



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil Mahavidyalaya, Pandharpur
(An Autonomous College)
Affiliated to **Punyashlok Ahilyadevi Holkar Solapur University, Solapur**
(According to NEP 2020)

Name of the Programme: B.Com. I (Accountancy)		Semester – I	Subject Code: KBP-C-N23-VSC-114
Name of the Course (Subject): VSC - 1 : Managerial Decision Skills			
Semester End Examination (SEE) 40 Marks	Internal Evaluation Examination (IEE) 10	Total Marks 50	Credit Assigned - 02 Workload – 2 Hrs. Per Week

w.e.f. June 2023

Unit No	Name of Units and Contents	No .of Lectur es.	Teaching Method
1	Basics in Decision Making Practices 1.1 Meaning and characteristics of Decision making 1.2 Importance of decision making 1.3 Decision Making process 1.4 Principles of decision making	25	<i>Lecture Interactive ICT Based Project Industrial Visit</i>
2	Decision making practices : 2.1 Types of Decisions in management 2.2 Decision making techniques and tools 2.3 Participation of employees in decision making 2.4 Challenges in decision making process	25	<i>Lecture, Interactive ICT Based Use of case lets</i>

References:

1. VSP Rao and V. Harikrushna, 2002, Management (Text and Cases), Excel Books, 1st edition.
2. P. Subba Rao, 2014, Personnel and Human Resource Management, Himalaya Publishing House, 5th edition.
3. Rajendra Maheshwari and J. P. Mahajan, 2011, Business Organization and Management, International Book House, 1st edition.
4. L.M. Prasad, Principles and Practice of Management.
5. Journal of Commerce and Management Thoughts, Farak Bus link Pvt. Ltd. www.farak.net.
6. Business India, Ashok H. Advani www.wecreatechemistry.com.
7. The Journal for Decision Makers, SAGE Publication www.sagepublishing.com.
8. How to Manage up South Asia, Harvard Business Review www.samsika.com.
9. IIMB Management Review, www.sciencedirect.com.



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Name of the Programme : B.Com. I (Accounting)		Semester – I	Subject Code : KBP-C-N23-SEC-115
Name of the Course (Subject): SEC-1: Office Record and Filing Skills - Paper-I			
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 10	Total Marks 50	Credit Assigned - 02 Workload – 2 Hrs. Per Week

w. e. f. June 2023

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	➤ Office forms and manual 1.1. Meaning, Nature of Forms, purpose and advantages of using forms 1.2. Forms design - Essential factor in forms design , Methods of forms design 1.3. Meaning, importance and types of office manual 1.4. Guidelines in preparing an effective manual and problem associated with office manual	15	<i>Lecture Interactive ICT Based Seminar</i>
2	➤ Skills for conducting meetings 2.1. Meaning, definition and importance of meeting, essentials of valid meeting. 2.2. Meeting notice – concept of notice, significance, content and preparation of meeting notice – specimen notice 2.3. Meeting agenda :- Meaning, objectives, preparation and presentation of agenda 2.4. Minute:- Meaning, Importance and content of minutes, kinds of minutes and principles of recording minutes	15	<i>Thought provoking Methodology/ ICT Based Audio/Visuals</i>