

SYBCOM

COMMERCE – II

SEMESTER – III

MANAGEMENT: FUNCTIONS AND CHALLENGES

1. Introduction to Management:

Management: Meaning & definition - Principles of management-functions of management -factors responsible for new horizons of management-management skills and competency in 21st century

Management Information System: Meaning and Features

Management by Exception: Meaning and advantages.

2. 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.

3. 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.

4. 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.

SEMESTER – IV

MANAGEMENT: PRODUCTION AND FINANCE

1. 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

2. 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

3. 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.

4. 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

List of Books for Reference :

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, 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, Lloyd 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.