

SARDAR PATEL UNIVERSITY
External Course of Study
M.Com (Previous)(External)(Part-I)
NEW SALLYBUS 2016-2017

Paper Code Subject Name

ABM-101	Advanced Business Management
MF-102	Managerial Finance
EDSB-103	Entrepreneurship Development and Small Business
BE-104	Business Environment

નોંધ:-M.COM Previous Part-I External (એક્સટર્નલનો અભ્યાસક્રમ) ફેશ વિદ્યાર્થીઓએ

વર્ષ **2016 - 2017** થી નવો સીલેબશ લાગુ પડશે.

SARDAR PATEL UNIVERSITY
M.COM. PREVIOUS (Part-I) EXTERNAL
NEW SALLYBUS (2016)

COURSE TITLE: ADVANCED BUSINESS MANAGEMENT (ABM-101)

Note: All units carry equal weightage.

Total Marks: 100

UNIT: 1 NATURE OF MANAGEMENT

- Concept and scope of management
- Management challenge
- Types of managers
- Managerial levels
- Managerial skills
- Managerial roles

UNIT: 2 MANAGERIAL DECISION MAKING

- Concept of decision and decision making
- Decision making environment
- Decision making process
- Advantages and disadvantages of group decision making
- Quantitative decision-making tools

UNIT: 3 OPERATIONS MANAGEMENT

- Understanding operations management
- Operations management as a process
- Essentials of operations management
- Importance of operations management
- Role of operations management in organizational strategy
- Trends in operations management

UNIT: 4 CHANGE AND ORGANISATION DEVELOPMENT

- Forces for change
- Resistance to change
- Managing resistance to change
- Planned change process
- Organization development
- Managing effective organization development
- Key to successful organizational development

UNIT: 5 MANAGERIAL ETHICS AND SOCIAL RESPONSIBILITY

- Ethics in the workplace
- Formulation of ethics
- Managerial ethics
- Codes of ethics
- Encouraging ethical behavior
- Concept of social responsibility
- Areas of social responsibility
- Arguments for and against social responsibility

UNIT: 6 MANAGEMENT INFORMATION SYSTEMS

- Nature of information
- Characteristics of information
- Information system (components of MIS)
- Implementing an MIS
- Organizational impact of information systems
- Limitations of information systems

UNIT: 7 MANAGERIAL COMMUNICATION

- Nature of communication
- Communication process
- Barriers of communication
- Forms of communication
- Organizational communication
- Improving organizational communication

UNIT: 8 MANAGEMENT AUDIT

- Meaning and definition of management audit
- Objectives and scope of management audit
- Need for management audit
- Duties of management auditor
- management auditor's report
- Disadvantages of management audit

REFERENCES:

1. Gene Burton, and Manab Thakur, Management Today Principles and Practice, Tata McGraw Hill Education Private Limited, New Delhi.
2. T. Ramasamy. Principles of Management, Himalaya Publishing House

SARDAR PATEL UNIVERSITY
M.COM. PREVIOUS (Part-I) EXTERNAL
[WEF: JUNE 2013]
NEW-2016-2017

SUBJECT/ COURSE TITLE: MANAGERIAL FINANCE (MF-102)

Note: All units carry equal weightage.

Total Marks: 100

Objective: The objective of this course is to acquaint students with the basic and advanced concepts of Financial Management and the application of the same in the organization.

Unit 1 Introduction of Managerial Finance

Evolution
Objectives
Meaning
Nature and scope of Finance
Financial goal – Profit vs. Wealth maximization
Significance of Finance Management
Finance functions- Investment, Financing and Dividend decisions
Emerging role of Managerial Finance

Unit 2 Valuation concepts in Managerial Finance Decisions

Time Value of Money – Compound Value, Future Values, Present Values
(Theory and Practical)
Risk and Returns – Theory, Evidence and Application
Valuation of Securities (Theory and Practical)

Unit 3 Long Term Investment Decisions

Techniques of Capital Budgeting
Nature of investment decisions; Investment
evaluation criteria - net present value, internal rate of return, profitability
Index, payback period, accounting rate of return; NPV and IRR comparison.
(Theory and Practical)

Unit 4 Short Term Investment Decisions:

Working Capital Management

Meaning
Significance and types of working capital
Calculating operating cycle period and estimation of working capital
requirements
Financing of working capital and norms of bank finance
Sources of working capital (Theory and Practical)
Management of Cash, Receivables and Inventory (Theory and Practical)

Unit 5 Financing Decisions

Cost of Capital:

Meaning and significance of cost of capital Calculation of cost of debt, preference capital,
equity capital and retained earnings
Combined cost of capital (weighted)
Cost of equity and CAPM (Theory and Practical)

- Unit 6 Leverage Analysis:**
 Measurement of leverages
 Effects of operating and financial leverage on profit
 Analyzing alternate financial plans
 Combined financial and operating leverage (Theory and Practical)
- Unit 7 Capital Structure Theories:**
 Traditional and M.M. Hypotheses – without taxes and with taxes
 Determining capital structure in practice (Theory)
- Unit 8 Dividend Decisions**
 Issues in dividend decisions, Walter's model, Gordon's model, M-M hypothesis, dividend and uncertainty, relevance of dividend
 Dividend policy in practice
 Forms of dividends
 Stability in dividend policy (Theory)

References:

1. Chandra, P., (2009) Financial Management Theory and Practice, Tata McGraw Hill Education Private Limited, New Delhi.
2. Khan, M. Y. and Jain, P. K., (2003) Financial Management Text and Problems, Tata McGraw Hill Publishing Company Limited, New Delhi.
3. Kishore, R. M., Financial Management, Taxmann's Publications.
4. Maheshwari, S. N., Management Accounting & Financial Control.
5. Pandey, I. M., (2005) Financial Management, Vikas Publishing House Pvt. Ltd., Delhi.
6. Singh, Narendra, Advanced Financial Management, Himalaya Publishing House.
7. Varn Horne, Financial Management and Policy.

SARDAR PATEL UNIVERSITY
M.COM. PREVIOUS (Part-I) EXTERNAL
[WEF: JUNE 2013]
NEW-2016-2017

**SUBJECT/ COURSE TITLE: ENTREPRENEURSHIP DEVELOPMENT
 AND SMALL BUSINESS (EDSB-103)**

Note: All units carry equal weightage.

Total Marks: 100

Objective: To acquaint students with basic knowledge of entrepreneurship and application of the same in small business world.

- Unit 1 Concept of Entrepreneurship**
 Concept of Entrepreneurship, Entrepreneurial traits
 Economic and Industrial Contribution
 Women Entrepreneurship – Development, Problems and Remedies
 Rural Entrepreneurship and TRYSEM
- Unit 2 Entrepreneurial Motivation**
 Concept
 Internal and external motivating factors
 Achievement Motivation
- Unit 3 Entrepreneurial Development**

Concept of EDP
Misconceptions of EDP
Process of EDP
Target Groups of EDP
Institutes conducting EDPs in India

Unit 4 **Institutions assisting Entrepreneurship**
IDBI
IFCI
ICICI

Unit 5 **Small Business**
Concept
Classification
Small Business as a driving force for national growth
Procedure of starting a small business
Problems of small entrepreneurs

Unit 6 **Project Management**
Concept of Project
Classification of Project
Project life cycle
Aspects of Project

Unit 7 **Project Identification & Formulation**
Concept and importance of project identification
Concept and stages of project formulation

Unit 8 **Project Report & Project Appraisal**
Concept & importance of project report
Format of project report
Concept & stages of project appraisal

REFERENCES:

1. Desai, Vasant, (2010) Dynamics of Entrepreneurship and Management by H.P. House, New Delhi.
2. Gupta & Srinivasan, (2010) Entrepreneurial Development by Sultan Chand & Sons, New Delhi.
3. Kulshreshta Kalyani, "Successful Entrepreneurship", Kanishka Publishers, Distributors, New Delhi.
4. Wadhwa, Davar & Rao, "Entrepreneur and Enterprise Management", Kanishka Publishers, Distributors, New Delhi.

SARDAR PATEL UNIVERSITY
M.COM. PREVIOUS (Part-I) EXTERNAL
[WEF: JUNE 2013]
NEW-2016-2017

SUBJECT/ COURSE TITLE: BUSINESS ENVIRONMENT (BE-104)

Note: All units carry equal weightage.

Total Marks: 100

Objective: To understand the recent trends in Business Environment.

Unit 1 **Introduction to Business Environment**
Meaning of Business Environment

Types of Environment
Internal Environment & External Environment
Micro Environment & Macro Environment

Unit 2 Review of Selected Macro Policies of Indian Business & Govt.

Brief Review of Economic Planning in India (With emphasis on latest Two Five year plans)
The Industrial Policy of 1991 of Government of India.
The current Monetary Policy of RBI, the Fiscal and Exim Policy of the Government.
An outline of the Technology Policy adopted by GOI

Unit 3 Macro Strategies & Regulatory Acts of Indian Business & Govt.

Liberalization:

Concept
Issues and its implications on Indian Economy.

Privatization:

Meaning of Privatization
Nature and Objectives of Privatization
Various forms of privatizing the Public Sectors Enterprises
Merits and Demerits of Privatization, Disinvestment in India

Globalization:

Meaning
Globalization of Business
Features of Current Globalization
Stages of Globalization
The Foreign Market Entry Strategies or Strategies of Globalization
Pros and Cons of Globalization, Policy Options
The Globalization of Indian Business

Unit 4 Business and Society

Social Responsibility of Business (SRB):

Meaning of SRB
Factors affecting Social Orientations
SRB towards different sections –
SRB towards Shareholders
SRB towards Employees
SRB towards Consumers
SRB towards the Society or the Community

Consumer Rights, Consumerism and Business:

Consumer Rights
Consumerism
UN Guidelines for Consumer Protection
Consumer Protection Act, 1986

Unit 5 Industrial Financial Institutions.

Types of Institutions
Types of Assistance
Industrial Development Bank of India
Industrial Finance Corporation of India

Industrial Credit and Investment Corporation of India

Industrial Investment Bank of India

State Financial Corporation

Investment Institutions-

UTI, LIC & General Insurance Corporation of India.

Institutions for Small Industries

SIDBI, NSIC, SSIDCS , KVIC

Commercial Bank

Unit 6

Money and Capital Markets

Meaning of Money Market

Constituents of Money Market

Functions of Money Market

The Indian Money Market

The Money Market Instruments and Constituents

The Nature, Constituents and Importance of Capital Market

The Capital Markets in India

Nature of the Indian Capital Markets

Development of the Market

Unit 7

Stock Exchange and Its Regulation

Meaning, Importance and Functions

Dealings on Stock Exchange

Speculations on the Stock Exchange

Organization of the Stock Exchanges in India

OTCEI, National Stock Exchange of India (NSE)

Stock Holding Corporation of India

Regulation of Stock Exchange-Securities Contracts (Regulation) Act

SEBI

Capital Market Reforms and Development

Unit 8

Development and Regulations of Foreign Trade

Regulation of Foreign Trade

The Foreign Trade (Development & Regulation) Act, 1992

The Foreign Trade Policy

FEMA Act

Export Promotion

Organizational setup

Production Assistance

Marketing Assistance

EPZs, EOUs, TPs & SEZs

Export Houses and Trading houses

References:

1. Cherunilam, Francis, (2008) Business Environment (Text and Cases), 18th Revised Edition, Himalaya Publishing House Private Limited.
2. K.Ashwathappa, (2008) Essentials of Business Environment, 10th Edition, Himalaya Publishing House Private Limited.