

<b>Name of Faculty</b>	:	Faculty of Commerce and Management
<b>Name of Program</b>	:	Bachelor of Commerce with Honors
<b>Course Code</b>	:	2BCM03
<b>Course Title</b>	:	Functional Management
<b>Type of Course</b>	:	Professional Core (PC)
<b>Year of Introduction</b>	:	2023-24

<b>Prerequisite</b>	:	-
<b>Course Objective</b>	:	This program aims to provide students with a comprehensive understanding of the key principles and practices of management in various functional areas of business. The objective of the course is to equip students with the necessary knowledge and skills to effectively manage different functions within an organization and contribute to its overall success.
<b>Course Outcomes</b>	:	At the end of this course, students will be able to:
	CO1	Outline of the basic concepts of Management and its principles to accomplish organizational tasks
	CO2	Distinguishing different areas of management, its functions and important role it plays in fulfilling organizational objectives
	CO3	To develop holistic understanding of the financial aspects of the business
	CO4	To acquaint students with the principles and practices of financial management
	CO5	To familiarize students with management systems, office management and its functions

### Teaching and Examination Scheme

Teaching Scheme (Contact Hours)			Credits	Examination Marks				
L	T	P		Theory Marks		Practical Marks		Total Marks
SEE	CIA	SEE	CIA					
4	0	0	4	100	50	00	00	150

*Legends: L-Lecture; T-Tutorial/Teacher Guided Theory Practice; P - Practical, C - Credit, SEE - Semester End Examination, CIA - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)*

**Course Content**

Unit No.	Topics	Teaching Hours	Weightage	Mapping with CO
1	<b>Introduction to Management</b> Management As An Art/Science-, Management As A Profession-Principles of Management (An Overview)	15	25%	CO1
2	<b>An Overview of Functional Areas of Management</b> Personnel Management- Production Management-Materials Management- Inventory Management [Concept, Importance Scope & Functions]	15	25%	CO2
3	<b>Financial Management &amp; Portfolio Management</b> Financial Management [Sources of Finance & Importance of Ratio Analysis] [In Brief]- Portfolio Management [Concept & Methods - Security Analysis & Securities Market]- Stock Exchange [Functions-Importance & Services- Buying & Selling of Shares-Role of SEBI]	15	25%	CO3 CO4
4	<b>Office Management &amp; Management Information System</b> Office Management [Office Systems-Filing- Indexing-Office Machines and Equipments- Management Information System]	15	25%	CO5

Suggested Distribution of Theory Marks Using Bloom's Taxonomy						
Level	Remembrance	Understanding	Application	Analyse	Evaluate	Create
<b>Weightage</b>	<b>25</b>	<b>15</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>

*NOTE: This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.*

**Reference Books**

Sr. No.	Name of Reference Books
1	Shelekar&Sherlekar (2000); Modern Business Organization and Management: Himalaya Publishing House.
2	Y. K. Bhushan (2008) 18th Revised Edition; Business Organization and Management; Sultan Chand & Sons.
3	James A. F. Stoner, R. Edward Freeman and Daniel R. Gilbert (2008) 6TH Edition; Management; PHI [PEARSON].
4	L. M. Prasad (2002) 6th Edition; Principles of Management; Himalaya Publishing House.
5	Monnappa & Saiyadinn; Personnel Management; Himalaya Publications