

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.**

## **SYLLABUS OF MANAGEMENT FOR 2008 ONWARDS**

### **SY.B.COM**

#### **MANAGEMENT-PAPER-1**

1. FUNCTIONAL MANAGEMENT: Definition, Nature, Scope. Its Relationship between Adm, Management and Org. “ Meaning of Word Administration.
2. MANAGING VARIOUS SERVICES:
  - MANAGING SECURITY AND HOUSE KEEPING: Key functions of Security, Method of Handling large numbers of visitors, Inward & outward entry of Material, Procedural Control for maintaining Security Services, Vigilance Incident Reporting by security. Advanced Security Measures, Time office; Administrative Strategy. Purpose of Industrial housekeeping; difference between Common Activities & Specialised Activities; Disposal of Waste/ Garbage.
  - MANAGING TRANSPORT: Steps & Measures; Maintaining Transportation; Utility Regulation of Vehicle; Duty Roaster of Drivers; Important Tips under Transport Management; Functional definitions of Parts
  - MANAGING AMC’S (ANNUAL MAINTANANCE CONTRACTS): Types of AMC’S; Standard Operative Causes of AMC; Advantages of AMC’S
  - CIVIL & UTILITIES: Power & Electricity; Water Supply & Treatment; Air conditioning & Elevators; Property Management; Civil & miscellaneous Repairs; Engineering Equipment Maintanance; Basic Awareness;
  - WELFARE AND SERVICE MANAGEMENT:
  - MONITORING CONTRACT SERVICES: Functional areas of out sourcing to contract Labour; Control on Contract Labour; Control over Sub-Contractor; Contract Labour Act;
  - LIASION AND PUBLIC RELATIONS: Definition; Objectives of Public Relation;
  - FORMS / REGISTERS UNDER THE FACTORIES ACTS.
  - MANAGING TRAVELS AND TICKET BOOKING: Essential Factors; Passport & visas; Document for making visas; Acquisition of Foreign exchange; Guidelines for carrying Foreign Currency; Point to be Remembered while Planning a travel abroad;
  - MANAGING HOTEL RESERVATION:
  - MANAGING LOGISTICS AND MAIL: Common term used in Logistics; docket, Consignment note, lorry receipt or Railway Receipt; Transshipment; Freight; Control over dispatches; Terms under Logistics; Factors to be considered while choosing the courier or freight operator; Material handling under Logistic.
  - DEED FOR AGREEMENTS: Definition, descriptions; theme & objectives; Recitals; Testatum; Terms and Conditions; Habendum; Testimonium; Execution and Attestation; Stamp Duty;
  - Managing Leased Accomodation: different aspect required for lease, Agreements; Documentary Verification; Stages involved in Finalising lease agreements;
  - Fundamentals of Project Management: Process of Project management; Project Objectives; Importance of Planning; Strategic verses tactical planning; project mission ; goals, & objectives; scheduling project work; Critical Path method (CPM) PERT; Project Control & Evaluation; measuring project performance/quality; managing the project team; team issues; conflicts between individual goals and the team missions

#### **References :**

- 1) Functional Mgt.
- 2) Public Relations Association Adhyayan
- 3) Mgt. Models for Self Employment Soundarapandia  
( Mohit Publications )
- 4) India Labour and Employment By V. S. Jafa (New Cent)  
Scenario in 21st Century
- 5) Functional Management By Mathew (Rbsa Publication)