



Anekant Education Society's

**Tuljaram Chaturchand College of Arts, Science & Commerce,
Baramati**

(Autonomous)

Three/Four Year Honours/Honours with Research B. Com Degree

Program in Business Administration

(Faculty of Commerce and Management)

CBCS Syllabus

FYB.Com (Business Administration)

For Department of Commerce

NEP-2.0

Choice Based Credit System Syllabus

(2024 Pattern)

(As Per NEP 2.0 -2020)

To be implemented from Academic Year 2024-2025

Title of the Programme: FYB.Com (Business Administration)**Preamble**

AES's Tuljaram Chaturchand College has decided to change the syllabus of various faculties from June, 2023 by taking into consideration the guidelines and provisions given in the National Education Policy (NEP), 2020. The NEP envisions making education more holistic and effective and to lay emphasis on the integration of general (academic) education, vocational education and experiential learning. The NEP introduces holistic and multidisciplinary education that would help to develop intellectual, scientific, social, physical, emotional, ethical and moral capacities of the students. The NEP 2020 envisages flexible curricular structures and learning based outcomes for the development of the students. The credit structure and the courses framework provided in the NEP are nationally accepted and internationally comparable.

The rapid changes in commerce and management and new approaches in different areas of business administration related subjects, Board of Studies in Business Administration of Tuljaram Chaturchand College, Baramati - Pune has prepared the syllabus of FYB.Com Business Administration Semester - I under the Choice Based Credit System (CBCS) by following the guidelines of NEP 2020, NCrF, NHEQF, Prof. R.D. Kulkarni's Report, GR of Gov. of Maharashtra dated 20th April, 16th May 2023 and 13th March, 2024 and Circular of SPPU, Pune dated 31st May 2023 and 2nd May, 2024.

A Business Administration degree equips students with the knowledge and skills necessary for a diverse range of fulfilling career paths. Graduates in business administration find opportunities in various fields, including corporate, manufacturing, service, banking, insurance, accounting and taxation etc. and many other domains. Throughout their three-year or four year degree program, students explore the theoretical and practical skills across different scales, from local to global. They learn to identify and apply practical skills in their professional and personal life and understand problem solving skills in their professional life. The curriculum also delves into the intricate relationship between theoretical knowledge and practical knowledge. Students specializing in business administration gain an understanding of the processes that day to day administration of business and several activities of business. By acquiring these comprehensive skills and knowledge, graduates are well-prepared to embark on rewarding careers that contribute to a better understanding of corporate world and address the challenges of ever-changing globalized scenario.

Overall, revising the business administration syllabus in accordance with the NEP 2020 ensures that students receive an education that is relevant, comprehensive, and prepares them to navigate the dynamic and interconnected business world of today. It equips them with the knowledge, skills, and competencies needed to contribute meaningfully to society and pursue their academic and professional goals in a rapidly changing global business landscape.

Programme Specific Outcomes (PSOs)

- PSO1. Problem Analysis:** Demonstrate the ability to analyze physical and cultural problems in both rural and urban business environments and propose effective solutions.
- PSO2. Socio-economic Survey Project:** Possess the skills necessary to conduct administrative survey projects, enabling them to assess the development status of specific business groups at local to global level.
- PSO3. Individual and Teamwork:** Effectively collaborate as individuals and as members or leaders in diverse teams and multidisciplinary settings in business administration.
- PSO4. Application of Modern Techniques:** Apply various modern techniques for business planning and controlling.
- PSO5. Application of New Technologies:** Learn to apply new communication technologies in modern business administrative world.
- PSO6. Critical Thinking:** Demonstrate the ability to understand and address critical issues in business administration.
- PSO7. Development of Practical Skills:** Through field experiences, students will develop strong practical skills and the ability to identify administrative problems in business locations.
- PSO8. Human perception and behaviour:** Learning human perception and behaviour to acquire the administrative knowledge over time, is essential to improve decision making process.
- PSO9. Effective Citizenship:** Exhibit empathetic social concern, an equity-centered approach to national development, and actively engage in civic life through volunteering.
- PSO10. Management Skills:** Understand and apply management principles to their work, functioning effectively as individuals and as members or leaders in diverse, multidisciplinary teams.
- PSO.11 Ethics:** Recognize different value systems, including their own, understand the moral dimensions of their decisions, and take responsibility for their actions.
- PSO12. Environmental Ethics and Sustainability:** Comprehend the societal and environmental impact of their knowledge and exhibit an understanding of the need for sustainable development.
- PSO13. Identification of critical problems and issues:** Detection and identification of the critical problems and spatial issues are essential for sustainable development of the business.

Anekant Education Society's
Tuljaram Chaturchand College, Baramati
(Autonomous)

**Board of Studies (BOS) in Business Administration, Law and
International Business**

From 2022-23 To 2024-25

Sr. No.	Name	Designation
1.	Dr. Janardhan K. Pawar	Chairman
2.	Dr. Niranjan R. Shah	Member
3.	Dr. Vivek A. Bale	Member
4.	Mr. Mahesh S. Phule	Member
5.	Ms. Shweta Borawake	Member
6.	Dr. Nandini M. Deshpande	Vice-Chancellor Nominee
7.	Dr. Nandkumar L. Kadam	Expert from other University
8.	Dr. Rejeshkumar Chetiwal	Expert from other University
9.	CA Ashutosh Limye	Industry Expert
10.	Dr. Leena Modi	Meritorious Alumni
11.	Ms. Shipra Singh	Student Representative

Course and Credit Distribution Structure for B.Com (Business Administration)-2024-2025

Level/ Difficulty	Sem	Subject DSC-1				Subject DSC-2	Subject DSC-3	GE/OE	SEC	IKS	AEC	VEC	CC	Total
4.5/100	I	4(T)				4(T)	4(T)	2(T)	2 (T)	2(T) (Generic)	2(T)	2(T)	--	22
	II	4(T)				4(T)	4(T)	2(T)	2 (T)	--	2(T)	2(T)	2(T)	22
Exit option: Award of UG Certificate in Major with 44 credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor Continue option: Student will select one subject among the (subject 1, subject 2 and subject 3) as major and other as minor and third subject will be dropped.														
Level/ Difficulty	Sem	Credits Related to Major				Minor	--	GE/OE	SEC	IKS	AEC	VEC	CC	Total
		Major Core	Major Elective	VSC	FP/OJT/CE P/RP									
5.0/200	III	6(T)	--	2 (T)	2(FP)	4(T)	--	2(T)	--	2(T)	2(T)	--	2(T)	22
	IV	6(T)	--	2 (T)	2(CEP)	4(T)	--	2(T)	2 (T)	--	2(T)	--	2(T)	22
Exit option: Award of UG Diploma in Major and Minor with 88 credits and an additional 4credits core NSQF course/Internship OR Continue with Major and Minor														
5.5/300	V	12(T)	4(T)	2 (T)	2(FP/CEP)	2(T)	--	--	--	--	--	--	--	22
	VI	12(T)	4(T)	2 (T)	4 (OJT)	--	--	--	--	--	--	--	--	22
Total 3Years		44	8	8	10	18	8	8	6	4	8	4	6	132
Exit option: Award of UG Degree in Major with 132 credits OR Continue with Major and Minor														
6.0/400	VII	10 (T)	4(T)	--	4(RP)	4(RM)(T)	--	--	--	--	--	--	--	22
	VIII	10 (T)	4(T)	--	6(RP)	--	--	--	--	--	--	--	--	22
Total 4Years		64	16	8	22	22	8	8	6	4	8	4	6	176
Four Year UG Honours with Research Degree in Major and Minor with 176 credits														
6.0/400	VII	10 (T)	4(T)	--	--	4(RM) (T)	--	--	--	--	--	--	--	22
	VIII	10 (T)	4(T)	--	4 (OJT)	--	--	--	--	--	--	--	--	22
Total 4Years		72	16	8	14	22	8	8	6	4	8	4	6	176
Four Year UG Honours Degree in Major and Minor with 176 credits														
T = Theory P = Practical DSC = Discipline Specific Course OE = Open Elective SEC = Skill Enhancement Course IKS = Indian Knowledge System AEC = Ability Enhancement Course VEC = Value Education Course CC = Co-curricular Course VSC= Vocational Skill Course OJT= On Job Training CEP= Community Engagement Project FP= Field Project RP= Research Project														

F.Y.B.Com. Business Administration
NEP-2.0

Course Structure for F.Y. B.Com. Business Administration (2024 Pattern) Semester I

Sem	Course Type	Course Code	Course Name	Theory / Practical	Credits	
I	DSC-I (General)	ACC-101-GEN	Financial Accounting I	Theory	04	
	DSC-II (General)	MKT-101-GEN	Principles of Marketing	Theory	04	
		ADM-101-GEN	Basics of Business Administration	Theory	04	
	DSC-III (General)	STA-101-GEN	Business Statistics I	Theory	04	
		ECO-101-GEN	Banking and Finance	Theory	04	
		CMA-101-GEN	Cost Accounting I	Theory	04	
	Open Elective (OE)	MKT-102-OE	Introduction to Entrepreneurship	Theory	02	
	Skill Enhancement Courses (SEC)	ACC-103-SEC	Financial Accounting I (Practical)	Theory	02	
		MKT-103-SEC	Marketing Management I (Practical)	Theory	02	
		STA-103-SEC	Business Statistics I (Practical)	Theory	02	
		ECO-103-SEC	Banking and Finance I (Practical)	Theory	02	
		ADM-103-SEC	Business Administration I (Practical)	Theory	02	
		CMA-103-SEC	Cost Accounting I (Practical)	Theory	02	
	Ability Enhancement Course (AEC)	ENG-104-AEC	AEC1 (English)	Theory	02	
	Value Education Course (VEC)	EVN-105-VEC	Environmental Science	Theory	02	
	Indian Knowledge System (IKS)	GEN-106-IKS	Generic IKS1	Theory	02	
	Total Credits Semester-I				22	

Course Structure for F.Y. B.Com. Business Administration (2024 Pattern) Semester II

Sem	Course Type	Course Code	Course Name	Theory / Practical	Credits
II	DSC-I (General)	ACC-151-GEN	Financial Accounting II	Theory	04
	DSC-II (General)	MKT-151-GEN	Consumer Protection and Business Ethics	Theory	04
		ADM-151-GEN	Principles of Business Administration	Theory	04
	DSC-III (General)	STA-151-GEN	Business Statistics II	Theory	04
		ECO-151-GEN	Banking and Finance	Theory	04
		CMA-151-GEN	Cost Accounting II	Theory	04
	Open Elective (OE)	MKT-152-OE	Entrepreneuership Development I	Theory	02
	Skill Enhancement Courses (SEC)	ACC-153-SEC	Financial Accounting II (Practical)	Theory	02
		MKT-153-SEC	Marketing Management II (Practical)	Theory	02
		STA-153-SEC	Business Statistics II (Practical)	Theory	02
		ECO-153-SEC	Banking and Finance II (Practical)	Theory	02
		ADM-153-SEC	Business Administration II (Practical)	Theory	02
		CMA-153-SEC	Cost Accounting II (Practical)	Theory	02
	Ability Enhancement Course (AEC)	ENG-154-AEC	AEC2 (English)	Theory	02
	Value Education Course (VEC)	COS-155-VEC	Constitution of India	Theory	02
	Co-curricular Course (CC)	YOG/PES/CUL/NSS/NCC-156-CC	NSS/NCC/Physical Education/Cultural/Yoga	Theory	02
	Total Credits Semester-II				22

**CBCS Syllabus as per NEP 2.0 2020 for F.Y. B.Com. Semester I
(2024 Pattern)**

Name of the Programme	: B.Com.
Programme Code	: UCCO
Class	: F.Y. B.Com
Semester	: I
Course Type	: DSC-I (General) (Theory)
Course Code	: ADM-101-GEN
Course Title	: Basics of Business Administration
No. of Credits	: 04
No. of Teaching Hours	: 60

Course Objectives:

1. To impart the knowledge of business and business administration.
2. To know about different types or forms of business organizations.
3. To make aware about the different types business environment.
4. To impart the knowledge of business and business administration at a large.
5. To know the impact of business environment of business administration.
6. To acquaint the knowledge about business in social and economic perspective.
7. To understand the role of business administration in today's globalized world.

Course Outcomes:

By the end of the course, students will be able to:

- CO1. Impart the knowledge of business and its different forms or types. CO2. Know about different types of business organizations
- CO3. Aware about the factors influencing on business environment.
- CO4. Instills the knowledge about business organizations, environment and its impact.
- CO5. Impart the knowledge of new govt. policies on business environment.
- CO6. Aware about the factors creating impact on day to day business administration.
- CO7. Acquaint them with the new policies of the business administration.

Topics and Learning Points**UNIT 1: INTRODUCTION TO BUSINESS ADMINISTRATION****15 Lectures**

- 1.1 Business-Definition, Characteristics, Scope
- 1.2 Objectives of Business-Economic & Social Perspectives.
- 1.3 Commerce-Meaning, Concept, Trade & Aids to trade
- 1.4 Meaning & Definition of the terms Administration, Management and Organization,
- 1.5 Functions of administration

UNIT 2: TYPES OF BUSINESS ORGANIZATIONS**15 Lectures**

- 2.1 Sole Proprietorship,
- 2.2 Partnership Firm,
- 2.3 Limited Liability Partnership,
- 2.4 Joint Stock Company
- 2.5 Non-Profit Joint Stock Company under Section 25 of the Companies Act
- 2.6 NGO,
- 2.7 One Person Company,
- 2.8 MNC,
- 2.9 MSME Unorganized (informal)v/s Organized sector(registered/incorporated)

UNIT 3: BUSINESS PROMOTION DEVELOPMENT**15 Lectures**

- 3.1 Business unit- Promotion, Concept, Stages in business promotion,
- 3.2 Business development: Concept, process
- 3.3 Business components to be focused for development like markets, customers and relationships

UNIT 4: BUSINESS ENVIRONMENT**15 Lectures**

- 4.1 Meaning of Business Environment
- 4.2 Constituents of Business Environment: Internal and External Factors: Economic, Social, Legal, Cultural, Educational, Political, Technological, Natural and International
- 4.3 Impact of New Policies on Business Administration

References:

- 1. Modern Business Organisation & Management-N.Mishra, Allied Publishers-Mumbai
- 2. Essentials of Business Administration- K. Ashwathappa-Himalaya Publication
- 3. Business Administration-S.C.Saxena-Sahitya Bhavan, Agra
- 4. The Administrative Process-Stephen Robbins
- 5. Industrial Administration & Management- J.Batty

Mapping of Program Outcomes with Course Outcomes

Class: F.Y.B.Com Sem I

Subject: Basics of Business Administration

Course: Basics of Business Administration

Course Code: ADM-101-GEN

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)															
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15
CO 1	3	2													
CO 2															
CO 3			3												
CO 4				3					2	2		3			
CO 5			2								3		3		
CO 6					2		3	3						2	
CO 7						3									

Justification for the Mapping

PO1: A Fundamental Knowledge and Coherent Understanding

CO1: Students will describe the concepts related to business administration in their day to day life or professional life.

PO2: Procedural Knowledge for Skill Enhancement

CO1: Students will apply their knowledge of different techniques of business administration such for data collection and analysis by them in an organization.

PO3: Critical Thinking and Problem-Solving Skills

CO3: Students will apply business administration effectively, analyse the concepts and participate in healthy arguments and portray skill in management.

PO4: Communication Skills

CO4: Students will implement the various principles of business administration related to business and business activities applicable according to the need of the business organization in the day to day practices.

PO5: Analytical Reasoning Skills

CO6: Students will apply various terminologies of business administration in the practice of management of the business.

PO6: Innovation, Employability and Entrepreneurial Skills

CO7: Students will direct, plan and formulate and analyse the provisions of business administration which is implemented in the business organization and provide the feedback accordingly.

PO7: Multidisciplinary Competence

CO6: Students will apply knowledge of styles of business administration apply these with a sense of responsibility within the workplace and community at a large.

PO8: Value Inculcation through Community Engagement

CO6: Students will apply procedural part of business administration an ability to apply these with a sense of responsibility within the workplace.

PO9: Traditional Knowledge into Modern Application

CO4: Students will implement the various business administration applicable according to the need of the business organization in the day to day practices.

PO10: Design and Development of System

CO5: Students will direct, plan and formulate and analyse the day to day strategies which is implemented in the business administration of business organization and provide the feedback accordingly.

PO11: Ethical and Social Responsibility

CO5: Students will direct, plan and formulate and analyse the required strategies which is implemented in the business organization in production and operations.

PO12: Research-Related skills

CO4: Students will implement the various theories of business administration applicable according to the need of the business organization in the day to day practices.

PO13: Teamwork:

CO5: Students will formulate and analyse the required business administration and procedure which is implemented in the business organization.

PO14: Area Specific Expertise

CO6: Students will apply business administration and techniques related knowledge of managerial ethics and research ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large.

PO15: Environmental Awareness

CO6: The students should be able to manage and controls to reduce and eliminate environmental risk with the help of business administration.

**CBCS Syllabus as per NEP 2.0 2020 for F.Y. B.Com. Semester I
(2024 Pattern)**

Name of the Programme	: B.Com.
Programme Code	: UCCO
Class	: F.Y. B.Com
Semester	: I
Course Type	: Skill Enhancement Course (Theory)
Course Code	: ADM-103-SEC
Course Title	: Business Administration I (Practical)
No. of Credits	: 02
No. of Teaching Hours	: 30

Course Objectives:

1. To impart the basic knowledge of business and business administration.
2. To know about several forms of business organizations.
3. To make aware about the different types business environment.
4. To impart the knowledge of business and business administration at a large.
5. To know the impact and influence of business environment of business administration.
6. To acquaint the knowledge about business in local and global perspective.
7. To understand the role of business administration in today's globalized world.

Course Outcomes:**By the end of the course, students will be able to:**

- CO1. Impart the knowledge of business and its different forms or types.
- CO2. Know about different kinds of business organizations
- CO3. Aware about the factors influencing on business environment.
- CO4. Instills the knowledge about business organizations, environment and its impact at a large.
- CO5. Impart the knowledge of new govt. policies on business environment.
- CO6. Aware about the factors creating impact on day to day business administration.
- CO7. Acquaint them with the new techniques of the business administration.

Topics and Learning Points**UNIT 1: FORMS OF BUSINESS ORGANIZATIONS****10 Lectures****1.1. Forms of business organizations:**

Sole Proprietorship, Partnership Firm, Limited Liability Partnership, Joint Stock Company, Non-Profit Joint Stock Company under Section 25 of the Companies Act, NGO, One Person Company, MNC, MSME
Unorganized (informal)v/s Organized sector(registered/incorporated)

2.2. Survey, Field Visits and Report Writing

Teacher should make students aware about these forms of business organizations and ask them conduct a survey for knowing business administrative practices and make a report on it.

UNIT 2: BUSINESS PROMOTION DEVELOPMENT**10 Lectures****2.1 Business unit- Promotion, Concept, Stages in business promotion****2.2 Business Promotion Practices adopted by the organization at local and global level.****2.3 Business components to be focused for development like markets, customers and relationships****2.4. Survey, Field Visits and Report Writing**

Teacher should make students aware about business promotion development components and ask them conduct a survey for identifying those components and make a report on it.

UNIT 3: BUSINESS ENVIRONMENT**10 Lectures**

3.1 Constituents of Business Environment: Internal and External Factors: Economic, Social, Legal, Cultural, Educational, Political, Technological, Natural and International

3.2 Make a report on Impact of New Policies on Business Administration of local businesses.

References:

1. Modern Business Organisation & Management-N.Mishra, Allied Publishers-Mumbai
2. Essentials of Business Administration- K. Ashwathappa-Himalaya Publication
3. Business Administration-S.C.Saxena-Sahitya Bhavan, Agra
4. The Administrative Process-Stephen Robbins
5. Industrial Administration & Management- J.Batty

Mapping of Program Outcomes with Course Outcomes

Class: F.Y.B.Com Sem I

Subject: Business Administration I (Practical)

Course: Business Administration I (Practical)

Course Code: ADM-103-SEC

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Course Outcomes	Programme Outcomes (POs)														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15
CO 1	3	2													
CO 2															
CO 3			3												
CO 4				3					2	2		3			
CO 5			2								3		3		
CO 6					2		3	3						2	
CO 7						3									

Justification for the Mapping

PO1: A Fundamental Knowledge and Coherent Understanding

CO1: Students will describe the concepts related to business administration in their day to day life or professional life.

PO2: Procedural Knowledge for Skill Enhancement

CO1: Students will apply their knowledge of different techniques of business administration such for data collection and analysis by them in an organization.

PO3: Critical Thinking and Problem-Solving Skills

CO3: Students will apply business administration effectively, analyse the concepts and participate in healthy arguments and portray skill in management.

PO4: Communication Skills

CO4: Students will implement the various principles of business administration related to business and business activities applicable according to the need of the business organization in the day to day practices.

PO5: Analytical Reasoning Skills

CO6: Students will apply various terminologies of business administration in the practice of management of the business.

PO6: Innovation, Employability and Entrepreneurial Skills

CO7: Students will direct, plan and formulate and analyse the provisions of business administration which is implemented in the business organization and provide the feedback accordingly.

PO7: Multidisciplinary Competence

CO6: Students will apply knowledge of styles of business administration apply these with a sense of responsibility within the workplace and community at a large.

PO8: Value Inculcation through Community Engagement

CO6: Students will apply procedural part of business administration an ability to apply these with a sense of responsibility within the workplace.

PO9: Traditional Knowledge into Modern Application

CO4: Students will implement the various business administration applicable according to the need of the business organization in the day to day practices.

PO10: Design and Development of System

CO5: Students will direct, plan and formulate and analyse the day to day strategies which is implemented in the business administration of business organization and provide the feedback

accordingly.

PO11: Ethical and Social Responsibility

CO5: Students will direct, plan and formulate and analyse the required strategies which is implemented in the business organization in production and operations.

PO12: Research-Related skills

CO4: Students will implement the various theories of business administration applicable according to the need of the business organization in the day to day practices.

PO13: Teamwork:

CO5: Students will formulate and analyse the required business administration and procedure which is implemented in the business organization.

PO14: Area Specific Expertise

CO6: Students will apply business administration and techniques related knowledge of managerial ethics and research ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large.

PO15: Environmental Awareness

CO6: The students should be able to manage and controls to reduce and eliminate environmental risk with the help of business administration.

CBCS Syllabus as per NEP 2.0 2020 for F.Y. B.Com. Semester II (2024 Pattern)

Name of the Programme	: B.Com.
Programme Code	: UCCO
Class	: F.Y. B.Com
Semester	: II
Course Type	: DSC-I (General) (Theory)
Course Code	: ADM-151-GEN
Course Title	: Principles of Business Administration
No. of Credits	: 04
No. of Teaching Hours	: 60

Course Objectives:

1. To develop general awareness of business administration among the students.
2. To understand the various concepts and terminologies of business administration.
3. To have a comprehensive understanding about the existing law in relation to the business and business activities.
4. To create awareness among the students about productivity and measures of productivity.
5. To acquaint the students business strategies and its implementation. .
6. To understand the difference between merger and acquisition.
7. To apprise the students of new concepts involving in business administration.

Course Outcomes:

By the end of the course, students will be able to:

- CO1: Impart the knowledge of basic definitions and terminologies of business administration.
- CO2: Know about different elements of business administration.
- CO3: Aware about the recent trends in the business administration and its applications.
- CO4: Instils the knowledge about the different types of acts and laws applicable to business.
- CO5: Impart the knowledge of importance of business strategic aspects and its day to day application.
- CO6: Know about the platforms of business administration strategies used in the business.
- CO7: Acquaint with the use and importance with the new terms under business administration.

Topics and Learning Points**UNIT 1: Legal Aspects****15 Lectures**

- 1.1 Compliance of legal requirements in promoting business unit
- 1.2 Licensing
- 1.3 Registration
- 1.4 Filing returns and other documents

UNIT 2: Productivity**15 Lectures**

- 2.1. Meaning, Importance and measurements of productivity
- 2.2. Factors affecting productivity
- 2.3. Role of National Productivity Council - Product Quality Control

UNIT 3: Business Liasoning**15 Lectures**

- 3.1. Interface between business and government, society, and natural environment; etc.
- 3.2. Business strategy -- meaning and importance
- 3.3. Steps in developing strategies.

UNIT 4: Business Alliance**15 Lectures**

- 4.1. Mergers and Acquisition
- 4.2. Franchising, Outsourcing-concept and characteristics
- 4.3. Public Private Partnership
- 4.4. Business Engineering

References:

1. Modern Business Organisation & Management-N.Mishra, Allied PublishersMumbai
2. Essentials of Business Administration- K. Ashwathappa-Himalaya Publication
3. Business Administration-S.C.Saxena-Sahitya Bhavan, Agra
4. The Administrative Process-Stephen Robbins
5. Industrial Administration & Management- J.Batty
6. Basu, C. (2017). Business Organisation and Management. McGraw Hill Education

Mapping of Program Outcomes with Course Outcomes

Class: F.Y.B.Com Sem II

Subject: Principles of Business Administration

Course: Principles of Business Administration

Course Code: ADM-151-GEN

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Course Outcomes	Programme Outcomes (POs)														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15
CO 1	3	2													
CO 2															
CO 3			3												
CO 4				3					2	2		3			
CO 5			2								3		3		
CO 6					2		3	3						2	
CO 7						3									

Justification for the Mapping

PO1: A Fundamental Knowledge and Coherent Understanding

CO1: Students will describe the concepts related to operational aspects of business in their day to day life or professional life.

PO2: Procedural Knowledge for Skill Enhancement

CO1: Students will apply their knowledge of different techniques of operational aspects of business such for data collection and analysis by them in an organization.

PO3: Critical Thinking and Problem-Solving Skills

CO3: Students will apply provisions of operational aspects of business effectively, analyse the concepts and participate in healthy arguments and portray skill in management.

PO4: Communication Skills

CO4: Students will implement the various provisions of operational aspects of business related to business and business activities applicable according to the need of the business organization in the day to day practices.

PO5: Analytical Reasoning Skills

CO6: Students will apply various terminologies of provisions of operational aspects of business in the practice of management of the business.

PO6: Innovation, Employability and Entrepreneurial Skills

CO7: Students will direct, plan and formulate and analyse the provisions of operational aspects of business which is implemented in the business organization and provide the feedback accordingly.

PO7: Multidisciplinary Competence

CO6: Students will apply knowledge of provisions of operational aspects of business to apply these with a sense of responsibility within the workplace and community at a large.

PO8: Value Inculcation through Community Engagement

CO6: Students will apply procedural operational aspects of business and an ability to apply these with a sense of responsibility within the workplace.

PO9: Traditional Knowledge into Modern Application

CO4: Students will implement the various operational aspects of business applicable according to the need of the business organization in the day to day practices.

PO10: Design and Development of System

CO5: Students will direct, plan and formulate and analyse the day to day strategies which is implemented in the company law of business organization and provide the feedback accordingly.

PO11: Ethical and Social Responsibility

CO5: Students will direct, plan and formulate and analyse the required strategies which is implemented in the business organization in production and operations.

PO12: Research-Related skills

CO4: Students will implement the various operational aspects of business applicable according to the need of the business organization in the day to day practices.

PO13: Teamwork:

CO5: Students will formulate and analyse the required principles of operational aspects of business procedure which is implemented in the business organization.

PO14: Area Specific Expertise

CO6: Students will apply operational aspects of business related knowledge of managerial ethics and research ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large.

PO15: Environmental Awareness

CO6: The students should be able to manage and controls to reduce and eliminate environmental risk with the help of operational aspects of business.

**CBCS Syllabus as per NEP 2.0 2020 for F.Y. B.Com. Semester II
(2024 Pattern)**

Name of the Programme	: B.Com.
Programme Code	: UCCO
Class	: F.Y. B.Com
Semester	: II
Course Type	: Skill Enhancement Course (Theory)
Course Code	: ADM-153-SEC
Course Title	: Business Administration II (Practical)
No. of Credits	: 02
No. of Teaching Hours	: 30

Course Objectives:

1. To develop general awareness of principles of business administration among the students.
2. To understand the various concepts and terminologies of principles of business administration.
3. To have a comprehensive understanding about the existing law in relation to the business and business activities.
4. To create awareness among the students about productivity and measures of productivity.
5. To acquaint the students business strategies and its implementation in day to day life.
6. To understand the difference between merger and acquisition in actual practices.
7. To apprise the students of new concepts involving in business administration in practical and professional life.

Course Outcomes:

By the end of the course, students will be able to:

- CO1: Impart the knowledge of basic definitions and terminologies of principles of business administration.
- CO2: Know about different elements of principles of business administration.
- CO3: Aware about the recent trends in the business administration and its applications.
- CO4: Instils the knowledge about the different types of acts and laws applicable to business and business activities.
- CO5: Impart the knowledge of importance of business strategic aspects and its day to day application.
- CO6: Know about the platforms of business administration strategies used in the business world.
- CO7: Acquaint with the use and importance with the new terms under business administration.

Topics and Learning Points**UNIT 1: Legal Aspects****10 Lectures**

1.1 Legal Aspects: Compliance of legal requirements in promoting business unit, Licensing, Registration, Filing returns and other documents

1.2 Teacher should make students aware about all legal aspects mentioned above and ask them to collect and make a report on it.

UNIT 2: Business Liasoning**10 Lectures**

2.1. Business strategy -- meaning and importance

2.2. Steps in developing strategies

2.3. Teacher should ask students to identify steps in developing strategies and ask them to collect and make a report on it.

UNIT 3: Business Alliance**10 Lectures**

3.1. Business Alliance: Mergers and Acquisition, Franchising, Outsourcing-concept and characteristics, Public Private Partnership

3.2. Teacher should ask students to make a report on any one types of business alliance.

References:

1. Modern Business Organisation & Management-N.Mishra, Allied PublishersMumbai
2. Essentials of Business Administration- K. Ashwathappa-Himalaya Publication
3. Business Administration-S.C.Saxena-Sahitya Bhavan, Agra
4. The Administrative Process-Stephen Robbins
5. Industrial Administration & Management- J.Batty
6. Basu, C. (2017). Business Organisation and Management. McGraw Hill Education

Mapping of Program Outcomes with Course Outcomes

Class: F.Y.B.Com Sem II

Subject: Business Administration II (Practical)

Course: Business Administration II (Practical)

Course Code: ADM-153-SEC

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)															
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15
CO 1	3	2													
CO 2															
CO 3			3												
CO 4				3					2	2		3			
CO 5			2								3		3		
CO 6					2		3	3						2	
CO 7						3									

Justification for the Mapping

PO1: A Fundamental Knowledge and Coherent Understanding

CO1: Students will describe the concepts related to principles of business administration in their day to day life or professional life.

PO2: Procedural Knowledge for Skill Enhancement

CO1: Students will apply their knowledge of different techniques of principles of business administration such for data collection and analysis by them in an organization.

PO3: Critical Thinking and Problem-Solving Skills

CO3: Students will apply guidelines of principles of business administration effectively, analyse the concepts and participate in healthy arguments and portray skill in management.

PO4: Communication Skills

CO4: Students will implement the various provisions of principles of business administration related to business and business activities applicable according to the need of the business organization in the day to day practices.

PO5: Analytical Reasoning Skills

CO6: Students will apply various terminologies of provisions of principles of business administration in the practice of management of the business.

PO6: Innovation, Employability and Entrepreneurial Skills

CO7: Students will direct, plan and formulate and analyse the provisions of principles of business administration which is implemented in the business organization and provide the feedback accordingly.

PO7: Multidisciplinary Competence

CO6: Students will apply knowledge of provisions principles of business administration to apply these with a sense of responsibility within the workplace and community at a large.

PO8: Value Inculcation through Community Engagement

CO6: Students will apply procedural principles of business administration and an ability to apply these with a sense of responsibility within the workplace.

PO9: Traditional Knowledge into Modern Application

CO4: Students will implement the various principles of business administration applicable according to the need of the business organization in the day to day practices.

PO10: Design and Development of System

CO5: Students will direct, plan and formulate and analyse the day to day strategies which is

implemented in the company law of business organization and provide the feedback accordingly.

PO11: Ethical and Social Responsibility

CO5: Students will direct, plan and formulate and analyse the required strategies which is implemented in the business organization in production and operations.

PO12: Research-Related skills

CO4: Students will implement the various principles of business administration applicable according to the need of the business organization in the day to day practices.

PO13: Teamwork:

CO5: Students will formulate and analyse the required principles of principles of business administration procedure which is implemented in the business organization.

PO14: Area Specific Expertise

CO6: Students will apply principles of business administration related knowledge of managerial ethics and research ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large.

PO15: Environmental Awareness

CO6: The students should be able to manage and controls to reduce and eliminate environmental risk with the help of principles of business administration.