

VEER NARMAD SOUTH GUJARAT UNIVERSITY**T.Y.B.Com - SEM V****Business Administration Paper III****Syllabus****(In force from academic year 2013 - 2014)****Objectives of the Course:**

- (1) To impart to the students the conceptual and procedural knowledge in the functional areas of financial management.
- (2) To enable the students to understand the concept, principles and techniques to be applied in the different functional areas of management.
- (3) To develop the analytical and decision-taking abilities in the students through Case Studies.

Course Contents:**UNIT-1: Financial Management****50%**

1. Financial Management: - Meaning and Functions.
2. Financial Planning: - Meaning, Importance, affecting Factors, Types (Only concept of short term and long term financial planning), Process, Guiding principles.
3. Capitalisation:- Meaning, Concept and Principal of Capitalisation.
Under and over capitalization, Meaning: Causes, Effects, Remedies.
Capital Structure: Meaning : Affecting Factors, Characteristics, Types, Concept of Trading on Equity & Leverage
4. Working Capital:- Meaning, affecting Factors, Types, Sources Including NRI Fund Components.

UNIT-2: Social Responsibilities of Business:**20%**

Meaning, Social responsibility towards various parties - Arguments for and against social Responsibilities.

UNIT-3 : Business Ethics, Values and attitudes:**15%**

1. Business Ethics: Meaning, Nature and Sources of ethics (Religious, Cultural Experience- Legal system) - Suggestions for making Ethical Decisions.
2. Values: Meaning, Types and Formulation
3. Attitude: Meaning, Nature, Formation and changing attitude.

UNIT- 4 : Case Study :**15%****Books for Reference:**

- I. Management Finance – J. Fred Weston and Bringham
- II. Working Capital Management – V.E. Ramamoorthy
- III. Financial Organisation and Management of Business – Gerstenberg
- IV. Principles of Management Accounting – Man Mohan & Goyal
- V. Corporation Finance – S.C.Kuchhal
- VI. Financial Management – S.C.Kuchhal

VEER NARMAD SOUTH GUJARAT UNIVERSITY

T.Y.B.Com - SEM VI

Business Administration Paper III

Syllabus

(In force from academic year 2013 - 2014)

Objectives of the Course:

- (1) To impart to the students the conceptual and procedural knowledge in the functional areas of management like material, Production, disaster and stress management.
- (2) To enable the students to understand the concept, principles and techniques to be applied in the different functional areas of management.
- (3) To develop the analytical and decision-taking abilities in the students through Case Studies.

Course Contents:

Unit 1 : Materials Management	30%
<ol style="list-style-type: none"> 1. Concept, Importance and Scope of Materials Management. 2. Sound Purchasing and purchasing policies 3. Inventory Control: Meaning and Importance. 	
UNIT 2: Production Management	35%
<ol style="list-style-type: none"> 1. Meaning and scope of Production Management and Meaning of Productivity 2. Plant Location 3. Production Planning and Control 	
UNIT- 3: Disaster & Stress Management	20%
<ol style="list-style-type: none"> 1. Meaning, Nature and Classification of Disaster. 2. Meaning of Stress, Effect of Stress, Techniques of stress Management 	
UNIT- 4 : Case Studies	15%

Books for Reference:

- i. Materials Management – N.K.Nair
- ii. Hand-Book of Business Administration – Edited by Maynard
- iii. Lectures on Costing – Swaminathan
- iv. Production Management – H.N. Broom
- v. Factory Management – K.G. Lockyer
- vi. Factory Management and Business Organisation – A.S. Deshpande
- vii. Industrial Organisation and Management – Lawrence L.
 - a. Bethel, Franklin and Others
- viii. Business Administration and Factory Management – B.K. Acharya
- ix. Factory Organisation and Management – S.P. Roy
- x. Organisational Behaviour by L.M.Prasad.
- xi. Organisational Behaviour by Stephen Robbins.
- xii. Disaster Management by Dhaval Mehta.
- xiii. Organisational Behaviour - K. Ashvaththapa
- xiv. Organisational Behaviour – V.S.P. Rao