Hindi Vidya Prachar Samiti's

Ramniranjan Jhunjhunwala College of Arts, Science & Commerce

(Empowered Autonomous College)

Affiliated to

UNIVERSITY OF MUMBAI

Syllabus for the T.Y.B.Com

Program: B.Com

Program Code: RJDSECOM351

(National Education Policy 2020)

Level 5.5

(CBCS 2025-26)

T.Y.B.Com Commerce Syllabus Semester V

THE PREAMBLE

Why Commerce?

Commerce is as old as human civilization. Since ancient times commerce has been practiced all over the world, but the nature of commerce has changed over the years with the changes in economies around the world. Thus, it has become an inseparable part of everyone's life. Human wants are unlimited and becoming multiplied with social and economic developments. Commerce has the capacity to satisfy our needs and provide better life to society and human beings as it encompasses business, profession and employment. The scope of commerce is broader than any other subject because it deals with several human activities like marketing, banking, transportation, management, investments etc. Globalisation has brought many countries close to each other indicating the need of trade and commerce between different nations for sharing resources, mutual development, updating know-how etc. Policies of the Government of India like 'Ease of doing', 'Atma Nirbhar Bharat', 'Start ups', 'Digital India' have encouraged new entrepreneurship in India in the 21st century.

The Indian economy is one of the fastest growing economies in the world. A goal of 5 trillion Indian economies in near term would expedite trade and commerce transactions. This has made learning of commerce indispensable, even if it is occupied in every field whether it is science, engineering, or IT. It develops skills and knowledge required for pursuing multiple career options. Students get a wide range of subject knowledge such as finance, marketing, management, accounts, advertising, law etc. which will be useful for them for pursuing their higher studies, employment or starting their own venture. Thus, commerce without human and business life will be next to impossible.

Why Commerce at RJ College?

The department was established in 1981. The first batch of B.Com- aided courses started with 360 students in 1981-82. With a legacy of forty years, today the department offers both UG and PG programs in the subject of commerce with specialization at PG level in Accountancy and Management which is affiliated to and recognised by Mumbai University. The department also has a Ph.D. research center in commerce. This provides a vertical progression of students in higher studies in the same college campus. The Department of Commerce invites eminent speakers to deliver lectures on different topics to make the students understand the latest trends in the industry. CORPORA is an Annual departmental fest which comprises different events that bring out hidden talent and skills among the students and also foster entrepreneurship among the students. In addition, the department conducts experiential visits to industry and different institutions which gives students an opportunity to learn practical knowledge along with bookish knowledge. The Department of Commerce is also offering a Value added Course of 2 credits to extend the knowledge and skills of students other than academics.

***Syllabus:*-**

Under autonomy, the department has made curriculum more robust by incorporating skill-based learning and value-added courses that impart practical knowledge of the subject to the students. The syllabus for commerce for all six semesters is meticulously designed so as to make the students understand the knowledge of different fields like Business Development, Service sector, Management, HRM, Marketing, Advertising, Export Marketing and Business Law. Syllabus for undergraduate courses are revised from time to time with more focus on latest knowledge so as to keep students in line with trends in industry. The course contents are designed to improve student's employability and skills required for employability.

T.Y.B.COM COMMERCE Syllabus Semester V

DISTRIBUTION OF TOPICS AND CREDITS

T.Y.B.COM

COMMERCE SEMESTER V

Course	Nomenclature	Credits	Topics (Modules)
RJDSECOM351	Production Management and Finance	04	1. Production and InventoryManagement. 2. Aspects of Quality. 3. Financial Services- I. 4. Financial Services - II.

LEARNING OBJECTIVES	
1	Knowledge about Production Planning and Control.
2	Effective Inventory Management System.
3	Knowledge about Internationally accepted Quality Standards.
4	Financial Literacy and virtue of saving through investment.
5	Knowledge of financial services and agencies providing financial services.

COURSE OUTCOME NUMBER	On completing the course, the student will be able to:	PSO Addressed	BLOOMS LEVEL
CO1	To acquaint the learners with basic concepts of Production Management, Inventory Management, and Quality Management.	2	1,2
CO2	To provide basic information about Fund and Non Fund financial services and Instruments in the financial markets.	1,2	1,2
CO3	To give learners understanding about recent trends in the Financial System in India.	3,4	2,3
CO4	To make the learner aware about the process of Wealth Management in real life.	5,6	3,4,5

T.Y.B.COM SEMESTER V

Title of Course: Production Management & Finance		Lectures
No. of credits: 04		
Subject Code: RJDSECOM351		**60**
Module I	**Production and Inventory Management**	**15**
	• Production Management– Concept, Objectives, • Scope of Production Management • Production Planning and Control- Concept, Steps • Importance of Production Planning and Control; • Production Systems – Concept ,Types • Productivity- Concept, Factors Influencing • Measures for Improving Productivity • Inventory Management – Concept and Objectives, • Techniques of Inventory Control. • ISO 9001-2015- Concept , Process	
Module II	**Aspects of Quality**	**15**
	• Quality – Concept, Dimensions of Quality • Cost of Quality – Meaning, Types of Costs of Quality • Total Quality Management – Importance • Six Sigma - Features and Process • Kaizen – Concept and Process; • Service Quality Management – Concept, Importance • SERVQUAL Model - Measures to improve Service Quality. • Quality Circle – Advantages And Disadvantages, Structure; • Quality Audit- Concept and Types	
Module III	**Financial Services - I**	**15**
	• Financial Services – Concept, Functions & Objectives. • Scope/ Types of Financial Services - Fund & Non – Fund. • Agencies Providing Financial Services – ➢ Stock Exchanges (NSE and BSE) - Functions. ➢ Depositories (NSDL and CDSL) - Role of depositories. ➢ Credit Rating agencies (CRISIL, CARE& ICRA) - Benefits. ➢ SEBI- Investor Protection measures. • IPO – Concept, Process..	

	● Dematerialisation – Concept, Procedure. ● Startup ventures - Concept, Sources of Funding. ● Pradhan Mantri Mudra Yojana- Concept, Features and Benefits	
Module IV	**Financial Services - II**	**15**
	● Mutual Funds – Concept, Advantages and Limitations. ● Types of Mutual Funds. ● Systematic Investment Plan (SIP). ● Factors responsible for growth of Mutual Funds. ● Role of AMFI. ● Commodity Market –Concept, Categories. ● Derivative Market – Concept, Participants. ● Types of Derivative Instruments. ● Wealth Management – Concept, Components & Process. ● Portfolio Analysis – Concept and Calculation of Expected Return, Risk & Covariance.	

<u>Reference Books</u>: -

1. Essentials of Inventory Management-Max Muller, Amacon Publishes.
2. Indian Financial System—Bharathi Pathiak, Pearson Publication.
3. Financial Institutions and Markets: Structure Growth & Innovations – L.M. Bhole, Jitendra Mahakad, Tata McGraw Hill.
4. The Indian Financial System and Financial Market Operator-Vasant Desai, Himalaya Publishing.
5. Indian Financial System – M.Y.Khan, Tata McGraw –Hill.
6. Production and Operations Management –Anand Kumar Sharma, Anmol Publication.
7. Mutual Funds in India: Emerging Issues-Nalini Prava Tripathy, Excel Books New Delhi.
8. Startup Stand up: A step by step guide to Growing your Business, Nandini Vaidyanathan, Jaico Publishing House, Mumbai.

T.Y.B.COM COMMERCE Syllabus Semester V

PAPER PATTERN

(DSE- PRODUCTION MANAGEMENT AND FINANCE)

INTERNAL EXAMINATION

Marks: 40

1. There will be 01 Internal Assessment Tests of 20 Marks conducted in Each Semester. Duration of internal assessment will be 30 minutes.

2. There will be 20 marks project as a part of Internal assessment in each semester.

3. **Internal Assessment Test will have 20 questions of one mark. Nature of questions may be - Multiple Choice Questions / True or False/ Match the Following.**

T.Y.B.COM COMMERCE Syllabus Semester V

PAPER PATTERN

SEMESTER END EXAMINATION

Marks: 60

Duration: 02.00 hrs.

Q1. Answer any one of the following: (Module I) (10 Marks)

a)

b)

Q2. Answer any one of the following: (Module II) (10 Marks)

a)

b)

Q3. Answer any one of the following: (Module III) (10 Marks)

a)

b)

Q4. Answer any one of the following: (Module IV) (10 Marks)

a)

b)

Q5. Write Short Notes on: (Any 4 out of 6) (20 Marks)

(From all modules)

SCHEME OF EXAMINATIONS

1. There will be 01 Internal Assessment Test of 20 marks each conducted in each Semester and project of 20 marks will be taken in each semester. Duration of Internal Exam will be 30 minutes.

2. One External (Semester End Exam) of 60 marks is conducted at the end of each semester. Duration is 02 hours.

3. Student must appear for at least one of the two Internal Tests to be eligible for the Semester End Examination.

4. Minimum marks for passing in the subject are 40. Minimum passing percentage is calculated on the basis of total marks obtained in Semester End Exam and Internal Assessment Tests.

5. For any KT examinations, there shall be ODD-ODD/EVEN-EVEN pattern followed.

6. HOD's decision, in consultation with the Principal, shall remain final and abiding to all.

T.Y.B.COM COMMERCE Syllabus Semester V

Mapping of Syllabus to employability /entrepreneurship/ skill development

Class	Course name & Course Code	Unit No. and topics focusing on Employability /Entrepreneurship / Skill Development	Specific activity	Relevance in Local, Regional , National and Global Development Needs
TYB.Com Semester VI	Production Managemen t &Finance **RJDSECOM 351**	**Unit I:** Development of Production Management and Planning Skills; Inventory Management Skills for business success. **Unit II:** Quality Management Skills and Techniques and Quality Control for business growth and reputation - Quality consciousness and quality management skills for success. **Unit III :** Financial services used by businesses and agencies providing financial services, Process of IPO and Dematerialisation, Need of Startup ventures with Pradhan Mantri Mudra Yojana **Unit IV:** Role of financial market and financial instruments, Process of Wealth Management and Calculation of Portfolio analysis	Case Study Field Visit Business Games	Local , National and International

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Commerce is as old as human civilisation. Since ancient time commerce is being practice all over the world, but the nature of commerce has changed over the years with the changes in economies around the world. Thus, it has become inseparable part of everyone's life. Human wants are unlimited and becoming multiplied with social and economic developments. Commerce has capacity to satisfy our needs and provide better life to society and human beings as it encompasses business, profession and employment. The scope of commerce is broader than any other subject because it deals with several human activities like marketing, banking, transportation, management, investments etc. Globalisation has brought many countries close to each other indicating the need of trade and commerce between different nations for sharing resources, mutual development, updating know how etc. Policies of Government of India like 'Ease of doing', 'Atma Nibhar Bharat', 'Start ups', 'Digital India' have encouraged new entrepreneurship in India in 21st century.

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NEP 2020 aims at making Indian education system more employment and skill oriented. This will help the country to be competitive globally in terms of skilled manpower. In this regard commerce will play very significant role in different sectors of economy to meet the individual, social and national objectives.

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Syllabus :-

Under autonomy, the department has made curriculum more robust by incorporating skill-based learning and value added course that imparts practical knowledge of the subject to the students. The syllabus for commerce for all six semester is meticulously designed so as to make the students understand the knowledge of different fields like Business Development, Service sector, Management, HRM and Industrial Relations, Marketing, Advertising, Export Marketing and Business Law. The course contents are updated so as to keep students be in line with trends in industry. The course contents are design to improve student's employability and skills required for employability.

DISTRIBUTION OF TOPICS AND CREDITS

Course	Nomenclature	Credits	Topics
RJDSECOM361	HUMAN RESOURCE MANAGEMENT	04	1. Human Resource Management 2. Human Resource Development 3. Human Relations and Industrial Relation. 4. Trends in Human Resource Management

LEARNING OBJECTIVES	
1	Understanding Human Resource Planning and Human Resource Management
2	Knowledge about significance of Training and Development, Mentoring, Counselling etc.
3	To understand human relations and industry relations.
4	Transition in Human Resource Management.

COURSE OUTCOME NUMBER	**On completing the course, the student will be able to:**	PSO Addressed	BLOOMS LEVEL
CO1	Understanding of Human Resource Management policies and practices including process of Human Resource Planning, Recruitment and Selection	1,2,5	1,2,3,4
CO2	Acquaint the students with HRD practices in Corporate Enterprises, Role of HR Department, Training and Development, Performance Appraisal, Potential appraisal, etc.	1,2,4,5	1,2,3,4,5
CO3	Understands the significance of human relations, industrial relations, forms workers participation , grievance procedure and so on.	1,2,4,5	1,2,3,4
CO4	To acquaint students with recent trends in HRM like HRA, HRIS, Succession Planning, Career options in HR, etc.	2,4,5	1,2,3,4

T.Y.B.COM SEMESTER VI

Title of Course: HUMAN RESOURCE MANAGEMENT		**Lectures**
Number of Credits: 04		**60**
Subject Code: **RJDSECOM361**		
Module I	**Human Resource Management**	**15**
	HRM – Concept, Nature / Features, Functions / Scope of HRM, Importance of HRM, Traditional and Strategic HRM; Human Resource Planning – Concept, Steps; Job Analysis – Concept, Components; Job Design –Concept, Techniques; Recruitment – Concept, Sources; Selection – Concept, Process; Techniques of E-Selection. ***Case Study on corporate recruitment and selection process***	
Module II	**Human Resource Development**	**15**
	HRD – Concept, Functions; Training and Development – Methods; Process of Identifying Training and Development needs, Methods of Evaluating Training Effectiveness; Performance Appraisal – Concept, Benefits and Limitations, Methods of Performance Appraisal; Career Planning – Concept, Importance; Succession Planning – Concept, Need; Mentoring – Concept, Importance; Counselling – Concept, Techniques. *Millennial (Gen Y) Competency Mapping.* ***Case Study on HRD activities in Indian Corporates***.	
Module III	***Human Relations and Industrial Relation***	**15**
	Human Relations – Concept, Significance, Morale – Concept, Factors affecting Morale, Measurement of Employees Morale; Factors affecting EQ and SQ; Employee Grievances – Concept, Causes, Procedure for Grievance Redressal. Industrial Relation- Concept , Dimensions of Industrial Relations; Difference between HRM and Industrial Relations; Factors contributing to harmonious industrial relations, Forms of Worker's participation in Management.	

Module IV	**Trends in Human Resource Management**	**15**
	Knowledge Management- Concept ; Benefits / Importance; Steps or Process in Knowledge management. Talent Management – Concept and Need, Sources of talent management. Innovative Culture- Concept, Need, Managerial Role in Innovative Culture; Employee Engagement – Concept, Types; Human Resource Information System- Concept, Importance; Changing Patterns of Employments; Challenges in HRM- (Employee Empowerment, Workforce Diversity, Attrition, Downsizing, Employee absenteeism, Work life Balance, Sexual Harassment at work place), Domestic and International HR Practices,	

Reference Books :- Corporate Human Resource Management

1. Bernardin, John H: Human Resource Management, Tata McGraw Hill, New Delhi 2004.
2. Arthur M, Career Theory Handbook, Prentice Hall Inc, Englewood Cliff
3. *Belkaoui, A.R. and Belkaoui ,JM, Human Resource Valuation: A Guide to Strategies and Techniques, Quarum Books, Greenwood, 1995.*
4. *Dale, B, Total Quality and Human Resources: An Executive Guide, Blackwell, Oxford.*
5. Greenhaus, J.H., Career Management, Dryden, New York.
6. Mabey, C and Salama, G., Strategic Human Resource Management, Blackwell, Oxford.
7. Aswathappa. K, Human Resource Management
8. Subba Rao, Human Resources Management.
9. *Michael Porter, HRM and Human Relations.*
10. *M.N. Rudrabasavaraj: Cases in Human Resource Management –Himalaya Publishing House – NewDelhi, 1998*
11. Decenzo, D.A. and Robbins, S. P.,Fundamentals of Human Resource Management, Wiley, India.
12. *Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.*
13. Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.
14. AswathappaK., Human Resource Management,Tata McGraw,Hill, New Delhi.

15. *H. John Bernardin and Richard W. Beatty: Performance Appraisal: Human Behavior at work – Boston: Kent, 1984*
16. *George T. Milkovich and John W. Boudream: Personnel / Human Resources Management: A Diagnostic Approach, 5thEdn. Plano, TX: BusinessPublications, 1998.*
17. *Lepak, David &Gowan, Mary. Human Resource Management. Dorling Kindersley (India).*
18. Khanna, S.S. Human resource Management (Text and Cases). S. Chand, New Delhi.
19. Sadri.J, Sadri.S, Nayak. N, A Strategic Approach to Human Resource Management, JAICO Publishing House.
20. *Davar, R. S. Personnel Management and Industrial Relations. Vikas Publication, Noida.*
21. Robbins, Stephen P. Organisational Behaviour. Pearsons Education, New Delhi
22. Human Resource Management and Development, R.C.Chavda and D M Variya
23. Human Resource Management, V.S Rao (Taxman)
24. Indian School of Business Management and Administration, ISBM, A Chandramohan.
25. Labour Laws, Taxman

PAPER PATTERN

INTERNAL EXAMINATION

Marks: 40

1. There will be 01 Internal Assessment Tests of 20 Marks conducted in Each Semester.

2. There will be 20 marks project as a part of Internal assessment in each semester.

3. **Internal Assessment Test will have 20 questions of one mark. Nature of questions may be - Multiple Choice Questions / True or False/ Match the Following.**

PAPER PATTERN

SEMESTER END EXAMINATION

Marks: 60

Duration: 02.00 Hrs

Q1. Answer any one of the following: (Module I) (10 Marks)

a)

b)

Q2. Answer any one of the following: (Module II) (10 Marks)

a)

b)

Q3. Answer any one of the following: (Module III) (10 Marks)

a)

b)

Q4. Answer any one of the following: (Module IV) (10 Marks)

a)

b)

Q5. Write Short Notes on: (Any 4 out of 6) (20 Marks)

(From all modules)

T.Y.B.Com Commerce Syllabus Semester VI

SCHEME OF EXAMINATIONS

1. There will be 01 Internal Assessment Test of 20 marks each conducted in each Semester and project of 20 marks will be taken in each semester.
2. One External (Semester End Exam) of 60 marks is conducted at the end of each semester. Duration is 02 hours.
3. Student must appear for at least one of the two Internal Tests to be eligible for the Semester End Examination.
4. Minimum marks for passing in the subject are 40. Minimum passing percentage is calculated on the basis of total marks obtained in Semester End Exam and Internal Assessment Tests.
5. For any KT examinations, there shall be ODD-ODD/EVEN-EVEN pattern followed.
6. HOD's decision, in consultation with the Principal, shall remain final and abiding to all.

Mapping of syllabus TYBCOM

AY 2025-26

Class	Course name& Course Code	Unit No. and topics focusing on Employability /Entrepreneurship / Skill Development	Specific activity	Relevance in Local, Regional , National and Global Development Needs
T.Y. B.COM Semester VI	HUMAN RESOURCE MANAGEMENT RJDSECOM361	**UNIT 1:** Basics of Human Resource Management , Develops skills in HRP, Job Analysis, Job Design, Recruitment and Selection with case study, E-Selection. **UNIT 2:** Understanding of HRD, Training and Development Skills, Careers in HRM and Succession Planning Skills. Employability in mentoring and counseling, Performance appraisal. **UNIT 3:** Human Relations and Leadership Skills, EQ and SQ, Understanding of Employee Grievances, Industrial relations and forms of workers participation. **UNIT 4:** Developing HR Competencies, Knowledge and Talent management, Managerial Role, Challenges in HRM, Employee Engagement Skills, Changing pattern of employment.	Case Study / Field Visit / Business Games	Local , National and International