

Fundamentals of Commerce and Management

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Notification and Syllabus



SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE
CENTRE FOR POST GRADUATE STUDIES AND RESEARCH IN LAW
MANGALURU - 575 003

Fax : 0824 - 2492636 (Reaccredited by NAAC with 'B++' Grade)
E-mail : sdmlaw@gmail.com Web : www.sdmlc.ac.in

PRINCIPAL : 2492636
OFFICE : 4294360

Date: 01-06-2024

NOTIFICATION FOR ADD ON COURSES

This is to inform to all the students that the college is commencing the following Add on Courses:

1. Fundamentals of Constitution
2. Fundamentals of Commerce and Management.

The interested students shall enroll for the same on or before 20-06-2024.

1. ADD ON CERTIFICATE COURSE ON FUNDAMENTALS OF CONSTITUTION

COURSE DETAILS

Course Coordinator: Dr. Shaheema A S

Duration of the Course: 30 hours Classes

Platform: Offline/Online

Fees: Rupees 1000/- per student excluding study visit.

Rupees 2500/- per student inclusive of study visit to Karnataka State Legislature and High Court of Karnataka.


Category of Students: The course is open to all students.

Note: Classes timings will be notified after registration of students.

Objectives:

This course is introduced for all the students of SDM Law College to learn the basics of the Constitution and to have a broader understanding of the organs of the Government. Through this course, the students will learn to evaluate the concept of liberty from a political perspective. Further, the students will learn comparative analysis of the method of amendments. This course is of 30 hours and the course syllabus is divided into five units.




PRINCIPAL
Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru



Golden Jubilee
1974-2024

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**2. ADD ON CERTIFICATE COURSE FUNDAMENTALS OF COMMERCE AND
MANAGEMENT**

COURSE DETAILS

Coordinator: Dr. Shaheema A S

Duration of the Course: 15 hours Classes

Platform: Offline/Online (Blended mode)

Fees: Rupees 1500/- per student.

Category of Students: Course is open for all.

Note: Classes timings will be notified after registration of students.

Objectives:

This course is open for all the students of SDM Law College to learn about the basics of commerce and management. This course would help students gain some practical knowledge about the workings of a corporate and to learn various functions of business management to improve the critical thinking and problem-solving abilities in the context of commerce and management. This course is of 15 hours and the course syllabus is divided into five units.

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Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru



ADD ON CERTIFICATE COURSE

FUNDAMENTALS OF COMMERCE AND MANAGEMENT

COURSE DURATION: 30 Hours

OBJECTIVES

This course is open for all the students of SDM Law College to learn about the basics of commerce and management. This course would help students gain some practical knowledge about the workings of a corporate and to learn various functions of business management to improve the critical thinking and problem-solving abilities in the context of commerce and management.

UNIT-I

BASICS TO ACCOUNTANCY

Accounting Concepts and conventions, accounting terminologies, Types of accounts, double entry system of book keeping, accounting standards, Journal, Subsidiary Books, Ledger, Trial Balance, Final accounts, Computerized Accounting.

UNIT-II

HUMAN RESOURCE MANAGEMENT

Significance and evolution of HRM, Process, HR planning and its process, Control and review mechanism, Recruitment, modern sources and techniques of recruitment, Selection procedures, tests and interviews, Placement, Induction, Training and development, Performance appraisal system.

UNIT-III

BUSINESS COMMUNICATION

Introduction, Effective communication strategies, how to become an effective listener, Verbal and non-verbal communication.

UNIT-IV

BUSINESS CORRESPONDENCE

Drafting letters, reports and other documents, E-Correspondence- Emails, public speaking, and presentations.



UNIT-V

SHARES AND INVESTMENTS

Investors and financial goals, savings or investments, Shares and debentures, stock market, different asset classes, investments and risks, Investment decisions, corporate financing, understanding asset allocations, Concept and scope Mutual funds in India, Role of SEBI and other regulators, financial planning.

METHOD OF ASSESSMENT: Written Examination with MCQs for 100 Marks.

REFERENCE BOOKS:-

1. Fundamentals of Commerce by K Jayaprakash and V. Mohan Nayak.
2. Fundamentals of Management by Dr. Pardeep Kumar and Amanjot Sachdeva
3. Fundamentals of Management, Essential Concepts & Applications by Stephen P. Robbins, Mary Coulter, David De Cenzo.



Attendance sheet

SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE
& CENTRE FOR POST GRADUATE STUDIES IN LAW
MANGALORE

CLASS ATTENDANCE REG

2023-24

FACULTY NAME: 1) Apalaksha Kottari; 2) Varuntha Shetty.

SUBJECT: Add on Course on Fundamentals
of Commerce and Management.



CLASS ATTENDANCE

Name of the Faculty:

Subject :

Academic Year :

Semester:

Roll No.	Name	No. of Classes																															30	%	
		01	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
		Month	J										U										L												
		Date	10	11	12	13	14	15	16	18	19	20	21	22	23	24	25	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10			
01	BASTI MAHIMA SHENOY		P	P	a	a	P	P	P	a	a	P	P	P	a	P	P	P	a	P	P	P	a	P	P	P	a	P	P	P	P	a	P	20	70
02	DISHA		P	P	P	a	P	P	P	a	a	P	P	P	P	P	a	P	P	a	P	P	P	P	a	P	a	P	a	P	P	P	22	73	
03	JOSWITA DSOUZA		P	P	P	P	P	a	a	P	P	a	P	P	P	a	P	P	a	P	P	a	P	P	P	P	a	P	a	P	P	P	22	73	
04	PALLAVI R		a	P	P	P	P	P	P	P	a	P	a	P	P	P	P	a	P	P	P	P	P	P	P	P	a	P	a	a	P	P	23	77	
05	PANJANNAYA SHRUTI UDAY		P	P	P	a	P	a	P	P	P	a	P	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	21	70	
06	PREKSHA K S		a	P	a	P	P	P	P	P	a	P	a	P	a	P	P	P	P	P	P	a	P	P	a	P	P	a	P	P	a	P	22	73	
07	ROHIT P BHAT		P	P	P	P	a	P	a	P	P	P	P	P	P	P	P	a	P	a	P	P	a	P	P	P	P	a	P	P	a	P	24	80	
08	SAKSHI P CHOWTA		P	P	P	P	P	a	P	P	P	P	P	P	P	a	a	P	a	P	P	P	P	P	P	P	P	P	P	P	P	P	26	87	



Signature of the Faculty

(Handwritten signatures and initials across the bottom of the table)

SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE
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MANGALURU - 575 003

ATTENDANCE FOR ADD ON CERTIFICATE COURSE EXAMINATION AUGUST - 2024
FUNDAMENTALS OF COMMERCE AND MANAGEMENT

SL.NO:	ROLL NO:	NAME OF THE STUDENT	SIGNATURE
1.	1.	BASTI MAHIMA SHENOY	<i>Mahima</i>
2.	2.	DISHA	<i>Disha</i>
3.	3.	JOSWITA D' SOUZA	<i>Joswita</i>
4.	4.	PALLAVI R	<i>Pallavi R</i>
5.	5.	PANGANNAYA SHRUTI UDAY	<i>Shruti Uday</i>
6.	6.	PREKSHA K S	<i>Preksha</i>
7.	7.	ROHIT P BHAT	<i>Rohit P Bhat</i>
8.	8.	SAKSHI P CHOWTA	<i>Sakshi P Chowta</i>

Date: 17.08.2024

Place: Mangaluru

Name of the Invigilator: APEKSHA . S . KOTTAR

Signature: *Apeksha S Kottar*



Course Completion Details



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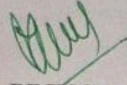
PRINCIPAL : 2492636
OFFICE : 4294360

Date: 24.08.2024

This is to certify that the following students enrolled for Add-on Certificate Course on Fundamentals of Commerce and Management (2023-24) have successfully completed the course with respective grades mentioned herewith.

Sl; No	Name of the Student	Roll No	Batch	Grade
1.	BASTI MAHIMA SHENOY	1	5th Year (B.A., LL. B)	B Grade
2.	DISHA	2	3 rd year (B.A., LL. B)	A Grade
3.	JOSWITA D'SOUZA	3	2nd Year (B.A., LL. B)	B Grade
4.	PALLAVI R	4	3 rd year (B.A., LL. B)	C Grade
5.	PANGANNAYA SHRUTI UDAY	5	3 rd year (B.A., LL. B)	A Grade
6.	PREKSHA K S	6	3 rd year (B.A., LL. B)	B+ Grade
7.	ROHIT P BHAT	7	5th Year (B.A., LL. B)	A Garde
8.	SAKSHI P CHOWTA	8	3 rd year (B.A., LL. B)	B Grade




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