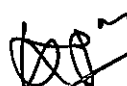


VEER NARMAD SOUTH GUJARAT UNIVERSITY**T.Y.B.Com. External****Business Administration****Syllabus (w.e.f. academic year 2022-'23)**

Course Outcome	The student will be able to explore an important area of management i.e. Financial Management, its Planning aspects, Capitalisation, Capital Structure and Working Capital. Office Management will help her/him in future job regarding regular and computerized Filing as well as Record Management. With CSR being included in the course, the student becomes a responsible citizen, and accomplish the same wherever and whatever facet of life is chosen & also will be able to have basic knowledge of Materials Management and Production Management (with due importance to TQM), which she/he is going to come across in future years. Tourism Management will help her/him in selecting his area of interest for further studies and/or job perspective. The student may also get a spark of pursuing some Creative Career.	
	Topics	Weightage
Unit -I	Financial Management	25%
1.	Overview of Financial Management:- Meaning, Definition, Evolution and Scope of Financial Management. Financial Decisions. Finance Functions [Executive and Incidental (Clerical)]. Aims of Finance Functions. Goals of Financial Management. Interface of Financial Management with other disciplines. New Role of Finance Function in the Contemporary Scenario.	
2.	Financial Planning:- Meaning, Definition, Importance, Affecting factors, Types (Only concept of short term and long term financial Planning, Process, Guiding principles. Fundamentals of risk and Return.	
3.	Capitalisation:- Concept, Principles/Theories of Capitalisation. Meaning, Causes, Effects, Remedies of Over-capitalisation and Under-capitalisation. Capital Structure:- Meaning, Affecting Factors, Characteristics, Patterns, Determinants of Capital structure. Concept of Trading on Equity and Leverage.	
4.	Working Capital:- Meaning, Affecting Factors, Types, Sources including NRI fund, Components.	
Unit-II	Corporate Social Responsibility:- Meaning, Social Responsibilities towards various parties, Arguments for and against Social Responsibilities, Statutory provisions for CSR as per Company's Act, 2013 (Section 135 – Net worth, Turnover, Net Profit).	10%

Unit-III	Modern Office Management	10%
1.	Office & Office Management:- Meaning & Definition of Office. Meaning, Definition, Objectives and Importance of Office Management. Inward Mail & Outward Mail	
2.	Management of Record and Filing:- Meaning & Definition of Record & Filing. Computer Data Records Computerized E-Filing and its Importance.	
Unit -IV	Materials Management	15%
1.	Concept, Importance and Scope of Materials Management.	
2.	Sound Purchasing and Purchasing Policies.	
3.	Inventory Control: Meaning and Importance.	
Unit-V	Production Management	20%
1.	Meaning and Scope of Production Management and Meaning of Productivity	
2.	Plant Location	
3.	Production Planning and Control	
4.	T.Q.M. Meaning, Characteristics, Importance & Methods [Kaizen & Kairyo, JIT(Just In Time), Six Sigma, Quality Circle, Pareto Analysis, Bench Marking]	
Unit-VI	Tourism Management	5%
3.	Introduction	
4.	Tourism – Meaning, Concept, Definition, Characteristics, Origin, Development.	
5.	Tourism Management – Meaning, Definition, Types, Merits & Demerits	
6.	Tourism Policy of Gujarat.	
Unit-VII	Case Study	15%
	Books for Reference	
1.	Working Capital Management-V.E.Ramamoorthy	

2.	Financial Organisation and Management of Business- Gerstenberg
3.	Principal of Management Accounting- Man Mohan & Goyal
4.	Corporation Finance- S.C.Kuchhal
5.	Financial Management- S.C.Kuchhal
6.	Text book of office management- J.C.
7.	B.S.Shah Prakashan- Ahmedabad
8.	Office Management- S.P.Jain & T.N.Chhabra
9.	Office and Administrative management- C.L.Little field & Franu Racher
10.	Office Organisation & Management- M.C.Shukla
11.	Office Organisation & Management- S.P.Arora- First edition
12.	Financial Management – Principles and Practice – G. Sudarsana Reddy (Himalaya Publishing House)
13.	Materials Management- N.K.Nair
14.	Hand-Book of Business Administration- Edited by Maynard
15.	Lectures on Costing- Swaminathan
16.	Priduction Management- H.N.Broom
17.	Factory Management- K.G.Lockyer
18.	Factory Management & Business Organisation- A.S.Deshpande
19.	Industrial Organisation & Management- Lawrence L.a.Bethel, Franklin & others
20.	Business Administration & Factory Management- B.K.Acharya
21.	Factory Organisation & Management- S.P.Roy
22.	Total Quality Management- Dr. P.N.Harikumar & Dr. Sushu D.
23.	Quality Management- Kanishka Bedi
24.	Total Quality Management- N.Srinivasa Gupta & B.Valarmathi
25.	TQM Text and Cases- K.Shridhar Bhatt
26.	Total Quality Management(2nd edition)- B.Senthil Arasu & J.Praveen Paul


22-03-22