

VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)
STATEMENT OF SYLLABUS COVERED

Year- 2018-19

Name of teacher-Mr. Sunny. S. Kale

Term- 1st

Department- Commerce



Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to Covered	Remark
B.Com I Sem-I	Principles of Business Management-I Div A & B	Introduction to Management: Meaning, Definitions, Characteristic, Significance and functions of Management, Administration and Management, Management as a Science or an Art, Professional Management: The concept, characteristics and need.	Introduction to Management: Meaning, Definitions, Characteristic, Significance and functions of Management, Administration and Management, Management as a Science or an Art, Professional Management: The concept, characteristics and need.	
		Contributions towards development of management theory: F.W. Taylor: Principles and techniques of Scientific Management Henry Fayol: 14 Principles of Management Elton Mayo: Hawthorne Experiment and its findings Max Weber: Meaning and characteristics of Bureaucratic Organisation	Contributions towards development of management theory: F.W. Taylor: Principles and techniques of Scientific Management Henry Fayol: 14 Principles of Management Elton Mayo: Hawthorne Experiment and its findings Max Weber: Meaning and characteristics of Bureaucratic Organisation	
		Management Functions and Skills : Levels of management and their functions, Functional areas of Management, Managerial Role, Management Skills	Management Functions and Skills : Levels of management and their functions, Functional areas of Management, Managerial Role, Management Skills	
		Planning & Decision Making: Definitions, characteristics and importance, Steps in Planning, Functional types of planning: Financial, Production, Personnel and Marketing Planning, Concept of decision making (B) Organizing: Meaning and importance of organizing Type of organization: Line, Line and Staff, Functional and Committee.	Planning & Decision Making: Definitions, characteristics and importance, Steps in Planning, Functional types of planning: Financial, Production, Personnel and Marketing Planning, Concept of decision making (B) Organizing: Meaning and importance of organizing Type of organization: Line, Line and Staff, Functional and Committee.	
				

B.Com-II	Corporate Accounting-I Div B & C	Issue of Shares	Issue of Shares		
		Issue of debentures and preference shares- Profit prior to Incorporation- Company Final Account-	Issue of debentures and preference shares- Profit prior to Incorporation- Company Final Account-		
B.Com-III	Business Regulatory & Framework-I Div B	Concepts :- Definition of Business Law and its sources - Law of Contract - Essential elements of contract - Performance of contract - Discharge of contract - Remedies for breach of contract	Concepts :- Definition of Business Law and its sources - Law of Contract - Essential elements of contract - Performance of contract - Discharge of contract - Remedies for breach of contract		
		Special Contract :- i) Contract of Bailment and Pledge - Meaning, Duties and Rights of Bailor and Bailee. ii) Contract of Agency - Definition- Creation - Termination - Rights and Duties of Agent and Principal.	Special Contract :- i) Contract of Bailment and Pledge - Meaning, Duties and Rights of Bailor and Bailee. ii) Contract of Agency - Definition- Creation - Termination - Rights and Duties of Agent and Principal.		
		Sale of Goods Act Meaning - Formation of contract of sale - Sale and Agreement to Sell - Condition and Warranties - Transfer of Property in Goods - Performance of Contract of sale - Unpaid Seller	Sale of Goods Act Meaning - Formation of contract of sale - Sale and Agreement to Sell - Condition and Warranties - Transfer of Property in Goods - Performance of Contract of sale - Unpaid Seller		
		Consumer Protection Act :- Definition of consumer - Consumer Complaint - Complainant - Consumer Dispute- Consumer Dispute Redressal Agencies.	Consumer Protection Act :- Definition of consumer - Consumer Complaint - Complainant - Consumer Dispute- Consumer Dispute Redressal Agencies.		
B.Com-III	Industrial Management-II	Human resource management: Meaning, Concept, Nature, Scope, Significance , Objectives, Functions Recruitment & Selection, Success of recruitment, steps in selection procedure	Human resource management: Meaning, Concept, Nature, Scope, Significance . Objectives, Functions Recruitment & Selection, Success of recruitment, steps in selection procedure		
		Human resource information system: Definitions, Meaning, Significance	Human resource information system: Definitions, Meaning, Significance		
		Employee training:	Employee training:		

		Mening, Needs, steps, methods, Impediments of effective training	Mening, Needs, steps, methods, Impediments of effective training		
		Performance Appraisal: Methods, Ethics in performance appraisal Merit rating: Meaning, Benefits, Difference between performance appraisal & merit rating	Performance Appraisal: Methods, Ethics in performance appraisal Merit rating: Meaning, Benefits, Difference between performance appraisal & merit rating		

(Signature of the Teacher)

M. K. Beraulga

(Signature of the Head of Department)

Department of Commerce
Tamil Nadu State University
Chennai

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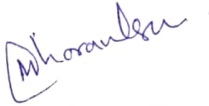
Department-Commerce

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to Covered	Remarks
B.Com I Sem-II	Principles of Business Management -I	Directing: 1. Concept and characteristics of motivation. Means of motivation: Positive and Negative. Financial and Non-financial. Theories of Motivation: Prof.	Directing: 1. Concept and characteristics of motivation. Means of motivation: Positive and Negative. Financial and Non-financial. Theories of Motivation: Prof.	
		A) Staffing: Meaning. Process & Sources of Recruitment. Selection (B) Controlling: Meaning of control. control process. Techniques of control.	A) Staffing: Meaning. Process & Sources of Recruitment. Selection (B) Controlling: Meaning of control. control process. Techniques of control.	
		Management of change: Concept. Need for change. process of planned change: unfreezing. changing and refreezing; Resistance to change	Management of change: Concept. Need for change. process of planned change: unfreezing. changing and refreezing; Resistance to change	
		Recent Trends in Management: CSR. MIS. TQM	Recent Trends in Management: CSR. MIS. TQM	
B.Com- II	Corporate Accounting Paper -II Div B & C	Valuation of Shares	Valuation of Shares	
		Liquidation of a Company	Liquidation of a Company	
		Amalgamation, Absorption of a Company	Amalgamation, Absorption of a Company		
		Computerised Accounting with Tally- Theory	Computerised Accounting with Tally- Theory		
B.Com- III	Business Regulatory &	The Companies Act, 1956 :- Concept and Classification of Company -	The Companies Act, 1956 :- Concept and Classification of Company -		

<p>Framework-I Div B</p>	<p>Features of Different types of Companies - Procedure of incorporation - Memorandum of Association - Articles of Association - Prospectus - Shares - Share Capital - Management of Companies - Qualifications and appointment of Directors - Removal of Directors - Arbitration and Compromise - Winding up of Company.</p>	<p>Features of Different types of Companies - Procedure of incorporation - Memorandum of Association - Articles of Association - Prospectus - Shares - Share Capital - Management of Companies - Qualifications and appointment of Directors - Removal of Directors - Arbitration and Compromise - Winding up of Company.</p>
	<p>The Securities And Exchange Board of India Act, 1992 :- Establishment of SEBI - Power and Functions of SEBI - Registration of Stock Brokers, Sub - Brokers - Recognition of Stock Exchange - Role of Stock Exchanges - Listing of Securities - Trading of Securities.</p>	<p>The Securities And Exchange Board of India Act, 1992 :- Establishment of SEBI - Power and Functions of SEBI - Registration of Stock Brokers, Sub - Brokers - Recognition of Stock Exchange - Role of Stock Exchanges - Listing of Securities - Trading of Securities.</p>
	<p>Information Technology Act :- Introduction - Objects - Internet - Privacy - Pornography - e-Commerce - Digital Signature - Cyber Crimes - Legal Provisions relating to Cyber Crimes. (basic idea)</p>	<p>Information Technology Act :- Introduction - Objects - Internet - Privacy - Pornography - e-Commerce - Digital Signature - Cyber Crimes - Legal Provisions relating to Cyber Crimes. (basic idea)</p>
	<p>Intellectual Property Rights :- Trademarks - Patents - copyrights - Registration of Designs (Only Concepts) Right To Information Act, 2005 :- Nature - Scope of RTI - Legal provisions under RTI</p>	<p>Intellectual Property Rights :- Trademarks - Patents - copyrights - Registration of Designs (Only Concepts) Right To Information Act, 2005 :- Nature - Scope of RTI - Legal provisions under RTI</p>
<p>B.Com-III</p>	<p>Industrial Management -II Employee Remuneration: Concepts of remuneration - - Meaning of wages and salary, Objectives of wage and salary administration. Factors influencing wage and salary structure and administration. Methods of wage payment - Time rate, Piece rate and incentive plans (Halsey, Rowan and Taylor), Fringe benefits – Salient features of the minimum wages Act – 1948</p>	<p>Employee Remuneration: Concepts of remuneration - - Meaning of wages and salary, Objectives of wage and salary administration. Factors influencing wage and salary structure and administration. Methods of wage payment - Time rate, Piece rate and incentive plans (Halsey, Rowan and Taylor), Fringe benefits – Salient features of the minimum wages Act – 1948</p>
	<p>Industrial Relations - Meaning, Objectives and Significance of industrial relations. The parties to industrial relations. Factors affecting industrial</p>	<p>Industrial Relations - Meaning, Objectives and Significance of industrial relations. The parties to industrial relations. Factors affecting industrial</p>

	relations. Meaning and Causes of industrial Disputes – Measures taken by Govt. to prevent industrial disputes	relations. Meaning and Causes of industrial Disputes – Measures taken by Govt. to prevent industrial disputes		
	Employee Safety, Health and Moral: - Meaning and need of employee safety. Factors in safety programme - Meaning and importance of employee health. Occupational hazards, risks & diseases. Protection against health hazards and statutory provisions under The Factories Act, 1948 – Health, safety and welfare provisions - Meaning of employee morale	Employee Safety, Health and Moral: - Meaning and need of employee safety. Factors in safety programme - Meaning and importance of employee health. Occupational hazards, risks & diseases. Protection against health hazards and statutory provisions under The Factories Act, 1948 – Health, safety and welfare provisions - Meaning of employee morale		
	Recent Trends in HRM - Employer's brand, Outsourcing HR activities, balancing work and life, emotional intelligence and talent management – e HRM	Recent Trends in HRM - Employer's brand, Outsourcing HR activities, balancing work and life, emotional intelligence and talent management – e HRM		

(Signature of the Teacher)


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