

Department of Commerce
Syllabus
SYBCOM COMMERCE PAPER –III

Module 1. Introduction to Management: (11 Lectures)

- **Management-** Concept, Nature, Functions, Managerial Skills & Competencies
- **Evolution of Management Thoughts** -Classical Approach: Scientific Management – F.W.Taylor’s Contribution Classical Organisation Theory: HenriFayol’s Principles Neo Classical: Human Relations Approach – Elton Mayo’sHawthorne experiments
- **Modern Management Approach**-Peter Drucker’s Dimensions of Management, Indian Management Thoughts: Origin & Significance of Indian Ethos to Management.

Module 2. Planning & Decision Making: (10 Lectures)

- **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.

Module 3. Organizing: (12 Lectures)

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

Module 4. Directing and Controlling: (12 Lectures)

- **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.

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Module 1. Production & Inventory Management: (11 Lectures)

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

Module 2. Quality Management: (10 Lectures)

• **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

Module 3. Indian Financial System: (12 Lectures)

Indian Financial Market: Structure, Primary Market – IPO Procedure

Dematerialization: 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.

Module 4. Recent Trends in Finance: (12 Lectures)

• **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.

