

व्यवसाय प्रशासन ।।।

(वित्त, उत्पादन आणि प्रक्रिया कार्ये)

Prin. Dr. S. R. Medhe

Prof. Dr. Shirish N. Gawali

Prof. Dr. Sadashiv L. Shirgave

Prof. S. D. Pawar



T.Y.B.Com.

As Per New
Syllabus
June
2015



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Prin. Dr. S. R. Medhe

M.Com., M.Phil., Ph.D., Associate Professor and Head Dept. of Business Administration.

Prin. Dr. S. R. Medhe has a good academic career. He is the In-Charge Principal of pemraj Sarda College, Ahmednagar. His teaching experience covers a span of 29 years of the various levels of commerce classes. He is recognised and eminent teacher having experience of teaching in Banking and finance, Business Administration. He has previously worked as the member faculty of commerce, chairperson for Board of studies in Banking and Finance and member of Academic council of University of Pune. He was attended and presented research Papers in National level seminar and workshop.



Prof. Dr. Shirish N. Gawali

M.Com., M.Phil., Ph. D., Rayat Shikshan Sanstha Satara's Chandraroop Dakale Jain College of Commerce, Shirampur.

Prof. Dr. Shirish N. Gawali is a Associate Professor in Commerce in Rayat Shikshan Sanstha's Chandraroop Dakale Jain College of Commerce, Shirampur. He has a rich teaching experience of 30 years for U.G. and 25 years for P.G. He is head of the Department of Business Practices. He is the Author, Co-author and Editor of number of books on Business Practices, Business Management, Business Administration and Auditing. He is a appored guide for M.Phil and Ph.D. Course of Pune University. He is the winner of number of awards such as 1) Prof. G. B. Kulkarni Award for the Best Teacher in Commerce, University of Pune 2) Bar. P. G. Patil Best Teacher Award Sponsored by Prin. M. M. Swami through Rayt Shikshan Sanstha, Satara 3) Mahakavi Waman Dada Kardak Award for the Best Teacher at Sate level by Milind Sanstha, Nashik (4) Dr. Radha Krishan Gold Medal Award by GEPRA (Tamil Nadu) (5) Bodhisatwa Dr. Babasaheb Ambedkar Samata Award for the Best Teacher at Sate level by PBSS Sanstha Naldurg (Osmanabad). Dr. Shirish Gawali is the Member of Board of Studies of Business Practices and Member of Commerce faculty in Pune University for the period of 2000 to 2015. He has presented number of research papers on state, National and International levels Conference. He is Working as Major Rank for N.C.C.



Prof. Dr. Sadashiv L. Shirgave

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Prof. Dr. Sadashiv Laxman Shirgave is the Head of the Department of Business Practices in Daund Taluka Arts & Commerce College Daund, Dist. Pune. He is renowned and popular Professor of Accountancy, Mathematics & Statistics. He is the author of number of books for F.Y./S.Y./T.Y./B.Com. Prof. Dr. Sadashiv L. Shirgave is the Member of Board of Studies of Business Practices & Commerce Faculty in Pune University. He is working as a Associate Professor for thirty years. He has attended & participated various National & International level Seminars. His Five Research Papers are Published in International Journals. He worked as the Chairman & Member of number of committees in Pune University. At present he is the Chairman of Maharashtra Veersshiv Sabha, Branch Daund. He has been awarded as 'Best Teacher' by Dr. Manibhai Manav Seva Trust of Urali Kanchan.



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Prof. S. D. Pawar is working in Marathwada Mitra Mandal, College of Commerce, Pune. He completed M.Com. degree and appearing for M.Phil degree. His teaching experience course 24 years for the graduate and post graduate courses. He worked as local enquiry committee memeber of Pune University. His various books and research papers are published. He also involved in various academic programme activities.

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सदर क्रमिक पुस्तक हे व्यवसाय प्रशासन - III (वित्त, उत्पादन आणि प्रक्रिया कार्ये) या विषयाशी संबंधित सर्व स्पर्धा परीक्षा तसेच पुणे विद्यापीठ आणि महाराष्ट्रातील इतर विद्यापीठांच्या या विषयाशी संबंधित परीक्षांसाठी उपयुक्त आहे.

व्यवसाय प्रशासन - III

(वित्त, उत्पादन आणि प्रक्रिया कार्ये)

T.Y.B.Com.

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किंमत रु. २००/-



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SYLLABUS

T. Y. B.Com.

Business Administration - III

(Finance, Production and Operation Functions)

Unit	Contents	No of Sessions
	<u>Term - I</u>	
1.	Finance : 1.1 Money and Finance, Need, Nature and Importance of Finance. 1.2 Finance Functions , Objectives of Financial Management, Functions of Finance Manager. 1.3 Financial need of a modern business organisation.	10
2.	Financial Planning : 2.1 Meaning, Nature and characteristics of financial planning. Scope, Importance, Advantages, Limitations, of Financial Planning. 2.2 Steps in financial planning.	12

Unit	Contents	No of Sessions
	2.3 Methods of estimating financial requirements.	
3.	Capitalization and Capital Structure : 3.1 Capitalization - Concept, Factors governing capitalization, over and under capitalization - Causes and effects, Fair Capitalization. 3.2 Capital Structure- Meaning, Concept and Principles of capital structure, Factors influencing the pattern of capital structure. 3.3 Trading on equity- Concepts and effects.	12
4.	Management of Capital : 4.1 Types of capital- Fixed capital and working capital, owned and borrowed capital, Short and Long term Capital. 4.2 Need, Importance, Factors governing fixed and working capital requirement. 4.3 Sources of capital - Shares, Debentures, Public Deposits, Ploughing back of profits, Loans from Bank and Financial Institutions.	14

Unit	Contents	No of Sessions
	Trade creditors, Installment credit etc.	
	Total	48
	<u>Term - II</u>	
5.	Production management Functions : 5.1 Meaning, Definition, Functions of Production Management, Responsibilities of Production manager . 5.2 Production Planning - Objectives, Importance, levels of planning. 5.3 Routing & Scheduling - Meaning, Route Sheets, Scheduling, Master and sequential scheduling, scheduling devices. 5.4 Production control- Definition and meaning, Necessity, objectives, factors and techniques of production control.	14
6.	Plant Location and Plant Layout : 6.1 Introduction, importance, factors responsible for plant location.	14

Unit	Contents	No of Sessions
	6.2 Plant Layout- Meaning, Definition, Importance of good layout, factors relevant for choice of layout, Line, Process and Product layout.	
	6.3 Plant Layout - Advantages, disadvantages and techniques.	
7.	Inventory management :	10
	7.1 Inventory management -Introduction, methods, and Norms.	
	7.2 EOQ, Use of Computers in Inventory Management.	
	7.3 Material Requisition Planning (MRP) , Just In Time (JIT),ABC Analysis.	
8.	Material Handling and supply chain management :	14
	8.1 Meaning, function of material handling, principles of material handling.	
	8.2 Common material handling devices fork lift truck, platform truck, straddle carrier,	

Unit	Contents	No of Sessions
	chain hoist, roller and belt conveyor, bridge crane, crawler crane.	
	8.3 Supply chain management- Theory, Principles, Implications, Factors affecting supply chain management.	
	Total	48