definition of decision making  
Steps/process in decision making - Techniques of decision making - essentials of sound decision - making.

No. of lectures allotted (10)

**Module III. Organizing:**

- ❖ **Organization:** - Meaning and definition of organization - Types of organization - formal and informal, Internal forms of organization - Meaning and features of line-line and staff-matrix.  
Virtual organization: features - challenges of Virtual teams.
- ❖ **Span of Control:** - Meaning and features - factors determining span of control
- ❖ **Delegation:** - Meaning - Barriers to delegation - Principles of effective delegation.
- ❖ **Departmentation:** Meaning and bases of departmentation.

No. of lectures allotted (12)

**Module IV. Management Challenges in Competitive Environment**

- ❖ **Corporate Social Responsibility:** Meaning - scope - advantages.
- ❖ **Knowledge Management:** Meaning - features.
- ❖ **Management of Change:** Meaning - process - barriers to change.

- ❖ **Corporate Governance:**Meaning – need-corporate governance tests.
- ❖ **Stress Management at work:**Meaning--effects of stress- measures of managing stress.

No. of lectures allotted

(12)

### **Question Paper Pattern**

**Class: S.Y.B.Com**

**COMMERCE – III**

**SEMESTER - III**

**(A.Y. 2013-14)**

Semester End Exam 2 Hrs. 60 Marks

Note: All the questions are compulsory  
All questions carry equal marks

Qus.1	Attempt any two out of Three	(From Module – I)	15
Qus.2	Attempt any two out of Three	(From Module – II)	15
Qus.3	Attempt any two out of Three	(From Module – III)	15
Qus.4	Attempt any two out of Three	(From Module – IV)	15

**SYLLABUS FOR S.Y.B.COM**  
**SEMESTER – IV**  
**COMMERCE - IV**  
**(MANAGEMENT: PRODUCTION AND FINANCE)**

**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- importance

No. of lectures allotted (12)

**Module III. Indian Financial System**

- ❖ **Indian Financial market:**Meaning and structure
- ❖ **SEBI:** Introduction-functions
- ❖ **Stock Exchange:**Definition- functions of stock exchange-dematerialization and its process
- ❖ **Credit Rating Agencies:**Meaning- functions—advantages- CRISIL& its role.

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**

**Class: S.Y.B.Com**

**COMMERCE – IV**

**SEMESTER - IV**

**(A.Y. 2013-14)**

Semester End Exam 2 Hrs. 60 Marks

Note: All the questions are compulsory  
All questions carry equal marks

Qus.1	Attempt any two out of Three	(From Module – I)	15
Qus.2	Attempt any two out of Three	(From Module – II)	15
Qus.3	Attempt any two out of Three	(From Module – III)	15
Qus.4	Attempt any two out of Three	(From Module – IV)	15

**REFERENCES:- (SEM- III & IV)**

**1. TQM- Planning, design and implementation (for meaning)**

**V.K.Khanna, PremVrat, B.S. Sahay, RaviShanker**

New age International Publishers(2009)

**2. TQM (for meaning)**

**L. Suganthi, Anand A Samuel**

Prentice Hall of India Pvt. Ltd.

**3. A Handbook of Total Quality Management**

**R.P.Mohanty, R.R.Lakhi**

Jaico Publishing House

**4. What is Six Sigma?**

**PetiPande, Larry Holpp**

Tata MacGraw Hill Publishing Ltd.

**5. Production and Inventory Control**

**George Plossal**

Prentice hall of India Pvt Ltd

**6. Inventory Control**

**Stephan Love**

McGraw Hill International Book Co.

**7. Concepts and Applications of Management**

**G.S.Sudha**

RBSA publisher, Jaipur

**8. Mutual Funds and Indian Capital Market-Performance and Profitability**

**H.K.Singh and Meera Singh**

Kanishka Publisher, New Delhi

9. Mutual funds in India: Emerging issues

Tripathy N.P.

10. Mutual Funds in India

Dave, Manoj V.

11. Micro Finance in India: A performance Evaluation

S.M. Feroze, A. K. Chauhan

12. Micro finance and Rural Development, A critical Review

Bagchi, KanakKanti

13. Micro finance and women empowerment

Bharathi, Vijaya G.

14. Micro Finance and Micro Enterprises in India

Jena Sanjeeb

15. Operating of Stock Exchange in India

Khan Javaid

16. Management: Concepts, practices and cases

K.Ghuman, K.Ashwathappa, Tata Mcgrawhill ,New Delhi, 2010.

17. Management and Organisation Behaviour

K.Ashwathappa, G. Sudarshana Reddy, Himalaya Publishing House, Mumbai, 2008.

18. The New Era of Management

Richard L.Daft, South Western – A Part of Cengage, New Delhi, 2006.

19. Management : Skills and Applications

Leslie W.Rye, Loyde L.Byars, Mcgraw Hill, New York, 2003.

20. Indian Management

Samuel Certo, Pearson Prentice Hall, New Delhi, 2008.

21. Heniz Weihrich, Harold Koontz, Tata MCGraw Hill, Management A Global Perspective

22. Dr. Rustom S.Darar, Crown Publishing House, Mumbai, The Principles of Management.

23. Anil Bhat, Arya Kumar, Oxford Higher education, Management Principles, Processes and Practices.

24. Harold Koontz, Heniz Weihrich, Tata MCGraw Hill, Essentials of Management.