

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**STATEMENT OF SYLLABUS COVERED**

Year- 2019-20

Term- 1<sup>st</sup>

Name of teacher-Mr. Sunny. S. Kale

Department- Commerce



Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to Covered	Rem
B.Com I Sem-I	Principles of Business Management-I Div A & B	<b>Introduction to Management:</b> 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.	<b>Introduction to Management:</b> 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.	.....	
		<b>Contributions towards development of management theory:</b> <b>F.W. Taylor:</b> 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	<b>Contributions towards development of management theory:</b> <b>F.W. Taylor:</b> 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	.....	
		<b>Management Functions and Skills :</b> Levels of management and their functions. Functional areas of Management. Managerial Role, Management Skills	<b>Management Functions and Skills :</b> Levels of management and their functions. Functional areas of Management. Managerial Role, Management Skills	.....	
		<b>Planning &amp; Decision Making:</b> Definitions, characteristics and importance. Steps in Planning. Functional types of planning: Financial, Production, Personnel and Marketing Planning. Concept of decision making <b>(B) Organizing:</b> Meaning and importance of organizing Type of organization: Line, Line and Staff, Functional and Committee.	<b>Planning &amp; Decision Making:</b> Definitions, characteristics and importance. Steps in Planning. Functional types of planning: Financial, Production, Personnel and Marketing Planning. Concept of decision making <b>(B) Organizing:</b> 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	<b>Concepts :-</b> 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	<b>Concepts :-</b> 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	
		<b>Special Contract :-</b> 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.	<b>Special Contract :-</b> 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.	
		<b>Sale of Goods Act</b> 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	<b>Sale of Goods Act</b> 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	
		<b>Consumer Protection Act :-</b> Definition of consumer - Consumer Complaint - Complainant - Consumer Dispute- Consumer Dispute Redressal Agencies.	<b>Consumer Protection Act :-</b> Definition of consumer - Consumer Complaint - Complainant - Consumer Dispute- Consumer Dispute Redressal Agencies.	
B.Com- III	Industrial Management-I	<b>Human resource management:</b> Meaning, Concept, Nature, Scope, Significance , Objectives, Functions Recruitment & Selection, Success of recruitment, steps in selection procedure	<b>Human resource management:</b> Meaning, Concept, Nature, Scope, Significance , Objectives, Functions Recruitment & Selection, Success of recruitment, steps in selection procedure	
		<b>Human resource information system:</b> Definitions, Meaning, Significance	<b>Human resource information system:</b> Definitions, Meaning, Significance	
		<b>Employee training:</b>	<b>Employee training:</b>	

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

  
S. S. Kala

(Signature of the Teacher)



(Signature of the Head of Department)

HOD

Department of Commerce

Vivekanand College

Kolhapur

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)  
STATEMENT OF SYLLABUS COVERED**

Year- 2019-20

Name of teacher- Mr. Sunny S. Kale

Term- II<sup>nd</sup>

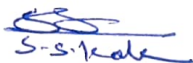
Department-Commerce



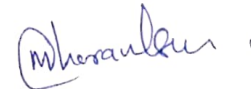
Class	Subject	Syllabus assigned	Syllabus Covered	Rem: rk
B.Com I Sem-II	Principles of Business Management -I	<p><b>Directing:</b> 1. Concept and characteristics of motivation. Means of motivation: Positive and Negative. Financial and Non-financial. Theories of Motivation: Prof.</p> <p><b>A) Staffing: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

	<b>Div B</b>	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.	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.		
		<b>The Securities And Exchange Board of India Act, 1992 :-</b> 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.	<b>The Securities And Exchange Board of India Act, 1992 :-</b> 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.		
		<b>Information Technology Act :-</b> Introduction - Objects - Internet - Privacy - Pornography - e-Commerce - Digital Signature - Cyber Crimes - Legal Provisions relating to Cyber Crimes. (basic idea)	<b>Information Technology Act :-</b> Introduction - Objects - Internet - Privacy - Pornography - e-Commerce - Digital Signature - Cyber Crimes - Legal Provisions relating to Cyber Crimes. (basic idea)		
		<b>Intellectual Property Rights :-</b> Trademarks - Patents - copyrights - Registration of Designs (Only Concepts) Right To Information Act, 2005 :- Nature - Scope of RTI - Legal provisions under RTI	<b>Intellectual Property Rights :-</b> Trademarks - Patents - copyrights - Registration of Designs (Only Concepts) Right To Information Act, 2005 :- Nature - Scope of RTI - Legal provisions under RTI		
<b>B.Com-III</b>	<b>Industrial Management -II</b>	<b>Employee Remuneration:</b> 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	<b>Employee Remuneration:</b> 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		
		<b>Industrial Relations</b> - Meaning, Objectives and Significance of industrial relations. The parties to industrial relations. Factors affecting industrial relations. Meaning and Causes of industrial	<b>Industrial Relations</b> - Meaning, Objectives and Significance of industrial relations. The parties to industrial relations. Factors affecting industrial relations. Meaning and Causes of industrial		

	Disputes – Measures taken by Govt. to prevent industrial disputes	Disputes – Measures taken by Govt. to prevent industrial disputes	
	<b>Employee Safety, Health and Moral:</b> - 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	<b>Employee Safety, Health and Moral:</b> - 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	
	<b>Recent Trends in HRM</b> - Employer's brand. Outsourcing HR activities, balancing work and life, emotional intelligence and talent management – e HRM	<b>Recent Trends in HRM</b> - Employer's brand. Outsourcing HR activities, balancing work and life, emotional intelligence and talent management – e HRM	



(Signature of the Teacher)



(Signature of the Head of Department)

**HOD**  
**Department of Commerce**  
**Vivekanand College**  
 Kolhapur