

APPENDIX - D
BBA – 1st Semester- CORE SUBJECTS

1	CourseTitle	FUNDAMENTALS OF MANAGEMENT
2	CourseCode	NBBA 101
3	Typology of Course	CORE SUBJECT
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	60 hours of lectures for Theory (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	Theory = 4 Credits
6	Max.Marksand Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Small Caselets could be added.
7	Course Objectives	The objective of the paper is to help the students understand the process of business management.
8	Course Outcomes	CO1.Thestudentswillbeabletounderstandthe basic concepts and functions of management. CO2. The students will be able to get knowledge and skills in planning, organizing, leading, and controlling. CO3. The students will be able to analyze and solve management-related problems. CO4. The students will be able to understand the role of management in organizational success.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entirecourse shall be divided into three sections: Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (30 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks. Section C (30 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

11 Course Content

UNIT – I

Management: Concept, Definitions, Nature, Scope, Levels, Principles, Functions and Significance of Management; Management vs. Administration; Role of Managers.

Evolution of Management Thought: Classical, Neo-Classical Theory; Behavioural Sciences Approach; Quantitative, Systems, Contingency and Contemporary Approach (Likert, Drucker, Porter, Prahalad).

Planning: Concept, Nature, Process, Significance and Types of Planning. Decision Making – Concept, Process and Types; Effective Decision making; Rationality in Decision Making; Management By Objectives (MBO).

Organization: Concept, Nature, Process, Significance, Principles, Types; Organisational Structure – Concept and types. Span of Control – Concept and Types; Factors affecting span of control. Authority and Responsibility, Delegation of Authority, Centralization and Decentralization, Departmentation.

UNIT – II

Direction: Concept, Features, Principles, Importance and Limitations of Direction; Elements of Direction. Supervision – Concept and Features; Responsibilities, Functions and Qualities of Supervisors. Motivation – Concept, Features, Importance and Theories; Motivational Techniques. Leadership – Concept, Features, Functions, Importance, Styles and Theories. Communication – Concept, Features, Process, Importance, Channels and Barriers.

Coordination: Concept, Features, Importance and Limitations of Coordination; Internal and External Coordination.

Control: Concept, Features, Principles, Process, Importance and Limitations of Control; Essentials of a Good Control System; Relationship between Planning and Control. Techniques of Control

Practical Work:

- a. At least two cases on the above syllabus should be analysed and discussed.
- b. Draft different types of Organization structure.
- c. Draft Control charts

12 Suggested Readings

- Peter F. Drucker, 'The Practice of Management'
- Weihrich and Koontz, 'Essentials of Management'
- Stoner and Freeman, 'Management'
- David R Hampton, 'Modern Management'
- Stephen P Robbins, David A DeCenzo, 'Fundamentals of Management, Essential Concepts and Applications'
- VSP Rao & V. Hari Krishna, 'Management Text & Cases'.

1	CourseTitle	MICRO ECONOMICS
2	CourseCode	NBBA 102
3	Typology of Course	CORE SUBJECT
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	60 hours of lectures for Theory (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	Theory = 4 Credits
6	Max.Marksand Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination.
7	Course Objectives	To study the basic concepts of microeconomics relevant for Business decision making and helping them to understand the application of economic principles in business management.
8	Course Outcomes	CO1.The students will be able to understand the basic principles of microeconomics. CO2. The students will be able to get an understanding of how markets work and how prices are determined. CO3. The students will get familiarized with the behavior of consumers and firms. CO4. The students will be able to analyze the role of government in regulating markets.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections: Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (30 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks. Section C (30 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

11 Course Content

UNIT – I

Theory of Demand; Demand Function, Law of Demand, Movement Along vs. Shift in Demand Curve.

Concept of Elasticity of Demand; Types of Elasticity of Demand (Price, Income and Cross), Factors affecting Price Elasticity of Demand, Measurement and Importance of Price Elasticity of Demand

Demand Forecasting: Need, Objectives and Methods.

Supply: Determinants, Law of Supply and Elasticity of Supply.

Theory of Production: Meaning and Concept of Production, Factors of Production and Production Function with One Variable Inputs, Law of Variable Proportions, Returns to Scale, Economies and Diseconomies of Scale.

UNIT – II

Concepts of Cost: Types and Importance of Cost, Cost Function, Short-run and Long-run Cost Curves.

Concepts of Revenue: Total, Average and Marginal Revenue, Relationship between AR, MR and Price Elasticity of Demand, Importance of Revenue.

Market Forms:

Perfect Competition: Features, Equilibrium of Firm and Industry, Role of Time Element in Price Determination.

Monopoly: Features, Equilibrium of Firm, Price Discrimination – Types, Conditions and Equilibrium, Regulation of Monopoly.

Monopolistic Competition: Features, Equilibrium of Firm and Group, Selling Cost – Meaning, Effects, Equilibrium of Firm with respect to Selling Cost.

Practical Work:

Demand and supply analysis

- Choose a product
- Research factors affecting demand and supply
- Analyse how changes in these factors influence equilibrium price and quantity
- Calculate price elasticity through historical data

12 Suggested Readings

- Dwivedi, D.N., Managerial Economics, Vikas Publishing House.
- Salvatore, D., Managerial Economics in a Global Economy, Oxford University Press.
- Peterson, L. and Jain, Managerial Eco., Pearson Education.
- A. Kontsoyanis; Modern Micro-Economics.
- M. Adhikary, Business Economics.

1	CourseTitle	FINANCIAL ACCOUNTING
2	CourseCode	NBBA 103
3	Typology of Course	CORE SUBJECT
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	45 hours of lectures for Theory + 15 hours of tutorials (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	4 Credits Theory +Tutorials = 3+1 credits
6	Max.Marksand Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees.
7	Course Objectives	The primary objective of the paper is to familiarize the students with the basic accounting principles and techniques of preparing and presenting the accounts for user of accounting information.
8	Course Outcomes	CO1.The students will be able to understand accounting principles and concepts. CO2. The students will be able to know how recording of financial transactions is done. CO3.The students will get familiarized with the accounting cycle and the preparation of financial statements. CO4. The students will be able to understand the accounting treatment of corporate transactions like issue of shares and debentures.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections: Section A (20 marks) This section will have 6 short answer/numerical questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (30 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks. Section C (30 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15

marks; the total weightage being 30 marks.

Important Note:In all numerical papers the paper setter is required to set numerical questions as follows:

Section A: Four numerical questions out of six questions.

Section B and C: At least two numerical questions out of four questions.

11 Course Content

UNIT- I

Accounting: Definitions, Objectives, Nature, Functions, Branches and Limitations. Book Keeping and Accounting. Interrelationship of Accounting with other Disciplines. Generally Accepted Accounting Principles (GAAP), Concepts and Conventions. Accounting cycle

Accounting Equation

Basics of GST

Journal

Ledger

Cash Book

Trial Balance

Depreciation (SLM & WDV)

Final Accounts: Trading, Profit and Loss Account and Balance Sheet of a Sole Proprietary Concern.

UNIT II

Accounting for Issue and Forfeiture of Shares, Reissue of Shares

Accounting for Issue of Debentures, Redemption of Debentures

Practical Work:

Students shall be expected to learn creation of vouchers and recording transactions, preparing reports, cash-book, ledger accounts, trial balance, income statement and balance-sheet by using any one reputed accounting software package. Evaluation of lab work shall be done separately and shall not be a part of theory paper of financial accounting. Internal assessment of 20 marks shall be based on this lab work.

12 Suggested Readings

- Anthony, R.N., and J.S. Reece, “Accounting Principles”, Richard D. Irwin, Inc.
- Monga, J.R., “Financial Accounting: Concepts and Applications”, Mayoor Paper Backs, New Delhi.
- Shukla, M.C., T.S. Grewal and S.C.Gupta, “Advanced Accounts”, Vol-I, S. Chand & Co., New Delhi.
- Gupta, R.L. and M. Radhaswamy, “Advanced Accountancy”, Vol-I, Sultan Chand & Sons, New Delhi.
- Maheshwari, S.N. and. S. K. Maheshwari, “Financial Accounting”, Vikas Publishing House, New Delhi.
- Sehgal, Ashok, and Deepak Sehgal, “Advanced Accounting”, Part -I, Taxmann Applied Services, New Delhi.
- Tulsian, P.C., “Advanced Accounting”, Tata Mc Graw Hill, New Delhi.

BBA – 2nd Semester

1	CourseTitle	HUMAN RESOURCE MANAGEMENT
2	CourseCode	NBBA 201
3	Typology of Course	CORE SUBJECT
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	60 hours of lectures for Theory (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	Theory = 4 Credits
6	Max.Marksand Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Small Caselets could be added.
7	Course Objectives	The objective of the paper is to familiarize the students with the different aspects of managing human resource in the organization.
8	Course Outcomes	CO1.Thestudentswillbeabletounderstand the role of HRM in organizational success. CO2. The students will be able to getknowledge and skills in HRM practices. CO3. The students will be able to analyze and solve HRM-related problems. CO4. The students will be able to understand challenges and future trends in HRM.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entirecourse shall be divided into three sections: Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (30 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks. Section C (30 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

11 Course Content

UNIT – I

Human Resource Management: Introduction, Meaning, Definitions, Nature, Functions, Importance and Limitations of HRM. Contemporary Issues in HRM: HRM Challenges, HRM in the Digital Age, Future Trends in HRM

Human Resource Planning: Introduction, Definitions, Features, Need, Objectives, Process, Types, and Benefits of HR Planning; Factors affecting HR Planning; Problems in HR planning and Suggestions for Making HR Planning Effective; Succession Planning

Job Analysis and Job Design: Job Analysis – Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis. Job Design – Meaning, Objectives and Techniques of Job Design.

Recruitment and Selection: Recruitment – Meaning and Definitions, Importance, Purpose, Process, Factors, Sources, Methods of Recruitment; Factors affecting Recruitment; Constraints, Challenges and Recent Trends in Recruitment. Selection – Meaning and Definitions, Selection Process and Methods.

UNIT – II

Training and Development: Training – Concepts, Importance; Identification of Training Needs; Types of Training; Designing and Evaluation of Training Programmes. Development – Concept of Development; Employee Development Programs; Difference between Training and Development.

Performance Appraisal: Concept, Objectives, Methods of Performance Appraisal; Suggestions to make performance appraisal effective; Performance Improvement Techniques

Internal Mobility and Transfers: Promotions – Definition, Purpose, and Basis of Promotion. Demotions – Meaning, Causes and Policy of Demotions. Transfer – Definitions, Purpose, Types and Policy of Transfer. Separations – Definitions and Forms of Separations

Practical Work:

- a. Preparation of Job Descriptions and Job specifications for a Job profile
- b. Choose any MNC and present your observations on training program
- c. Develop a format for performance appraisal of an employee.
- d. Analysis of components of pay structure based Financial and non-financial incentives.

12 Suggested Readings

- Dessler, Personnel Human Resource Management, Prentice Hall of India.
- D A DeCenzo and S P Robbins, Personnel/ Human Resource Management, Prentice Hall of India.
- Ian Beardwell and Len Holden, Human Resource Management, Macmillan.
- Wendell French, The Personnel Management Process, Houghton Mifflin Co., Boston...
- M S Saiyadain, Human Resource Management, TataMcGraw
- VSP Rao, Human Resource Management, Excel Books.

1	CourseTitle	MACRO ECONOMICS
2	CourseCode	NBBA 202
3	Typology of Course	CORE SUBJECT
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	60 hours of lectures for Theory (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	Theory = 4 Credits
6	Max.Marksand Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination.
7	Course Objectives	The course aims at providing the knowledge of basic concepts of the Macro Economics and understanding their application in decisions.
8	Course Outcomes	CO1.Thestudentswillbeabletounderstand the basic principles ofmacroeconomics. CO2. The students will be able to getan understanding of the macroeconomic factors that influence economic growth, inflation, and unemployment. CO3. The students will get familiarizedwith the tools and policies used by governments and central banks to manage the economy. CO4. The students will be able to analyze the impact of macroeconomic variables on business operations.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entirecourse shall be divided into three sections: Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (30 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks. Section C (30 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

11 Course Content

UNIT – I

Nature and Scope of Macro Economics, Limitations of Macro Economics
National Income: Concepts, Methods of Measuring National Income, Problems Involved in its Measurement.

Say's Law of Market: Meaning and Implications.

Classical Theory of Income Output and Employment

Keynesian Theory of Employment, Aggregate Demand and Aggregate Supply function.

Consumption Function: Meaning, Factors influencing Consumption Function, Average and Marginal Propensities to Consume, Propensity to Save, Psychological Law of Consumption and its Importance.

UNIT – II

Marginal Efficiency of Capital: Meaning, Determinants, Theory of Secular Stagnation.

Investment: Meaning, Types, Factors Affecting Investment, Importance of Investment.

Multiplier: Meaning, Working of Investment Multiplier, Leakages, Uses, Limitations and Applicability of Multiplier.

Government Policies: Monetary Policy and Fiscal Policy.

Inflation: Meaning, Types, Causes, Effects, Measures to control it.

Practical Work:

Understanding macroeconomics trends:

- Choose country or region and analyse its key macroeconomic indicators such as GDP, unemployment rate, inflation rate etc.

12 Suggested Readings

- Dwivedi, D.N., Macro economics, McGraw Hill education.
- Shapiro, E., Macro economics Analysis, McGraw Hill Education.
- Thomas F. Dernburg, Macro economics.
- Eugene Diulio, Macro economics, Tata McGraw Hills, Publishing Co. Ltd, New Delhi.
- Dornbusch R, Fisher, S and Startz, R Macro Economics, Tata McGraw Hills Publishing Co. Ltd., New Delhi.
- Ackley, G. Macro economics: Theory and Policy, Macmillan, New York
- Baye, Jansen, Money Banking and Financial Markets: An Economic Approach, AITBS Publishers and Distributors New Delhi.
- Dennis, Geoffrey EJ, Monetary Economics, Longman Ltd, London and New York.
- Khan, M. Y., Indian Financial Systems, Tata McGraw Hill, New Delhi.

1	CourseTitle	FINANCIAL STATEMENT ANALYSIS
2	CourseCode	NBBA 203
3	Typology of Course	CORE SUBJECT
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	45 hours of lectures for Theory + 15 hours of tutorials (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	4 Credits Theory +Tutorials = 3+1 credits
6	Max.Marksand Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees.
7	Course Objectives	The course aims to help students to prepare various financial statements of Joint stock Companies and application of various tools used for analysis of financial statements in decision making.
8	Course Outcomes	CO1.Thestudentswillbeget understanding of financial statements and their components. CO2. The students will get familiarized with techniques for analyzing financial statements. CO3. The students will be able to interpret financial ratios and make informed decisions based on financial analysis. CO4. The students will be able to understand the practical skills in financial statement analysis through funds flow and cash flow statements.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entirecourse shall be divided into three sections: Section A (20 marks) This section will have 6 short answer/numerical questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (30 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks. Section C (30 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to

attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

Important Note: In all numerical papers the paper setter is required to set numerical questions as follows:

Section A: Four numerical questions out of six questions.

Section B and C: At least two numerical questions out of four questions.

11 Course Content

UNIT – I

Financial Statements -Nature, Importance and Types of Financial Statements; Preparation of Final Accounts of a Joint Stock Company (Statement of Profit and Loss, and Balance Sheet)

Tools of Financial Statement Analysis - Trend Analysis, Common Size Financial Statements and Comparative Financial Statements

UNIT – II

Ratio Analysis - Introduction-Meaning and Definition of ratio, Meaning of Accounting ratio, and Ratio Analysis – Uses and Limitations – Classification and calculation of various ratios and their interpretation.

Funds Flow Statement

Cash Flow Statement

Practical Work:

- Understand the financial statement of any listed company and do financial statement analysis using comparative and common size methods.
- Calculate important ratios and interpret them in comparison to competitor and industry.
- Understand and interpret cash flow statement of selected company

12 Suggested Readings

- R.L. Gupta and M. Radhaswamy – Advanced accounts – Sultan Chand.
- Shukla Garewal and Gupta – Advanced accounts – S. Chand, New Delhi.
- T. S. Reddy and A. Murthy – Corporate Accounting, Margham Publications, Chennai.
- Anthony Robert, Reece, Principles of Management Accounting; Richard D. Irwin Inc. Illinois.
- Khan M.Y. and Jain P.K., Management Accounting; Tata McGraw Hill, New Delhi.
- Kaplan R.S. and Atkinson A.A., Advanced Management Accounting, Prentice India International, New Delhi.
- Dr. S. N. Maheshwari: Principles of Management Accounting, Sultan Chand & Sons, New Delhi
- I.M. Pandey: Management Accounting, Vikas Publication.

SYLLABUS FOR MULTIDISCIPLINARY COURSES
COMMON for BCOM/BBA

1	Course Title	COMMERCIAL LAW
2	Course Code	COM/BBA (MDSC)-101
3	Typology of Course	MULTIDISCIPLINARY
4	Course Duration/ LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 15 hours of tutorials (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 3-groups will be created for the purpose of Tutorials for each unit of B.Com
5	Credits	3 Credits Theory + Tutorial= 2+1 credits
6	Max. Marks and Time	75 Marks (60 TH + 15 IA) 4X5 + 4 X 10 = 60 Marks 1. The exam of this course will be of 3 hours duration. 2. There will be no objective type questions. 3. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination.
7	Course Objectives	The main objective of the paper is to acquaint the students with general Commercial Laws.
8	Course Outcomes	CO1. Define basic terms, values and laws in the area of commercial law CO2. Describe methods of applying principles and provisions of commercial law CO3. Compose simple contracts, CO4. Assess the correctness of applying specific laws to a specific cases and choosing the most appropriate one
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 30 marks. Section C (20 marks) This section will consist of essay

	type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 30 marks.
11 Course Content	<p style="text-align: center;">UNIT I</p> <p>Indian Contract Act, 1872: Definition & Nature of Contract, Classification; Offer & Acceptance; Consideration; Capacity of Parties; Free Consent; Legality of Objectives; Void Agreements; Performance of Contracts; Discharge of Contract; Contingent Contracts; Quasi Contracts; Remedies for Breach of Contract.</p> <p style="text-align: center;">UNIT II</p> <p>Special Contracts: Indemnity & Guarantee; Bailment & Pledge; Contract of Agency. Introduction to Right to Information Act, 2005</p> <p>Practical Work</p> <p>1. How to file an application under Right to Information Act 2. Relevant case laws to be covered.</p>
12 Suggested Readings	<ul style="list-style-type: none"> • Avtar Singh : The Principles of Mercantile Law • M.C.Kuchhal : Business Law • N.D.Kapoor : Business Law • P.R.Chandra : Business Law, Galgotia, New Delhi • Gogna : Mercantile Law, S.Chand • M.S.Shukla : Business Law, Sultan Chand.

1 Course Title	BUSINESS LAW
2 Course Code	COM/BBA (MDSC)-201
3 Typology of Course	MULTIDISCIPLINARY
4 Course Duration/ LTP (Lectures, Tutorials, Practical)	<p>30 hours of lectures for Theory + 15 hours of tutorials (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 3-groups will be created for the purpose of Tutorials for each unit of B.Com</p>
5 Credits	<p>3 Credits Theory + Tutorial= 2+1 credits</p>
6 Max. Marks and Time	<p>75 Marks (60 TH + 15 IA) 4X5 + 4 X 10 = 60 Marks</p> <ol style="list-style-type: none"> 4. The exam of this course will be of 3 hours duration. 5. There will be no objective type questions. 6. Students are required to have the knowledge of the developments in the subject up to 6 months before the

		examination.
7 Course Objectives		The main objective of the paper is to acquaint the students about Business Laws. Case laws relevant for the inception and conduct of general and business activities are required to be discussed.
8 Course Outcomes		<ul style="list-style-type: none"> • Analyse basic aspects of contract of sale vis-a-vis agreements and subsequently enter into valid business propositions. • Recognize and differentiate between condition and warranty. • Describe the rules relating to transfer of property. • Comprehend the provisions relating to performance of contract and delivery of goods. • Analyse who is an unpaid seller and his rights. • Analyse the provisions to be adopted under Factories Act, 1948 • Understand and apply the provisions of Industrial Disputes Act, 1947
9 Pedagogy of the Course Work		Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10 Instructions for paper setters and candidates		<p>Note : The question paper of each subject covering the entire course shall be divided into three sections</p> <p>Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.</p> <p>Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 30 marks.</p> <p>Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 30 marks.</p>
11 Course Content		<p style="text-align: center;">UNIT- I</p> <p>Sale of Goods Act, 1930: Contract of Sale of Goods, Conditions & Warranties; Transfer of Ownership; Performance of the Contract: Remedial Measures; Auctionable Claims.</p> <p style="text-align: center;">UNIT-II</p> <p>Factories Act, 1948: Objectives; Definitions; Approval; Licensing & Registration of Factories; The Inspecting Staff Health; Safety Welfare; Working Hours of Adults; Employment of Women; Child Labour – Issues and Challenges; Leave with Wages. The Industrial Disputes Act, 1947: Scope & Object; Definitions; Authorities; Reference of Disputes; Procedure; Powers & Duties of Authorities; Award & Settlement; Strikes & Lockouts; Lay-off & Retrenchment</p>

etc.

Practical Work:

- a. Enlist real life examples to differentiate between sale and an agreement to sell.
- b. Give day-to-day experiences of sale contracts entered.
- c. Enumerate types of implied conditions available under different situations.
- d. Observe and list out from your environment the general rules relating to transfer of ownership.
- e. List out the examples of actual and symbolic delivery from the contracts daily entered into.
- f. Prepare a list of rights of an unpaid seller based on observations from day-to-day experiences.
- g. Analyse the safety conditions, welfare measures of any selected factory.

12 Suggested Readings

- Malik, K.L., Industrial Laws and Labour Laws, Eastern Book Company, Lucknow
- Kumar, H.L., Digest of Labour Cases, Universal Law Publishing Co P Ltd, New Delhi
- Srivastava, S.C., Industrial Relations & Labour Laws, Vikas Publishing House (P) Ltd.
- Sharma, J.P., Simplified Approach to Labour Laws, Bharat Law House (P) Ltd., New Delhi.
- Sharma, J.P., Industrial Laws, Taxmann, New Delhi.

COM/BBA (MDSC)-101A

INTERNATIONAL BUSINESS

I. FUNDAMENTALS OF INTERNATIONAL TRADE & MANAGEMENT

The objective of the course is to acquaint the students with the basic fundamentals of the theories of international trade & monetary and the facts of organisation and management with special reference to Indian context.

UNIT I

The pure theory of international trade: The theories of absolute advantage, comparative advantage and opportunity costs. The gains from trade and their distribution- concepts of terms of trade; and offer curves. secular deterioration. Terms of trade hypothesis. The Theory and general equilibrium Analysis. Concept of optimum tariff. Elementary ideas on the theory of customs union political economy of non-trade liaison.

UNIT II

Balance of Payments: components of balance of payments.

Equilibrium and disequilibrium in the balance of payment, Autonomous and Accommodating capital inflows, Process of automatic adjustment in the balance of payments through price, income and flexible exchange rates. Expenditure changing and expenditure policies for adjustment in the balance of payments. Flexible VS Fixed exchange rates, and the balance of payments, concept of foreign trade multiplier, its implications for developing areas. The international Monetary System: Past and present. Reform of the international monetary system from the point of view of developing countries. Changes in the composition and direction of India's foreign trade. Rationale of trade reforms introduced in India since 1991. New export-import policy, WTO and its impact on the different sectors of the economy, Trade and economic growth

SUGGESTED READINGS:

1. B O Sodersfen International Economy (Latest ed) 3rd ed.
2. Dominick Salvator International Economics (7th ed.)
3. Paul R Krugman, Maurice Obstfell International Economics (Theory &Policy) 5th ed.
4. Organization theory: Selected readings David Silverman
5. The theory of organization Richard H Hall
6. Organization Structure, Process , and Outocmes David Clutter
7. Managerial Challenges in the 21st Century Stoner, Freeman & Gilbert Management

COM/BBA (MDSC)-201A

II. FOREIGN TRADE POLICY & PROCEDURES

Course Objective: The objective of this course is to acquaint the students with the specific policies related to foreign with specific reference to India.

UNIT-I

The trends in world trade direction and composition. India's foreign trade policy and performance in balance of trade. Export promotion and the institution set up. Deemed export convertibility. Instruments of export promotion. Export Assistance and measures- import facilities, duty drawback, tax concession, marketing Assistance

UNIT - II

Role of state trading house, 100% export oriented units, Export house and trading houses, EPZ's, STP, Foreign collaborations and investments, Counter trade arrangement, Indian joint ventures abroad. Policy and Frame work for FDI in India, policy on counter trade arrangement, Indian joint ventures, Abroad Project and consultancy Exports.

SUGGESTED READINGS:

1. Varshney and Bhattacharya, International marketing Management
2. Chatwal, Export promotion
3. World Development Report, World Bank
4. Washington, D.C. Economic Survey
5. Ministry of Finance Import and Export Policy
6. M.L. Verma International Trade –