

UNIVERSITY OF MUMBAI
No.UG/145 of 2009

CIRCULAR :-

A reference is invited to the Ordinances, Regulations and syllabi relating to the Bachelor of Commerce (B.Com.) degree course vide this office Circular No.UG/254 of 2002, dated 14th June, 2002 and the Principals of the affiliated Colleges in Commerce and the Professor-cum-Director, Institute of Distance Education are hereby informed that the recommendation made by the Board of Studies in Commerce at its meeting held on 4th February, 2009 has been accepted by the Academic Council at its meeting held on 13th February, 2009 vide item No.4.34 and that the syllabus and pattern of question paper of the Commerce Paper II at the S.Y.B.Com. examination is revised as per Appendix and that the same has been brought into force with effect from the academic year 2009-2010.

MUMBAI-400 032
8th May, 2009

PRIN. K. VENKATARAMANI
REGISTRAR

To,

The Principals of the affiliated colleges in Commerce, and the Professor-cum-Director, Institute of Distance Education.

A.C/4.34/13.02.2009

No.UG/145-A of 2009,

MUMBAI-400 032

8th May, 2009.

Copy forwarded with compliments for information to :-

- 1) The Dean, Faculty of Commerce,
- 2) The Chairman, Board of Studies in Commerce,
- 3) The Controller of Examinations,
- 4) The Co-ordinator, University Computerization Center.


(D. H. KATE)
DEPUTY REGISTRAR
(U.G./P.G.Section)

Copy to :

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Personal Assistants to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative, Ratnagiri for information.

The controller of examinations (10 copies), the Finance and Accounts officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrollment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical, Affiliation Section (2 copies), Professor-cum Director, Institute of Distance Education (IDE), (10 copies), the Director, University Computer Center (IDE Building), Vidyanagari, (2 copies) the Deputy Registrar (Special Cell), the Deputy Registrar, (PRO). The Assistant Registrar, Academic Authorities Unit (2 copies) and the Assistant Registrar, They are requested to treat this as action taken report on the



13.2.2009

UNIVERSITY OF MUMBAI



Revised Syllabus
and
Pattern of Question Paper
for
(Commerce Paper II)
at S.Y.B.Com.

(With effect from the academic year 2009-2010)

Revised Syllabus of S.Y.B.Com
(w.e.f. Academic Year 2009-2010)

COMMERCE PAPER - II

PRINCIPLES OF MANAGEMENT AND FINANCE

SECTION - I

1. Management – Definition – Importance – Characteristics- Principles - Functions – Levels of Management. (9 lectures)
2. Planning-Definition- Process- Components- Advantages & Constraints Essentials of good plan. (6 lectures)
3. Organising- Process- Formal & Informal Organisation- Organisation Structure- Line Organisation- Line & Staff Organisation, - Span of Control- Factors – Graicunas Theory- Departmentalisation- Meaning - Bases of Departmentalisation- Delegation – Process – Barriers to Delegation – Delegation v/s Decentralisation Matrix Organization. (11 lectures).
4. Production management- Scope – Functions- Production Planning & Control- Objectives & Steps- Factors for Location of Production Unit- Quality Control-Inspection – SQC – Concepts of Productivity and Efficiency - Total Quality Management- Quality Circle- Quality Assurance – ISO 9001. Production Systems- Intermittent- Continuous- Flexible Manufacturing System- Selection of Suitable Production System. (9 lectures)
5. Inventory Management- Objectives- Functions- Systems- Periodical & Perpetual Control Systems- Techniques of Inventory Control. (5 lectures)
6. Case Study / recent trends on the above topics. (5 lectures)

SECTION – II

1. Corporate Finance – Objectives – Financial Management – Functions – Concepts of Shareholders' wealth Maximization – Risk and Returns. (9 lectures)
2. Capital Structure – Components – Policies – Factors affecting Capital Structure – Concept of Trading on Equity. (9 lectures)
3. Indian Financial System – Primary Market – Secondary market – Stock Exchanges – Company Law Board – Corporate Governance – SEBI –formation – function. (8 lectures)

4. Contemporary Issues in Securities Market : – Fundamental and Technical Analysis – Venture Capital – Private Placement – Forward Contracts – Leasing – Role of Credit Rating Agencies – Demat Trading – Merchant Banking Foreign Direct Investment – Protection of Investors' Interest (14 lectures)
5. Case Study / recent trends on the above topics. (5 lectures)

S Y B Com

COMMERCE PAPER II
PRINCIPLES OF MANAGEMENT AND FINANCE

Question Paper Pattern for the First Term/ Second Term Examination
with effect from the Academic Year 2009-10

N B: 1) The Question Paper will be of 2 Hours duration, carrying 50 Marks each, comprising of the syllabus in Section I for First Term Examination and Section II for Second Term Examination.

2) All questions are compulsory, with internal choices as given below.

Question No 1 Objective Type Questions (Explain the meaning of any 4 Terms/ Concepts _ out of 7) 2 Marks each (8 Marks)

Question No 2 Answer any 2 (Out of 3) 8 Marks each (16 Marks)

Question No 3 Answer any 2 (Out of 3) 8 Marks each (16 Marks)

Question No 4 Question based on case/ Case Study/ Recent Developments in Management (For First Term Exam) and Finance (For Second Term Exam) related to business / Industry.
(No Internal Option) (10 Marks)

S.Y.B.Com.
COMMERCE PAPER – II
PRINCIPLES OF MANAGEMENT AND FINANCE

Reference Books.

1. Management – Concepts and Strategies
By J.S.Chandan, Vikas Publishing House Pvt Ltd, New Delhi.
2. Management – Theory and Practice
By Dr.C.B.Gupta – Swtan Chand & Sons, New Delhi.
3. Production Management
By Martand Telsang, S.Chand & Co., New Delhi.
4. Production Management

By Martand Telsang, S.Chand & Co., New Delhi.
5. Production and Operations Management
By S.N.Chary Tata McGraw-Hill Publishing Co. Delhi
6. Management – A Global Perspective
By Weihrich & Koontz , Tata McGraw-Hill Publishing Co. Delhi
7. Management - By Stoner, Freeman & Gilbert, Prentice – Mall Delhi
8. Management – Text & cases – By V.S.P.Rao & V.Harikrishna Excel Books – Delhi.
9. Essentials of Management – An International Perspective – By Koontz & Kleihrich Tata Mc Graw Hill – Delhi.
10. Production Management - By Jhamb, L.C. Everest Publishing Home, Pune.
11. Fundamentals of Financial Management - By Prasanna Chandra
Tata Mc Graw – Hill
12. Principles of Corporate Finance - By Richard A Brealey and Stewart C Myres
Tata MC Grow Hill Publishing Co.
13. Finance Sense – an easy guide for Non Finance Executives - By Prasanna Chandra – Tata Mc Grow – Hill, New Delhi.
14. Fundamentals of Financial Management (Second Edition)
By Vyuptakesh Sharan, Pearson Education, Published by
Droling Kindersley (India) Pvt. Ltd., Delhi.
15. Financial Management – Theory and Practice
By Prasanna Chandra , Tata McGraw-Hill Publishing Co. Delhi.

