

CIRCULAR:-

Attention of the Principals of the affiliated colleges in the Faculty of Commerce and Professor-cum-Director, Institute of Distance Education is hereby invited to the scheme of papers of the T.Y.B.Com. degree course vide this office Circular No.UG/ 43 of 2005, dated 28th January,2005 and they are hereby informed that the recommendation made by the Board of Studies in Commerce at its meeting held on 4th April,2006 has been accepted by the Academic Council at its meeting held on 12th May,2006 vide Item No.4.39 and that in accordance therewith, the modified syllabus in the subject of Commerce Paper III - Appendix and that the same will be brought into force with effect from the academic year 2006-2007.

MUMBAI-400 032

13th June, 2006

[Signature]
for REGISTRAR

To,

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

AC/4.39/12.06.2006

No.UG/ 194- A of 2006, MUMBAI-400 032 13th June,2006

Copy forwarded with compliments for information to :-

- 1)The Dean, Faculty of Commerce
- 2) The Chairman, Board of Studies in Commerce

[Signature]
for REGISTRAR 14/6

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 sub-center, Ratnagiri for information.

The Officer on Special Duty-cum- Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, Affiliation Section (2 copies), the Director, Institute of Distance Education, (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, Executive Authorities Unit (2 copies). They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above Circular and that no separate Action Taken Report will be sent in this connection. the Assistant Registrar Constituent Colleges Unit (2 copies), BUCT(1 copy), the Deputy Account, Unit V(1 copy), the In-charge Director, Centralize Computing Facility (1 copy), the Receptionist (1 copy), the Telephone Operator (1 copy), the Secretary MUASA (1 copy), the Superintendent, Post-Graduate Section (2 copies), the Superintendent, Thesis Section (2 copies)

UNIVERSITY OF MUMBAI



Modified Syllabus For the Commerce Paper-III Management and Production Planning at the T.Y.B.com. Examination.

(With effect from the academic year 2006-2007)

T.Y.B.Com.
Management & Production Planning
Modified Syllabus

Objectives-

1. To introduce students to the subject of management of business. To give them a fair understanding of the functions of management.
2. To familiarize students to the areas of Human Resource Management.
3. To introduce the students to the areas of production planning, production control and inventory management.

Section I

1. Management

- a. Meaning & Definition- Importance- Characteristics- Principles- Management as an Art or Science or Profession- Levels of management- Managerial skills.

- b. Evaluation of management- Classical School, Behavioral, approach, Contingency approach and Gandhian Principle of Trusteeship.

2. Functions of management

- a. Planning- Meaning and Definitions-Process-Components-Advantages and Constraints-MBO- Concept-Process.

Decision Making- Modern techniques of decision making.

- b. Organizing- Procure- Principles, Formal and Informal Organization.

Span of Control-Factors - Graicunas theory- Tall v/s flat structure.

Departmentation- Need- Basis- Delegation- Meaning-Importance-Barriers- Delegation v/s Decentralization.

- c. Organization Structures- Line Organization- Features-Stability

Line and staff Organization- Conflict- Resolving Conflict- Matrix Organization Features, Suitability.

- d. Staffing- Recruitment and Selection- Sources of recruitment-Selection

Process- Employment Tests- Group discussion- Role of Interview-Assessment Centres.

- e. Coordination as an essence of Management.

- f. Motivation- Factors-Theories- (Maslow's Theory, Mc Gregor's Theory X & Theory Y, Herzberg's two factors theory)

- g. Leading- Definitions- Qualities styles.

- h. Controlling- Steps- Essentials- Techniques.

Section-II

1. Human Resource Management
 - a. Meaning and Scope of Human Resource Management.
 - b. Human Resource Planning- Importance- Process.
 - c. Human resource Development- Scope- Training & Development- Methods- Essentials.
 - d. Performance Appraisal- Purpose- Methods (4 Methods) - Limitations- 360° Appraisal.
 - e. Human Resource Accounting- Concept.
 2. Production Management –
 - a. Meaning- Scope- Functions.
 - b. Production Planning and Control.- Objectives- Steps.
 - c. Designing Products- Factors affecting design- Steps in new product development- essentials of good product designing.
 - d. Production Systems- Selection of suitable production system- Intermittent and continuous production system- Flexible manufacturing system- Advantages and Suitability.
 - e. Industrial Productivity- Measuring productivity- Importance of higher productivity- Technique for improving productivity- Indian productivity council- Its role and functions
 - f. Locating production facilities- Need and importance- Factors.
 3. Quality Management- Concept of quality- Dimensions- Quality Assurance- Quality control- Techniques- TQM- Features- Importance- Problem of implementations- ISO 9000- Quality circle.
 4. Material Planning and Inventory Control-
 - a. Inventory management- definitions- objectives.
 - b. Materials planning- Need and importance- Materials Requirement Planning as a Scheduling and ordering system.
 - c. Inventory control- Objectives- Perpetual Inventory Control System- Costs of Inventory- Techniques.
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