

3 Year/four Year B.Com (Bachelor of Commerce) : Business Administration

As per

UGC Curriculum and Credit Framework for Undergraduate Programmes

Under NEP 2020

Medium of Instruction: Hindi/English

w.e.f. Academic Session 2023-24



Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Semester I

Course Code	Level	Course Title	Course Type	Total Teaching Hours	L	T	P	Total Credit	EoSE	CCA Communication Skills – 10 marks Attendance –10 Marks Discipline – 10 marks	Total Marks
	5	Principles of Business Management	DCC (major)	90	4.8	1.2	0	6	120	30	150

Scheme/ Pattern of Question Paper

PART A

	Total Marks
Question 1 : 10 very Short Questions each Question Carry 2 Marks	20
Question 2 : 5 Short Questions each Question Carry 4 Marks	20

PART B

Question 3 : Long Question with Internal Choice from Unit- I	20
Question 4 : Long Question with Internal Choice from Unit- II	20
Question 5 : Long Question with Internal Choice from Unit- III	20
Question 6 : Long Question with Internal Choice from Unit- IV	20

Total : 120

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**PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI
UNIVERSITY, SIKAR**

Name of the Programme: Bachelor of Commerce (B.Com)

Course Code: : _____

Name of Course : **Principles of Business Management**

Semester : **I**

Level	Course Credits	No. Of Hours per Week	Total No. of Teaching Hours
5	6 Credits	6 Hours	90 Hours

OBJECTIVES:

1. To make the students aware of the universality of management and need for formal management education.
2. To enable them to appreciate the evolutionary process of management thought.
3. To introduce them to the various managerial functions and the principles behind practicing them.
4. To acquaint the students with the recent changes in the field of management.

LEARNNING OUTCOME OF THE COURSE:

1. Acknowledge the need for formal management education.
2. Acquire skills for becoming effective managers.
3. Acquire ability to apply basic business management principal to solve business and industry related problems.
4. Practice management principles wherever possible and utilize the available resources more productively.

SYLLABUS

Unit 1: Introduction Concept, Nature, Process and significance of Management: Managerial Roles (Mintzberg): An Overview of Functional Areas of Management. Planning: Concept, Process, Types, Levels, Advantages, Disadvantages and Principles of Planning.

Unit 2: Decision - Making: Concept and Process; Management by Objective (MBO). Organisation: Concept, Nature, Process and Significance, Relationships. Centralization and Decentralization; Span of Management. Coordination: Coordination: Meaning, Importance, Principles and Techniques.

Unit 3: Direction Meaning & Principles. Motivation and Leading People at work: Motivation Concept, Importance, Theories of - Maslow, Herzberg, Leadership - Concept and Leadership styles.

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Unit 4: Managerial Control: Concept and Process; Effective Control System; Techniques of Control. Management of Change: Concept, Nature, Types of Changes and process of Planned Change, Resistance to Change and Methods of Reducing Resistance to Change.

Suggested Readings:

- Harold Knootz & Heinz Wehrich: Essentials of Management. Tata McGraw Hill. New Delhi
- Vijay kumar kaul: Business Management. Vikas Publishing House. Noida (UP).
- Lois A.Allen : Management and Organisation, McGraw Hill, Tokyo
- Ansoff, H.I. : Corporate Strategy, McGraw Hill, New York
- Hamption David R. : Modern Management, McGraw Hill, New York.
- James A.F. Stoner, R. Edward Freeman, Daniel R. Gilbert, Jr. Management, Prentice Hall. New Delhi.
- Harsey, Paul and Blanchard Kenneth H: Management of Organizational Behaviour - Utilizing the Human Resources, Prentice Hall of India, New Delhi
- John M. Ivancevich, James H. Donnelly, Jr, James L. Gibson; Management jPrinciples and Functions. AITBS Publishers and Distributors, New Delhi.
- George R. Terry, Stephgen G. FranklIn: Principles of Management AITBS Publishers and Distributors, New Delhi.
- R.D. Agarwal: Organization and Management. Tata McGraw Hill. New Delhi


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Semester II

Course Code	Level	Course Title	Course Type	Total Teaching Hours	L	T	P	Total Credit	EoSE	CCA Communication Skills – 10 marks Attendance –10 Marks Discipline – 10 marks	Total Marks
	5	Business Law	DCC (major)	90	4.8	1.2	0	6	120	30	150

Scheme/ Pattern of Question Paper**PART A**

Question 1 : 10 very Short Questions each Question Carry 2 Marks

Question 2 : 5 Short Questions each Question Carry 4 Marks

Total Marks

20

20

PART B

Question 3 : Long Question with Internal Choice from Unit- I

Question 4 : Long Question with Internal Choice from Unit- II

Question 5 : Long Question with Internal Choice from Unit- III

Question 6 : Long Question with Internal Choice from Unit- IV

20

20

20

20

Total : 120

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**PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI
UNIVERSITY, SIKAR**

Name of the Programme: Bachelor of Commerce (B.Com)

Course Code: _____

Name of Course : **Business Law**

Semester : **II**

Level	Course Credits	No. Of Hours per Week	Total No. of Teaching Hours
5	6 Credits	6 Hours	90 Hours

OBJECTIVES;

1. To gain knowledge of the branches of law which relate to business transactions, certain corporate bodies and related matters.
2. To understand the applications of these laws to practical commercial situations.

LEARNING OUTCOME OF THE COURSE

1. Know rights and duties under various legal Acts.
2. understand consequences of applicability of various laws on business situations.
3. Develop critical thinking through the use of law cases.

SYLLABUS

UNIT 1: The Indian Contract Act, 1872, Section 1 to 75

UNIT 2: Special Contracts; Indemnity : Guarantee; Bailment and pledge, Agency

UNIT 3: Indian Sale of Goods Act, 1930

UNIT 4: The Limited Liability Partnership Act, 2008

Suggested Readings:

- Desai, T.R. : Contract Act, Sale of Goods Act and Partnership Accounts, S.C. Sarkar & Sons Pvt. Ltd., Kolkata.
- Kuchal, M.C. and Kuchhal Vivek : Business Laws, Vikas Publishing House, Noida (UP)
- Singh, Avtar : The Principles of Mercantile Law, Eastern Book Company, Lucknow.
- Kapoor, N. D. : Business Law, Sultan Chand & Sons, New Delhi.
- Tulsian P. C. Tulsian Bharat, Tulsian Tushar: Business Laws, S. Chand Publishing.
- Chandra, P. R. : Business Law, Galgotia, New Delhi.
- The Indian Contract Act, 1872 - Bare Act.
- The Sale of Goods Act, 1930- Bare Act.


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Semester - I

Course Code	Level	Course Title	Course Type	Total Hours	L	T	P	Total Credit EoSE	EoSE Marks	CCA / Practical Marks	Total Marks
	5	Financial Accounting	DDC (Major)	90	4	0	2	6	100	50	150
	5	Principles of Business Management	DDC (Major)	90	4	2	0	6	120	30	150
	5	Business Economic	DDC (Major/Minor)	90	4	2	0	6	120	30	150
		Language Hindi	AEC	60	4	0	0	4			
			SEC	30	2	0	0	2			
			VAC	30				2			
				Total Credit				26			

Semester - II

Course Code	Level	Course Title	Course Type	Total Hours	L	T	P	Total Credit	EoSE Marks	CCA/ Practical Marks	Total Marks
	5	Business Statistics	DDC (Major)	90	4	0	2	6	100	50	150
	5	Business Laws	DDC (Major)	90	4	2	0	6	120	30	150
	5	Indian Banking and Financial System	DDC (Major/Minor)	90	4	2	0	6	120	30	150
		Language - English	AEC	60	4	0	0	4			
			SEC	30	2	0	0	2			
			VAC	30				2			
				Total Credit				26			

Semester - II

Credit Offered for 1 - year certificate: Year I Internship

Total Credit 52

For exit after 1st Year, minimum credit requirement is 48 from the course and credits from the internship, hence the certificate is @ 52, credits. after 1st year Internship mandatory for exiting at this stage.

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