

Institute of Distance and Open Learning
Revised Syllabus
S. Y. B. Com
With effect from the Academic Year 2019-2020
Discipline Related Elective (DRE) Courses
COMMERCE –II
(MANAGEMENT: FUNCTIONS AND CHALLENGES
MANAGEMENT: PRODUCTION & FINANCE)

Course Objectives:

1. To make the learners aware about conceptual knowledge and evolution of Management.
2. To familiarize the learners with the functions in Management.
3. To acquaint the learners with the basic concepts of Production Management, Inventory Management & Quality Management.
4. To provide basic knowledge about Indian Financial Systems.
5. To update the learners with the recent trends in Finance.

Section I

Sr. No.	Modules
1	Introduction To Management
2	Planning & Decision Making
3	Organising
4	Directing And Controlling

Sr. No.	Modules
1	Introduction To Management <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 <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 <ul style="list-style-type: none"> • Organising-Steps, Organisation Structures – Features of Line & Staff Organisation, Matrix Organisation , Virtual Organisation, Formal v/s Informal Organisation.

	<ul style="list-style-type: none"> • 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 <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.

Section II

Sr. No.	Modules
5.	Production & Inventory Management
6.	Quality Management
7.	Indian Financial System
8.	Recent Trends In Finance

Sr. No.	Modules
5.	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
6.	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.
7.	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.
8.	Recent Trends In Finance <ul style="list-style-type: none"> • Mutual Funds- Advantages and Limitations, Types, Factors responsible for

	<p>growth of mutual funds – Systematic Investment Plan.</p> <ul style="list-style-type: none"> • 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.
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References:

1. Management Today Principles & Practice- Gene Burton, Manab Thakur, Tata McGraw- Hill, Publishing Co. Ltd.
2. Management – James A. F. Stoner, Prentice Hall, Inc .U.S.A.
3. Management : Global Prospective –Heinz Wehrich & Harold Koontz, Tata McGraw- Hill, Publishing Co.Ltd.
4. Essential of Database Management Systems –Alexis Leon ,Mathews Leon
5. Vijay Nicole, Imprints Pvt Ltd.
6. Management –Task , Resp, Practices – Peta Druche “willian Heinemann LTD.
7. Production and Operations Management –Prof L.C.Jhamb, Event Publishing House.
8. Production Planning & Control- Prof L.C.Jhamb, Event Publishing House
9. Production & Operation Management (Text & Cases)- K. Ashwathappa & G.Sudeshana Reddy, Himalaya Publication.
10. Launching New Ventures : An Entrepreneurial Approach- Kathleen R. Allen, Cengage Learning
11. Essentials of Inventory Management-Max Muller, Amacon Publishes
12. Indian Financial System—Bharathi Pathiak, Pearson Publication
13. Financial Institutions and Markets : Structure Growth & Innovations – L.M.Bhole , Jitendra Mahakad, Tata McGraw Hill.
14. The Indian Financial System and Financial Market Operator-Vasant Desai, Himalaya Publishing
15. Indian Financial System – M.Y.Khan, Tata McGraw –Hill
16. Production and Operations Management –Anandkumar Sharma, Anmol Publication
17. Mutual Funds in India: Emerging Issues-Nalini Prava Tripathy, Excel Books New Delhi.
18. Start up Stand up: A step by step guide to Growing your Business, Nandini Vaidyanathan, Jaico Publishing House, Mumbai
19. 13. A Trades Guide to Indian Commodities Market-Vijay L. Bhambwani, Network 18 Publication Ltd.

PAPER PATTERN

Commerce Paper II

W.E.F. 2019-20

SECTION I

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| 1. Explain the terms (Any five) | 10 |
| 2. Answer Any Three Out of six questions | 30 |
| 3. Write notes on Any two out of four | 10 |

SECTION II

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| 4. Explain the terms (Any five) | 10 |
| 5. Answer Any Three Out of six questions | 30 |
| 6. Write notes on Any two out of four | 10 |