

Business Administration and Law Syllabus

Class: S.Y. B.Com. (Semester – III)

Paper Code: COMBC2301

Paper: I

Title of Paper: Business Communication-I

Credit: 3 Credits

No. of lectures: 48

Objectives of the Course:

1. To understand the concept, process and importance of communication.
2. To develop awareness regarding new methods and channels in business communication.
3. To provide knowledge of various soft skills applying in business communication.
4. To develop business communication skills through the application and exercises.

Course outcomes:

This course will be helpful to understand the concept and process of business communication.

It will develop awareness regarding various methods and channels of business communication.

It will provide special knowledge of various soft skills applying in business communication.

The students can understand about job application letters and how to write resumes.

Unit No.	Contents	Periods
1	Introduction of Business Communication: 1.1 Introduction, Meaning, Definition. 1.2 Features, Process of Communication. 1.3 Importance & Principles of Business Communication. 1.4 Barriers to Communication & Remedies.	14
2	Methods and Channels of Communication 2.1 Methods of Communication along with Merits and Demerits 2.2 Channels of Communication in the Organization and their Types, Merits & Demerits.	08
3	Soft Skills: 3.1 Meaning, Definition, Importance of Soft Skills 3.2 Elements of Soft Skills: 3.2.1 Grooming Manners and Etiquettes 3.2.2 Interview Skills 3.2.3 Group Discussion 3.2.4 Oral Presentation	16
4	Job Application Letters 4.1 Meaning, Types of job Application Letter 4.2 Drafting of Job Application Letters, Bio-Data/Resume	10
	Total Periods	48

Recommended Books:

1. Asha Kaul (1999), "Business Communication", Prentice Hall of India, New Delhi.
2. Chaturvedi P. D. & Chaturvedi Mukesh (2012), "Managerial Communication", Pearson, Delhi.
3. Madhukar R. K. (2005), "Business Communication", Vikas Publishing House Pvt. Ltd., New Delhi.
4. Mamoria C. B. & Gankar S. V. (2008), "Personnel Management", Himalaya Publishing House, Mumbai.
5. Nawal Mallika (2012), "Business Communication", Cengage Learning, Delhi.
6. Rajendra Pal & Korlahalli (2007), "Essentials of Business Communication", Sultan Chand & Sons, New Delhi.
7. Sharma R. C. & Krishan Mohan, "Business Correspondence & Report Writing", Tata McGraw Hill Publishing Co. Ltd.
8. Sinha K. K. (2003), "Business Communication", Galgotia Publishing Company, New Delhi.
9. Sinha K. K. (2008), "Business Communication", Galgotia Publishing Company, New Delhi.
10. Vasishth Neeru & Rajput Namita (2006), "Business Communication", Kitab Mahal, Allahabad.

Class: S.Y. B.Com. (Semester –IV)

Paper Code: COMBC2401

Paper: II

Credit: 3 Credits

Title of Paper: Business Communication - II

No. of lectures: 48

Objectives of the Course:

1. To understand the concept, & Drafting of Business Letters.
2. To know the various types of business Letters.
3. To understand the Drafting and writing of Reports.
4. To develop awareness regarding new trends in business communication.

Course outcomes:

This course will offer and understand the layout, essential qualities of business letters. The students can come to know various types of business letters and drafting of these letters. It will provide knowledge of various types of reports and how to write reports. It will develop the awareness about new technologies in business communication and how to operate it in the business communication.

Unit No.	Contents	Periods
1	Business Letters: 1.1 Meaning, Importance, Qualities or Essentials of Business Letters 1.2 Physical Appearance, and Layout of Business Letter	12
2	Types and Drafting of Business Letters: 2.1 Enquiry Letters 2.2 Replies to Enquiry Letters 2.3 Order Letters 2.4 Credit and Status Enquiries 2.5 Sales Letters 2.6 Complaint Letters 2.7 Collection Letters 2.8 Circular Letters	14
3	Report Writing: 3.1 Types of Reports & its Characteristics, 3.2 Essential requirements, Writing & Planning of reports, 3.3 Outline, issues for analysis, writing reports.	10
4	New Technologies used in Business Communication: 4.1 Email, Websites, Electronic Clearance System, Writing a Blog 4.2 Social Media Network: Twitter, Facebook, LinkedIn, YouTube, Cellular Phone, WhatsApp, VoiceMail, Short Messaging Services, Video Conferencing	12
	Total Periods	48

Recommended Books:

1. Asha Kaul (1999), "Business Communication", Prentice Hall of India, New Delhi.
2. Chaturvedi P. D. & Chaturvedi Mukesh (2012), "Managerial Communication", Pearson, Delhi.
3. Madhukar R. K. (2005), "Business Communication", Vikas Publishing House Pvt. Ltd., New Delhi.
4. Mamoria C. B. & Gankar S. V. (2008), "Personnel Management", Himalaya Publishing House, Mumbai.
5. Nawal Mallika (2012), "Business Communication", Cengage Learning, Delhi.
6. Rajendra Pal & Korlahalli (2007), "Essentials of Business Communication", Sultan Chand & Sons, New Delhi.
7. Sharma R. C. & Krishan Mohan, "Business Correspondence & Report Writing", Tata McGraw Hill Publishing Co. Ltd.
8. Sinha K. K. (2003), "Business Communication", Galgotia Publishing Company, New Delhi.
9. Sinha K. K. (2008), "Business Communication", Galgotia Publishing Company, New Delhi.

Class: S.Y. B.Com. (Semester – III)

Paper Code: COMBM2304

Paper: I

Title of Paper: Business Management-I

Credit: 3 Credits

No. of lectures: 48

Objectives of the Course:

1. To provide basic knowledge & understanding about business management concept.
2. To provide an understanding about various functions of management.
3. To equip students with the attitude that they need for effective business management.

Course outcome:

The course will help the students to get a thorough knowledge about Business Management. This will provide an understanding about various functions of management. This will also help to equip students with the attitude that they need for effective business management.

Unit No.	Contents	Periods
1	Unit –I INTRODUCTION TO MANAGEMENT 1.1 Introduction, Meaning, Definition 1.2 Management- Is it Science, Art or profession? 1.3 Characteristics of Professional Management 1.4 Level of Management, Managerial Skills 1.5 Challenges before Management 1.6 Brief Review of Management Thought with reference to FW Taylor & Henry Fayol	12
2	Unit –II Planning and Decision Making 2.1 Planning 2.1.1 Forecasting- Meaning & Techniques 2.1.2 Planning- Introduction, Meaning, Definition 2.1.3 Importance, Types of Planning, Steps in Planning, Limitations. 2.2 Decision Making 2.2.1 Meaning, Types of Decisions & Steps in Decision Making	12
3	Unit –III Organization and Staffing 3.1 Organization 3.1.1 Organization- Meaning, Process & Principles 3.1.2 Departmentalization, Organization Structure 3.1.3 Authority and Responsibility 3.1.4 Centralization verses Decentralization, Team Work. 3.2 Staffing 3.2.1 Staffing- Meaning, Need & Importance of Staffing 3.2.2 Recruitment-Sources and Methods of Recruitment.	12
4	Unit –IV Direction and Communication 4.1 Direction 4.1 Direction- Meaning, Elements, Principles, Techniques & importance 4.2 Communication- Meaning, Process of Communication 4.2.1 Importance of Effective Communication.	12
	Total Periods	48

Recommended Books:

1. Principles of Management - Koontz & O'Donnel
2. The Management Process - R S Davar
3. Essentials of Management - Koontz & O' Donnel Tralei McGraw Hill Publishing House
4. Business Administration - Mritunjoy Banerjee
5. Principles & Practice - T N Chhabra, Dhanapat Rai & Co. of Management.
6. Management – LM .Prasad.
7. Super Highway: Bill Gates Foundation
8. Makers of Modern India - NBT Publishers
9. Indian Business leaders

Class: S.Y. B.Com. (Semester – IV)

Paper Code: COMBM2404

Paper: II

Credit: 3 Credits

Title of Paper: Business Management-II

No. of lectures: 48

Objectives of the Course:

1. To adopt the right leadership style based on the exigencies of the situation.
2. To provide an understanding about recent trends in business management.
3. To enhance the knowledge and skills of students with changing business environment.

Course outcome:

The course will help the students to adopt the right leadership style based on the exigencies of the situation. This will provide an understanding about recent trends in business management. This will also help to enhance the knowledge and skills of students with changing business environment.

Unit No.	Contents	Periods
1	Unit –I Motivation 1.1 Motivation 1.1.1 Motivation- Meaning, Importance 1.1.2 Theories of motivation, Maslow’s Need Hierarchy Theory, Herzberg’s Two factors Theory, Douglas Mc Gregor’s Theory of X & Y & Ouchi’ Theory Z.	12
2	Unit –II Leadership and Indian Management Thinkers 2.1 Leadership 2.1.1 Meaning, Importance, Qualities 2.1.2 Functions of a Leader, Leadership Styles for Effective Management 2.2 Indian management thinkers- Mahatma Gandhi, Dr. Babasaheb Ambedkar, Pandit Jawaharlal Nehru, Chatrapati Shivaji Maharaj	12
3	Unit –III Co-ordination and Control 3.1 Co-Ordination And Control 3.1.1 Co-Ordination- Meaning and Need, Techniques of establishing Co-ordination, difficulties in establishing co-ordination 3.1.2 Control- Need, Steps in the Process of Control	12
4	Unit-IV RECENT TRENDS IN BUSINESS MANAGEMENT 4.1 Business Ethics- Introduction, Meaning, Definition, Needs, Scope, Code of conduct for Professional Management 4.2 Corporate Social Responsibility- Introduction, Meaning, Definition, CSR of Business in India- CSR committee, Activities. 4.3 Corporate Governance- Introduction, Historical background, Need and Importance 4.4 Disaster Management- Introduction, Meaning, Definition, Types, Importance 4.5 Management of Change- Introduction, Dimension of change, Planned change, Resistance to change 4.6 Schemes of Govt. 4.6.1 Make in India 4.6.2 Make in Maharashtra, 4.6.3 Startup India.	12
	Total Periods	48

Recommended Books:

1. Principles of Management - Koontz & O’Donnel
2. The Management Process - R S Davar
3. Essentials of Management - Koontz & O’ Donnel Tralei McGraw Hill Publishing House
4. Business Administration - Mritunjoy Banerjee
5. Principles & Practice - T N Chhabra, Dhanapat Rai & Co. of Management.
6. Management – LM .Prasad.
7. Super Highway: Bill Gates Foundation
8. Makers of Modern India - NBT Publishers
9. Indian Business leaders

Class : S.Y. B.Com. (Semester III) Title of Paper: Elements of Company Law-I
Paper Code : COMCL2305 No of lectures: 48
Paper : I
Credits : 3 Credits

A) Course Objectives:

- 1) To impart students with the knowledge of fundamentals of Company Law.
- 2) To update the knowledge of provisions of the Companies Act of 2013.
- 3) To apprise the students of new concepts involving in company law regime.
- 4) To acquaint the students with the duties and responsibilities of Key Managerial Personnel.
- 5) To impart students the provisions and procedures under company law.

B) Course Outcomes:

This Course help to getting the knowledge of fundamentals of Company Law, update the knowledge of provisions of the Companies Act of 2013, impart students the various concepts, provisions and procedures under company law.

Sr. No.	Contents	Lectures
Unit 1	Introduction to the Companies Act 2013: 1.1. Background and Salient Features of the Act of 2013, 1.2. Meaning and definitions, Nature, Features of a company, 1.3. Types of Companies 1.4. Distinction between Private and Public company	10
Unit 2	Formation and Incorporation of a Company: 2.1. Promotion: Meaning of the term 'Promoter', Legal Position of Promoters. 2.2. Registration/Incorporation of a company- Procedure, Documents to be filed with ROC. Certificate of Incorporation 2.3. Raising of capital: Minimum capital subscription stage 2.4. Commencement of business 2.5. Memorandum of Association: Meaning and importance, Forms and contents 2.6. Articles of Association: Meaning, Contents of Articles, Distinction between Memorandum of association and Articles of association. 2.7. Prospectus: Meaning and Definition Contents of Prospectus, Types of Prospectus	14
Unit 3	Capital of the Company : 3.1 Various Modes for Raising of Share Capital including private placement, public issue, rights issue, bonus shares. 3.2 Employees Stock Option Scheme (ESOS), Sweat Equity Shares, Buy-back of shares. 3.3 Allotment of Shares: Meaning, procedure of allotment of shares. 3.4 Calls On Shares: Meaning, procedure for making Calls. 3.5 Share Certificates: Meaning, Provisions regarding issue of share certificates 3.6 Share Capital – Definition, kinds, Concept of securities and types	14
Unit 4	Forfeiture and Transfer of Shares: 4.1 Meaning of forfeiture of shares, procedure of forfeiture of Shares. 4.2 Surrender of shares, Distinction between forfeiture and Surrender of shares. 4.3 Transfer and transmission of shares - meaning and procedure of transfer of shares. Distinction between Transfer and Transmission of Shares	10
	Total Periods	48

Recommended Books:

- 1) Company Law Procedure K.V.Shanbhogue Bharat Law House
- 2) Company Procedures and Registrar of Companies M.L.Sharma Tax Publishers
- 3) Company Law Procedures S.Kannan, V.S.SowrirajanTaxmann
- 4) Concise Commentary on companies Act Mamta Bhargava Shreeji Publishers
- 5) Company Law & Secretarial Practice Dr.K.R.Chandratre Bharat Law House
- 6) Guide to Memorandum, Articles and Incorporation of Companies M.C.Bhandari,
R.D.Makheeja Wadhwa & Company
- 7) Company Rules & Forms Bhargava & Bhargava Taxmann
- 8) Company Law Practice Manual Adesh Ojha & Other The Tax Publishers
- 9) Guide to Company Law Procedure M.C.Bhandari Wadhwa & Company
- 10) Guide to the Companies Act A.Ramaiya Wadhwa & Company

Class : S.Y. B.Com. (Semester IV) Title of Paper: Elements of Company Law-II
Paper Code : COMCL2405 No of lectures: 48
Paper : II
Credits : 3 Credits

A) Course Objectives:

1. An understanding of how companies are governed and respective roles of the Company Directors and Shareholders.
- 2 An understanding of the role of a shareholder, share register and the principles and procedures involved in share registration.
- 3 Understanding of the Listing requirements, the prospectus and knowledge of the practical procedures involved.

B) Course Outcomes:

This Course help to getting the knowledge the duties and responsibilities of Key Managerial Personnel, understanding the companies meeting procedures under company law, understanding the companies winding up.

Sr. No.	Contents	Lectures
Unit 1	E-Governance and E-Filing: 1.1 Introduction- Meaning and objectives of E-Governance 1.2 E-filing - Definition, Advantages, Procedure 1.3 DIN-Directors Identification Number	08
Unit 2	Management of Company: 2.1 Board of Directors: Definition, Powers, Role 2.2 Director: Meaning Types, Qualifications and Disqualifications, Powers, Duties, Remuneration of Directors 2.3 Managing Director- Meaning, features and Distinction between Director and Managing Director 2.4 Corporate Social Responsibility- Concept, Activities under CSR	14
Unit 3	Company Meetings: 3.1 Board Meeting – Meaning and Kinds 3.2 Conduct of Meetings - Formalities of valid meeting [Provisions regarding agenda, notice, quorum, proxies, voting, resolutions (procedure and kinds) minutes, filing of resolutions, Virtual Meeting 3.3 Meeting of Share Holders A. Annual General Meeting B. Extraordinary General Meeting 3.4 Provisions regarding convening, constitution, conducting of General Meetings (Section 101 to 114)	14
Unit 4	Revival and Re-habilitation of Sick Companies 4.1 Determination of sickness of company, application for revival and re-habilitation. (Section 253 to 269) 4.2 Compromises, Arrangements and Amalgamation: Concept and Purposes of Compromises, Arrangements, Amalgamation, Reconstruction 4.3 Winding –up: Meaning of winding-up, Compulsory winding-up, Members' voluntary winding-up, Creditors' voluntary winding-up	12
Total Periods		48

Recommended Books

- 1) Bharat's – Companies Act, 2013 with comments, Edited by: Ravi Puliani, Advocate Mahesh Puliani, Bharat Law House Pvt. Ltd., New Delhi, 19th Edition, 2013.
- 2) Introduction to Company Law, Karn Gupta, Publication: LexisNexis, 2013, Gurgaon, Haryana, India.

- 3) The Companies Act, 2013. With notes to Legislative Clauses. 2014 Edition. Corporate Professionals – where excellence is Law, CCH – a Wolters Kluwer business. Wolters Kluwer (India) Pvt. Ltd., DLF – Cyber City, Gurgaon, Haryana (India)
- 4) Insights into the New Company Law – PrachiManekar LexisNexis, Gurgaon, Haryana, India, 2013.
- 5) Taxman's, Company Law Ready Reckoner, V.S. Datey, Printed at – Tan Prints (India) Pvt. Ltd. Jhajjar, Haryana, India., 13th September, 2013.
- 6) Analysis of Companies Act, 2013, Corporate Professionals – where excellence is Law., CCH – a Wolterskluwer business., Corporate Professionals India Pvt. Ltd., New Delhi, India., Published by – Wolters Kluwer (India) Pvt. Ltd., 2013.
- 7) Company Notices, Meetings and Resolutions R.Suryanarayanan Kamal Law House
- 8) Meetings and Resolutions A.M.Chakraborti, B.P.BhargavaTaxmann