

VIDYASAGAR UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Midnapore - 721102



SYLLABUS
for the
Master of Commerce
Course of Study
in
COMMERCE with FARM MANAGEMENT

VIDYASAGAR UNIVERSITY

MIDNAPORE - 721102

(effective from 1997-98)

Structure of M. Com. Syllabus

PART - I

Peper	Half	Subject	Marks
I		Principles of Management and Organisational Behaviour	100
	1st	Principles of Management	50
	2nd	Organisational Behaviour	50
II.		Quantitative Techniques for Managerial Decisions	100
	1st	Business Statistics	50
	2nd	Quantitative Techniques and Management Accounting	50
III.		Financial Policy and Management Accounting	100
	1st	Financial Policy	50
	2nd	Management Accounting	50
IV.		Farm Management and Accounting Theory	100
	1st	Farm Management	50
	2nd	A. Accounting Theory	25
		B. Contemporary Issues in Accounting	25

PART-II			
Paper	Half	Subject	Marks
V		Managerial Economics	100
	1st	Micro Economics	50
	2nd	Macro Economics	50
VI		Computer Applications in Accounting and Security Management	100
	1st	Computer Applications in Accounting	50
	2nd	Security Management	50
		Special Papers (any one group)	
		Group - A (Accounting & Control)	
VII		Advanced Accounting and Auditing	100
	1st	Advanced Accounting	50
	2nd	Auditing	50
VIII		Advanced Cost Accounting and Business Statistics	100
	1st	Advanced Cost Accounting	50
	2nd	Advanced Business Statistics	50
		Group -B (Finance and Taxation)	
VII		International Business and Public Finance	100
	1st	International Business Finance	50
	2nd	Public Finance	50
VIII		Taxation	100
	1st	Direct and Indirect Tax	50
	2nd	Tax Planning and Management	50

M. Com. Part -I

Paper-I

Principles of Management & Organisational Behaviour 1st Half (Principles of Management) 50 Marks

- Scope and Concept*

Meaning of the term 'Management'; its importance; elements, the economic and social environment; management ethics and morals; management and administration. Professionalisation in management. Profit objectives and social obligations of business management.
- History of Management Thought*

Before Twentieth Century or Pre-Scientific Management School; Twentieth Century of Scientific Management School. Schools of management thought. Principles of management. Complementary and conflicting nature of work of Taylor and Fayol. Nature of the Science of Management.
- Planning and Forecasting*

Meaning, features, elements, limitations, types of planning. Planning premises. External growth strategy : Merger, Acquisition and Joint Venture. Marketing strategy composition.
- Launching the M.B.O.*

The Logic and the Steps; its limitations; position in India.
- Co-ordinating*

Meaning; nature; importance as an essence of management. Distinction between Co-ordination and Co-operation. Principles and Techniques of effective Co-ordination.

6. *Planning for decisioning*
 What it is; its importance and features: Programmed and unprogrammed decisions. The decisional steps. Influencing characteristics for decision-making at different levels of management. Techniques of decision-making; decision-making aids. Improvement of the quality of decisions. Communication and Management Information system.
7. *Control and Evaluation*
 Conceptual framework; Control process. modern views; different techniques, types, steps for effective control. Span of management- Graicunas theory; factors determining span of management.

Select References

1. Allen, L. A. , *Management and Organisation*, Mc Graw Hill Book Company, New York
2. Luthans, Fred, *Organisational Behaviour*, Me Graw Hill, New York
3. Robbins, S. P., *Organisational Behaviour*. Prentice Hall, Englewood cliffs
4. Hersey, Paul and Blanchard, K.H., *Management of Organisational Behaviour. Utilizing Human Resources*, Prentice Hall of India Private Ltd. , New Delhi
5. Sharman, R. A., *Organisational Theory and Behaviour*, Tata McGraw Hill Publishing Co. Ltd. , New Delhi
6. Hicks and Gullett, *Organisation Theory and Behaviour*

7. Etzioni, Amitai *Modern Organisations*, Prentice-Hall of India Ltd., New Delhi
8. Koontz, O'Donnell and Wehrich, *Management*, McGraw Hill International Book Co., New York
9. Shyamal Banerjee, *Principles and Practice of Management*, Oxford & IBH Publishing Co. Pvt. Ltd., Kolkata
10. L.M.Prasad, *Principles and Practice of Management*, Sultan Chand & Sons, New Delhi
11. P. K. Ghogh, *Business Policy*, Sultan Chand & Sons, New Delhi
12. C.R.Basu, *Organisation and Management*, S.Chand & Company Ltd., New Delhi

M. Com. Part - I

Paper-1 : 2nd Half : 50 Marks

Organisational Behaviour

1. *The Concept of Organisation and Organisational Behaviour.*
 Concept and Importance of Organisation, Nature of Organisational Behaviour (O. B.) and Issues in developing an O. B. model.
2. *Organisation Theory and Process*
 Classical, Human relation approach, Structuralist, Bureaucratic approach. Departmentation, Delegation and Decentralisation.

3. *The Organisation System*
Foundation of Organisation structure, Formal and informal line organisation and functional organisation - organisation design - Human resource policies and practices Organisation culture - Work stress.
4. *Characteristics of Human Behaviour*
Personality, Learning, Perception, Skill, Value System, etc,
5. *Values, Attitudes and Job Satisfaction*
Importance of values, sources and types of value system Sources and types of attitudes - attitudes and consistency Job satisfaction - measuring job satisfaction.
6. *Motivation and Behaviour*
Definition, Importance, Theories of Motivation, Morale.
7. *Leadership models and Leader behaviour*
Trait and attitudinal approaches, Situational approach Determining effectiveness, Diagnosing the environment Situational Leadership, Perception and the impact of Power
8. *Communication among different groups* Definition, Importance, Process, Types, Barriers.
9. *Conflict and Inter-group Behaviour in organisation* Definition, Types, Advantages and Disadvantages, Cause Resolution.

Select References

1. Robbins, S. P., *Essentials of Organisational Behavior*
2. Robbins, S. P., *Organisational Behavior : Concept Controversies and Application*

3. Reitz, J. H., *Behavior in Organisations*
4. Lorsch, J. W. (ed.), *Hand-book of Organisational Behavior*
5. Hersey, Paul and Blanchard, Kenneth H., *Management of Organisational Behavior*
6. Hicks and Gullett, *Organisation : Theory and Behavior*
7. Schuro, E. H., *Organisational Culture and Leadership*
8. Banerjee, Mrityunjoy, *Modern Management*
9. Allen, L. A., *Management and Organisation* Mc Graw Hill Book Company, New York
10. Luthans, Fred, *Organisational Behaviour*, Mc Graw Hill, New York
11. Etzioni, Amos, *Modern Organizations*, Prentice Hall of India Ltd., New Delhi
12. Koontz, O'Donnell and Weihrich, *Management*, Mc Graw Hill International Book Co., New York
13. Sharman, R. A., *Organisational Theory and Behaviour*, Tata Mc Graw Hill Publishing Co. Ltd., New Delhi

