



# University of Rajasthan Jaipur

## SYLLABUS

(Three/Four Year Under Graduate Programme )

**B.Com. – Business Administration**

**I & II Semester**

**Examination-2023-24**

As per NEP - 2020

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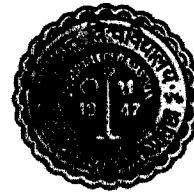
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# UG0204-Three/Four Year Bachelor of Commerce (Bus.Admn.)

As per  
UGC Curriculum and Credit Framework for Undergraduate Programmes  
under NEP 2020

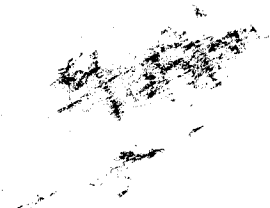
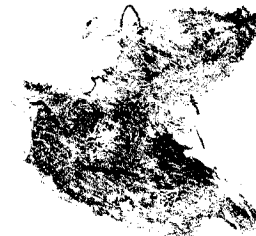
Medium of Instruction: Hindi/English

w.e.f. Academic Session 2023-24.



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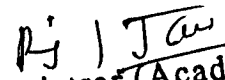
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## SEMESTER-I

Course Code	Level	Course Title	Course Type	Total Hours	L	T	P	Total Credit	EoSE Marks	Conti. Assess. Marks	Total Marks
UG0204-BDM-51T-101	5	Business Organisation	DCC (Major)	90	4	2	0	6	120	30	150
UG0204-BDM-51T-102	5	Business Laws	DCC (Major)	90	4	2	0	6	120	30	150
UG0205-EFM-52T-106	5	Business Economics	DCC (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			

  
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## SEMESTER-II

Course Code	Level	Course Title	Course Type	Total Hours	L	T	P	Total Credit	EoSE Marks	Conti. Assess. Marks	Total Marks
UG0204-BDM-52T-104	5	Principles of Business Management	DCC (Major)	90	4	2	0	6	120	30	150
UG0204-BDM-52T-105	5	Company Law	DCC (Major)	90	4	2	0	6	120	30	150
UG0203-ABS-51T-103	5	Financial Accounting	DCC (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			

Credits offered for 1-year certificate: Year I Internship Total credits

$$52 \quad 4 \quad = \quad 56$$

For exit after 1<sup>st</sup> year, minimum credit requirement is 48 from the course and 4 credits from the internship, hence the certificate is @52 credits. After 1<sup>st</sup> year Internship is mandatory for exiting at this stage.

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## Name of the Programme: Bachelor of Commerce (Business Administration.)

Course Code : UG0204-BDM-51T-101

Name of Course : Business Organization

Semester : I

Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
6 Credits	6 Hours	90 Hours
<p><b>Course Objective:</b> The objective of this course is to provide knowledge of the business organisation &amp; overview in practical commercial situations.</p> <p><b>Course Outcome:</b></p> <ul style="list-style-type: none"> <li>• Gain knowledge of Indian Business Organization structure.</li> <li>• Enhance the basic knowledge to business transactions and its enforceability in the business environment.</li> <li>• Develop an understanding of various forms of business organizations.</li> </ul>		
<b>SYLLABUS</b>		
<p><b>UNIT 1:</b> Introduction: Definition of business, industry &amp; commerce and their interrelationship in today's environment. MSME- Definitions, Profile of activities, Role of MSMEs in Indian economy (National and state-level).</p>		
<p><b>UNIT 2:</b> The Environment of Business: The elements of the environment: natural, legal &amp; political, technological, economic, socio-cultural and international; Business- environment interface; SWOT analysis, strategy formulation</p>		
<p><b>UNIT 3:</b> Forms of Business Organization: Sole proprietorship, partnership, limited liability partnership, private limited company, public limited company, cooperatives &amp; self-help groups, HUF and family business; Criteria for the choice of a suitable form of business organization. Relative suitability of the various forms for MSMEs.</p>		
<p><b>UNIT 4:</b> Origin, development and activities of Stock Exchanges in India. A brief study of SEBI, OTCE and NSE. Need and Importance of Finance, Sources of Finance, A brief study of Rajasthan Finance Corporation.</p>		
<b>SUGGESTED READINGS</b>		
<ul style="list-style-type: none"> <li>• Chhabra, T.N., Modern Business Organization, New Delhi, Dhanpat Rai &amp; Sons, Latest Edition.</li> <li>• Chhabra T.N., Business Organisation &amp; Management, Sun India Publications, New Delhi.</li> <li>• Shankar, Gauri, Modern Business Organisation, Mahavir Book Depot, New Delhi.</li> <li>• Tulsian, P.C., Business Organisation &amp; Management, Pearson Education, New Delhi.</li> <li>• Tripathi, P.C., Principles of Management, Tata McGraw Hill, Publishing Co., New Delhi.</li> </ul>		

  
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**Name of the Programme: Bachelor of Commerce (Business Administration.)**

**Course Code** : UG0204-BDM-51T-102

**Name of Course** : Business Laws

**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 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

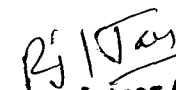
**UNIT 2:** Special Contracts; Indemnity; Guarantee; Bailment and Pledge, Agency

**UNIT 3:** Indian Sale of Goods Act, 1930

**UNIT 4:** Consumer Protection Act 2019

**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.
- Commercial Law : - M.J. Mathur. Pradcepp Kumar Sharma, Leena Bhatia (RBSA, Jaipur)

  
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## Name of the Programme: Bachelor of Commerce (Business Administration.)

Course Code : UG0204-BDM-52T-107  
 Name of Course : Principles of Business Management  
 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 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.

### LEARNING 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 principles 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, Development of Management Thoughts - Classical, Neo-Classical and Contingency Approaches. 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, Authority and Responsibility Relationships. Centralization and Decentralization; Span of Management. Coordination: Meaning, Importance, Principles and Techniques.

  
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**UNIT 3:** Direction: Meaning & Principles. Motivation and Leading People at Work: Motivation-Concept, Importance, Theories of - Maslow, Herzberg, McGregor and Ouchi. Leadership- Concept and Leadership Styles; Likert's System of Management.

**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).
- Louis A. Allen : Management and Organisation, McGraw Hill, Tokyo
- Ansoff, H.I. : Corporate Strategy, McGraw Hill, New York
- Hampton 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 Principles 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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## Name of the Programme: Bachelor of Commerce (Business Administration.)

Course Code : UG0204-BDM-52T-108  
Name of Course : Company Law  
Semester : II

Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
6 Credits	6 Hours	90 Hours
<b>Course Objective:</b> The objective of this course is to develop and comprehend business and its processes in accordance with the provisions of the Companies Act, 2013.		
<b>Course Outcome:</b> <ul style="list-style-type: none"><li>• Understand the regulatory aspects and the broader procedural aspects involved in different types of companies covered in Companies Act, 2013.</li><li>• Comprehend the process and legal documents of formation and incorporation of a company.</li><li>• Understand the process of company meetings and corporate decision making.</li><li>• Develop an understanding of the winding up process.</li></ul>		
<b>SYLLABUS</b>		
<b>UNIT 1:</b> Background and Salient Features of the Companies Act, 2013. Company and its Characteristics. Types of Companies. Distinction between a company and a partnership. Lifting of Corporate Veil. Formation and Incorporation of company- Promoters and their legal position, pre-incorporation contract and provisional contract, <del>the</del> registration of a company, Certificate of Incorporation.		
<b>UNIT 2:</b> Memorandum of Association, Articles of Association - Doctrine of Constructive Notice and Indoor Management. Prospectus: Meaning and Definition – Contents, Statutory requirements in relation to prospectus. Deemed prospectus, Shelf and Red herring prospectus, Statement in lieu of prospectus, Mis-statement in Prospectus: Civil and Criminal Liability.		
<b>UNIT 3:</b> Directors: Classification of Director- Women Director, Independent Director, Shareholder Director, Director Identification Number (DIN), Appointment of Director, Qualification and Dis-Qualifications. Legal Position, Powers and Duties, Removal of Director, Remedies for breach of duties, Loans to Director and Remuneration to Director. Various Committee of the Board of Directors. Key Managerial Personnel – Managing Director, Whole time Directors, Manager, the Company Secretary, Chief Executive Officer, Resident Director. Prevention and Oppression of Mis-Management.		

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**UNIT 4: Meetings: Statutory Meeting, Annual General Meeting (AGM), Extra- Ordinary Meeting, Class Meeting, Virtual Meeting, Meeting of Stakeholders. Requisite of a Valid Meeting. Winding-up: Meaning of winding-up, Dissolution of company, Conceptual understanding of winding-up by the Tribunal, Compulsory winding-up, Members' voluntary winding-up, Creditors' voluntary winding-up.**

#### SUGGESTED READINGS

- Avtar Singh : Indian Company Law
- Shukla S.M. : Company Adhinyam evam Sachiviya padhati
- Shukla M.C. : Company Law
- Kuchhal M.C. : Modern Indian Company Law
- Agnihotri Anurag & Inderjeet: Company Law
- Taxman : Companies Act, Special Student Edition
- Mittal and Agarwal : Company Adhinyam Evam Sachiviya Vidhi
- Avtar Singh : Company Adhinyam
- Mathur and Sahal : Mercantile Law Relevant Bare Acts

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