

# **SES's L.S.RAHEJA COLLEGE OF ARTS AND COMMERCE**

**(AUTONOMOUS)**



**Syllabus of Commerce II (Introduction to Management) under NEP 2020 Vertical - Major with effect from 2024-25**

**Department of Commerce & Management**

**Head of the Department/Sr. Person: Prof. Dr. Anupama Nerurkar**

**Date of approval by the Board of Studies (Commerce & Management): 25/04/2024**

**Approved by the Academic Council on: 29/04/2024**

**Ratified by the Governing Body on: 06/05/2024**



<b>Programme: Bachelor of Commerce (Accounting and Finance)</b>		<b>Semester : II</b>			
<b>Course : Commerce II (Introduction to Management)</b> <b>Academic Year: 2024-2025</b> <b>Batch: 2024-2027</b>		<b>Code: UGBAFIIMJ2 24</b>			
<b>Teaching Scheme</b>	<b>Evaluation Scheme</b>				
<b>Lectures</b>	<b>Practical</b>	<b>Tutorials</b>	<b>Credits</b>	<b>Internal Continuous Assessment (ICA) (weightage)</b>	<b>Term End Examinations (TEE) (weightage)</b>
<b>45</b>	<b>Nil</b>	<b>Nil</b>	<b>03</b>	<b>30 marks/40% of the total marks</b>	<b>45 marks/60% of the total marks</b>

<b>Learning Objectives :</b>	<ul style="list-style-type: none"> <li>● <b>To identify key milestones in the evolution of management.</b></li> <li>● <b>To identify the fundamental functions of management.</b></li> </ul>
<b>Learning Outcomes :</b>	<ul style="list-style-type: none"> <li>● <b>Understand how management theories have evolved over time.</b></li> <li>● <b>Apply the functions of management to solve business problems.</b></li> </ul>
<b>Pedagogy:</b>	<b>Interactive discussions, Case studies, Group activities, Role plays</b>

Each lecture session would be of one hour duration (45 sessions).

<b>Module</b>	<b>Module Content</b>	<b>Module Wise Pedagogy Used</b>	<b>Module Wise Duration/ Lectures</b>
I	<p><b>Management and its evolution</b></p> <p>Introduction to Management, Definition of Management, Nature of Management, Objectives of Management</p> <p>Administration vs Management, Levels of Management</p> <p>Principles of Management</p>	Classroom lectures and discussion	15 lecs
II	<p><b>Functions of management</b></p> <p>Definition and Importance of Planning</p> <p>Process of Planning</p> <p>Limitations of Planning</p> <p>Features of Sound Planning, PODSCORB</p> <p>Features and process of decision making, Definition, nature and significance, Process of organisation</p> <p>Formal and Informal organisation - features, advantages and disadvantages, Departmentation, Meaning, Importance of Staffing, Recruitment and its sources, Selection procedure, Distinction between Recruitment and Selection,</p>	Classroom lecture, Case study and assignment	15 lecs
III	<p><b>Leadership and Motivation</b></p> <p>Meaning and Importance of directing, Principles of Directing, Leadership traits and Styles, Motivation – Importance and Factors</p> <p>Co-ordination – Meaning, features and Importance, Meaning and steps in controlling, Essentials of a good control system.</p>	Classroom lecture, Case Study and role play	15 lecs

## REFERENCE BOOKS

1. Ramasamy , Principles of Management , Himalya Publication , Mumbai
2. Tripathi Reddy , Principles of Management , Tata Mc Grew Hill
3. VSP Rao , Management Text & Cases , Excel Books, Delhi

## QUESTION PAPER PATTERN

### Internal Continuous Assessment (ICA) Pattern

Particulars	Marks
Class Test	10
Presentation/Viva Voce	10
Assignment/Project	10
Total	30

### Term End Examinations (TEE) Question Paper Pattern

Maximum Marks: 45

Duration: 1.5 Hours

All questions are compulsory.

Question No.	Description	Total Marks
1	C. Full length Theory question OR	15
	D. Full length Theory question	
2	C. Full length Theory question OR	15
	D. Full length Theory question	
3	C. Full length Theory question OR	15
	D. Full length Theory question	

Note: The theory question of 15 marks each may be split up into two smaller questions carrying 8 marks and 7 marks respectively.