



**Anekant Education Society's**

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

***(Empowered Autonomous)***

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

**Program in Business Administration**

**(Faculty of Commerce and Management)**

**CBCS Syllabus**

**S.Y.B.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 2025-26**

**Title of the Programme: SYB.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, NCeF, NHEQF, Prof. R.D. Kulkarni's Report, GR of Gov. of Maharashtra dated 20<sup>th</sup> April, 16<sup>th</sup> May 2023 and 13<sup>th</sup> March, 2024 and Circular of SPPU, Pune dated 31<sup>st</sup> May 2023 and 2<sup>nd</sup> 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 administration 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**  
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**Board of Studies (BOS) in Business Administration, Law and International Business**

From 2025-26 To 2027-28

Sr. No.	Name of Member	Designation
1.	<b>Dr. Pawar Janardhan Kundlikrao</b> Head & Assistant Professor, Department of Commerce, T. C. College, Baramati.	<b>Chairperson</b>
2.	<b>Dr. Shah Niranjan Ramesh</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
3.	<b>Dr. Bale Vivek Anil</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
4.	<b>Dr. Badve Megha Rajesh</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
5.	<b>Dr. Pathan Reshma Mohiddin</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
6.	<b>Dr. Gore Dinesh Sambhaji</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
7.	<b>Ms. Borawake Shweta</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
8.	<b>Dr. Bhosale Manisha B.</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
9.	<b>Mr. More Ravindra S.</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
10.	<b>Ms. Vhora Puja A.</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
11.	<b>Ms. Gawade Apeksha S.</b> Assistant Professor, Department of Commerce, T. C. College, Baramati	Member
12.	<b>De. Ravi Ahuja,</b> Assistant Professor, Department of Retail Management, SPPU, Pune	Vice-Chancellor Nominee Subject Expert from SPPU, Pune
13.	<b>Dr. Suyog Arunrao Amrutrao</b>	Subject Expert from Outside

	Director, Dr. BAMU, Sub-Campus, Dharashiv	the Parent University
14.	<b>Dr. Jagtap Shrinivas Subhash</b> Associate Professor, H.N. College of Commerce, Solapur	Subject Expert from Outside the Parent University
15.	<b>CS Joshi Shardul</b> Company Secretary, Pune	Representative from industry/corporate sector/allied areas
16.	<b>Dr. Pawar Sudarshan</b> Assistant Professor, Shri. Balaji University, Pune	Member of the College Alumni
17.	<b>Ms. Dhandwate Shravani</b> Student Representative	UG Student
18.	<b>Ms. Shweta Housing</b> Student Representative	PG Student

### Course and Credit Distribution Structure for B.Com (Business Administration) 2025-26

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														

**S.Y.B.Com. Business Administration****NEP-2.0****Course Structure for S.Y. B.Com. Business Administration (2024 Pattern)  
Semester III and IV**

Sem.	Course Type	Course Code	Course Title	Theory / Practical	Credits
<b>III</b>	Major Mandatory	COM-201- MRM (C)	Introduction to Business Administration	Theory	04
	Major Mandatory	COM-202- MRM (C)	Elements of Business Administration	Theory	02
	Vocational Skill Course (VSC)	COM-203-VSC	Business Communication	Theory	02
	Field Project (FP)	COM-204-FP	Field Project	Practical	02
	Minor	COM-205-MN(A)	<b>Company Accounts- I</b>	Theory	04
	Open Elective (OE)	COM-206-OE	Basics of Commerce	Theory	02
	Subject Specific IKS	COM-207-IKS(C)/	Primitive Business Management Practices	Theory	02
	Ability Enhancement Course (AEC)	MAR-210-AEC / HIN-210-AEC/SAN-210-AEC	Marathi OR Hindi OR Sanskrit	Theory (Choose any One out of 2)	02
	Co-curricular Course (CC)	YOG/PES/CUL/ NSS/NCC-211-CC	Co-curricular Course (CC)	T/P	02
<b>Total Credits</b>					<b>22</b>
Sem.	Course Type	Course Code	Course Title	Theory / Practical	Credits
<b>IV</b>	Major Mandatory	COM-251- MRM (C)	Business Environment	Theory	04
	Major Mandatory	COM-252- MRM (C)	Legal Environment of Business	Theory	02
	Vocational Skill Course (VSC)	COM-253-VSC	Soft Skills and Modern Business Communication	Theory	02
	Community Engagement Project (CEP)	COM-254-CEP	Community Engagement Programme	Practical	02
	Minor	COM-255-MN(B)	Company Accounts- II	Theory	04
	Open Elective (OE)	COM-256-OE	Elements of Contemporary Commerce	Theory	02
	Skill Enhancement Course (SEC)	COM-257-SEC	Essentials of Business Management	Theory	02
	Ability Enhancement Course (AEC)	MAR-260-AEC / HIN-260-AEC/SAN-260-AEC	Marathi OR Hindi OR Sanskrit	Theory	02
	Co-curricular Course (CC)	YOG/PES/CUL/ NSS/NCC-261-CC	Co-curricular Course (CC)	T/P	02
<b>Total Credits</b>					<b>22</b>



**CBCS Syllabus as per NEP 2020 for S.Y. B.Com. Semester III  
(2024 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: UCCO
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Type</b>	: Major Mandatory (Theory)
<b>Course Code</b>	: COM-201-MRM (C)
<b>Course Title</b>	: Introduction to Business Administration
<b>No. of Credits</b>	: 04
<b>No. of Teaching Hours</b>	: 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.

**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:** S.Y.B.Com Sem III

**Subject:** Introduction to Business Administration

**Course:** Introduction to Business Administration

**Course Code:** COM-201-MRM (C)

**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 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 2020 for S.Y. B.Com. Semester III  
(2024 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: UCCO
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Type</b>	: Major Mandatory (Theory)
<b>Course Code</b>	: COM-202-MRM (C)
<b>Course Title</b>	: Elements of Business Administration
<b>No. of Credits</b>	: 02
<b>No. of Teaching Hours</b>	: 30

**Course Objectives:**

1. To impart the knowledge and principles of business administration among the students.
2. To know about different principles of management.
3. To make aware about the different functions performed by the management.
4. To impart the knowledge of business and business management at a large.
5. To know the impact of business management of business administration.
6. To acquaint the knowledge about planning in the day to day management of the business.
7. To understand the different types of organizations.

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

- CO1. Provide an overview of management and its evaluation
- CO2. Examine management functions such as planning, organizing, staffing, etc.
- CO3. Discuss the contributions given by different management thinkers.
- CO4. Instills the knowledge about principles and functions of management and its impact at a large.
- CO5. Discuss the planning process and its implementation in an organization.
- CO6. Create awareness about different types of organizations.
- CO7. Acquaint them with the new principles of the business management.

**Topics and Learning Points****UNIT 1: Introduction to Management****12 Lectures**

- 1.1 Management-Meaning, Nature and Significance
- 1.2 Management as an Art, Science and Profession
- 1.3 Management Vs Administration, Levels of Management
- 1.4 Functions of Management
- 1.5 Styles & Roles of Managers in Organizations
- 1.6 Contributions of Taylor and Fayol

**UNIT 2: Planning****08 Lectures**

- 2.1 Planning Meaning-Nature and Process of Planning
- 2.2 Difference between Planning and Forecasting
- 2.3 Planning and Environmental Uncertainties
- 2.4 Types of Planning
- 2.5 Advantages and Limitations of Planning

**UNIT 3: Organisation****10 Lectures**

- 3.1 Nature & Significance of Organization
- 3.2 Span of Control, Process of Delegations
- 3.3 Barriers to Delegation
- 3.4 Centralization and Decentralization and examples
- 3.5 Organization Structures, Types, Advantages & Disadvantages

**References:**

- 1. Principles and Practice of Management – Dr. S. C. Saxena (Sahithya Bhavan)
- 2. Principles of Management – P.C. Tripathi P. N. Reddi
- 3. Essentials of Management – Harold Koontz and Heinz Weihrich (McGraw Hill International Edition)
- 4. Principles of Management – T. Ramasamy (Himalaya Publishing Cony)
- 5. Principles and Practice of Management – L.M. Prasad – Sulthan Chand and Sons, New Delhi.

### Mapping of Program Outcomes with Course Outcomes

**Class:** S.Y.B.Com Sem III

**Subject:** Elements of Business Administration

**Course:** Elements of Business Administration

**Course Code:** COM-202-MRM (C)

**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 elements 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 elements 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 principles of management effectively, analyse the concepts and participate in healthy arguments and portray skill in business administration

##### **PO4: Communication Skills**

CO4: Students will implement the various elements 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 management 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 theories which is implemented in the business organization and provide the feedback accordingly.

##### **PO7: Multidisciplinary Competence**

CO6: Students will apply knowledge of styles of management 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 management 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 theories 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 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 management and procedure which is implemented in the business organization.

**PO14: Area Specific Expertise**

CO6: Students will apply business administration theories 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 elements of business administration.



**CBCS Syllabus as per NEP 2020 for S.Y. B.Com. Semester III  
(2024 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: UCCO
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Type</b>	: Vocational Skill Course (VSC) Theory
<b>Course Code</b>	: COM-203-VSC
<b>Course Title</b>	: Business Communication
<b>No. of Credits</b>	: 02
<b>No. of Teaching Hours</b>	: 30

**Course Objectives:**

1. To understand the concept, process and importance of communication.
2. To acquire and develop good communication skills requisite for business correspondence.
3. To develop awareness regarding new trends in business communication.
4. To provide knowledge of various media of communication.
5. To develop business communication skills through the application and exercises.
6. To develop awareness about new methods and channels in business communication.
7. To provide knowledge of various business letter applicable in business communication.

**Course Outcomes:**

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

- CO1. Impart the knowledge of basic terminologies of business communication.
- CO2. Know about different types and channels of communication.
- CO3. Aware about the new trends in the process of communication at large.
- CO4. Instils the knowledge about the different types of communication and use of computer in communication.
- CO5. Impart the knowledge of importance of communication and its day to day application.
- CO6. Know about the media of communication used in the business.
- CO7. Acquaint with the use and importance with the new media platforms of communication.

**Topics and Learning Points****UNIT 1: Introduction of Business Communication****10 Lectures**

- 1.1. Introduction, Meaning, Definition
- 1.2. Characteristics, Importance of communication
- 1.3. Principles of communication
- 1.4. Process of communication
- 1.5. Barriers to communication & Remedies

**UNIT 2: Methods and Channels of Communication****10 Lectures**

- 2.1. Introduction and types of Communication
- 2.2. Methods and Channels of Communication
- 2.3. Advantages and Disadvantages of Methods and Channels of Communication

**UNIT 3: Business Letters****10 Lectures**

- 3.1. Meaning and Importance
- 3.2. Qualities or Essentials
- 3.3..Physical Appearance
- 3.4. Layout of Business letter

**References:**

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.

### Mapping of Program Outcomes with Course Outcomes

**Class:** S.Y.B.Com Sem III

**Subject:** Business Communication

**Course:** Business Communication Skills

**Course Code:** COM-203-VSC

**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	3													
CO 2															
CO 3			3												
CO 4				2					2	3		3			
CO 5			1								2		1		
CO 6					2		1	3						3	
CO 7						3									

#### Justification for the Mapping

##### **PO1: A Fundamental Knowledge and Coherent Understanding**

CO1: Students will describe the concepts related to communication skills their day to day life or professional life.

##### **PO2: Procedural Knowledge for Skill Enhancement**

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

##### **PO3: Critical Thinking and Problem-Solving Skills**

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

##### **PO4: Communication Skills**

CO4: Students will implement the various communication skills 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 communication skills in the practice of management of the business.

##### **PO6: Innovation, Employability and Entrepreneurial Skills**

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

##### **PO7: Multidisciplinary Competence**

CO6: Students will apply knowledge of communication skills 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 communication skills 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 communication skills 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 communication skills.

**PO12: Research-Related skills**

CO4: Students will implement the various communication skills 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 communication skills procedure which is implemented in the business organization.

**PO14: Area Specific Expertise**

CO6: Students will apply communication skills 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 communication skills.

**CBCS Syllabus as per NEP 2020 for S.Y. B.Com. Semester III  
(2024 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: UCCO
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Type</b>	: Open Elective (Theory)
<b>Course Code</b>	: COM-206-OE
<b>Course Title</b>	: Basics of Commerce
<b>No. of Credits</b>	: 02
<b>No. of Teaching Hours</b>	: 30

**Course Objectives:**

1. To develop general awareness of business and fundamentals of commerce among the students.
2. To understand the various concepts and terminologies of business.
3. To have a comprehensive understanding about the existing nature in relation to the business and business activities.
4. To create awareness among the students about trade and types of trade.
5. To acquaint the students business and trade and its types.
6. To understand the small scale industries and its advantages.
7. To apprise the students of challenges of small scale industries

**Course Outcomes:**

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

- CO1: Impart the knowledge of basic definitions and terminologies of commerce.
- CO2: Know about different elements of commerce and trade.
- CO3: Aware about the recent trends in the business, trade and commerce.
- CO4: Instils the knowledge about the different types of trade and aids to trade.
- CO5: Impart the knowledge of importance of small scale industries and advantages.
- CO6: Know about the platforms of business, trade and types of trade.
- CO7: Acquaint with the use and importance with the small scale industries.

**Topics and Learning Points****UNIT 1: Introduction to Commerce and Business****10 Lectures**

- 1.1. Introduction, Non-economic activities
- 1.2. Economic Activities: Business, Profession and Employment
- 1.3. Business Objectives
- 1.4. Role of Profit in Business
- 1.5. Classification of Business Activities: Industry and Commerce
- 1.6. Distinction between Industry and Commerce

**UNIT 2: Trade****10 Lectures**

- 2.1. Introduction and Meaning
- 2.2. Types of Trade: Wholesale Trade and Retail Trade, Types of Retail Trade
- 2.3. International Trade: Export Trade: Meaning and Export Procedure and Import Trade: Meaning and Procedure
- 2.4. Entrepot Trade and distinguish between Export trade, Import trade and Entrepot trade

**UNIT 3: Small Scale Industry****10 Lectures**

- 3.1. Introduction, Meaning and Definition.
- 3.2. Importance of Small Scale industries
- 3.3. Advantages of Small Scale industries
- 3.4. Challenges of Small Scale Industries

**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
6. Basu, C. (2017). Business Organisation and Management. McGraw Hill Education

### Mapping of Program Outcomes with Course Outcomes

**Class:** S.Y.B.Com Sem III

**Subject:** Basics of Commerce

**Course:** Basics of Commerce

**Course Code:** COM-206-OE

**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	3													
CO 2															
CO 3			3												
CO 4				2					2	3		3			
CO 5			1								2		1		
CO 6					2		1	3						3	
CO 7						3									

#### Justification for the Mapping

##### **PO1: A Fundamental Knowledge and Coherent Understanding**

CO1: Students will describe the concepts related to fundamentals of commerce 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 fundamentals of commerce such for data collection and analysis by them in an organization.

##### **PO3: Critical Thinking and Problem-Solving Skills**

CO3: Students will apply provisions of fundamentals of commerce 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 fundamentals of commerce 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 fundamentals of commerce in the practice of management of the business.

##### **PO6: Innovation, Employability and Entrepreneurial Skills**

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

##### **PO7: Multidisciplinary Competence**

CO6: Students will apply knowledge of fundamentals of commerce 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 fundamentals of commerce 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 fundamentals of commerce 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 fundamentals of commerce 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 fundamentals of commerce procedure which is implemented in the business organization.

**PO14: Area Specific Expertise**

CO6: Students will apply fundamentals of commerce 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 fundamentals of commerce.



**CBCS Syllabus as per NEP 2020 for S.Y. B.Com. Semester III  
(2024 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: UCCO
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Type</b>	: Subject Specific IKS (Theory)
<b>Course Code</b>	: COM-207-IKS (C)
<b>Course Title</b>	: Primitive Business Management Practices
<b>No. of Credits</b>	: 02
<b>No. of Teaching Hours</b>	: 30

**Course Objectives:**

1. To develop general awareness of primitive business management practices among the students.
2. To understand the various concepts and terminologies of primitive business management practices.
3. To have a comprehensive understanding about the existing nature in relation to the primitive business management practices and business activities.
4. To create awareness among the students about trade and types of trade.
5. To acquaint the students primitive business management practices and trade and its types.
6. To understand the small scale industries and its advantages.
7. To apprise the students of challenges of small scale industries

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

- CO1: Impart the knowledge of basic definitions and terminologies of primitive business management practices.
- CO2: Know about different elements of primitive business management practices.
- CO3: Aware about the recent trends in the primitive business management practices, trade and commerce.
- CO4: Instils the knowledge about the different types of trade and aids to trade.
- CO5: Impart the knowledge of importance of small scale industries and advantages.
- CO6: Know about the platforms of primitive business management practices, trade and types of trade.
- CO7: Acquaint with the use and importance with the small scale industries.

**Topics and Learning Points****UNIT 1: Business Ethics and Values****10 Lectures**

- 1.1.Ethics and values laid down by Chanakya
- 1.2.Education management and family management as per Chanakya
- 1.3.Philosophy of Chanakya and Chanakyanithi

**UNIT 2: Leadership in Primitive Era****10 Lectures**

- 2.1. Qualities of a leader, functions and role of a leader
- 2.2. Motivation and communication
- 2.3 Modern Leadership - According to Chanakya's Arthashastra
- 2.4. Concept of Rajrishi

**UNIT 3: Management Practices by Chanakya****10 Lectures**

- 3.1. Accounting and Financial management, Marketing management, Production and operation management and human resource management as per Chanakya.
- 3.2. Principles and practice of governance of a state and of a corporation as per Chanakya.

**References:**

1. Chanakya in You by Radhakrishnan Pillai
2. The Wit and Wisdom of Chanakya by Deepa Agarwal
3. ChanakyaNeeti by B.K. Chaturvedi
4. Chanakya: The Art of Getting Rich by Ravi Kumar
5. Chanakya's 7 Secrets of Leadership by Radhakrishnan Pillai

### Mapping of Program Outcomes with Course Outcomes

**Class:** S.Y.B.Com Sem III

**Subject:** Primitive Business Management Practices

**Course:** Primitive Business Management Practices

**Course Code:** COM-207-IKS (C)

**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	3													
CO 2															
CO 3			3												
CO 4				2					2	3		3			
CO 5			1								2		1		
CO 6					2		1	3						3	
CO 7						3									

#### Justification for the Mapping

##### **PO1: A Fundamental Knowledge and Coherent Understanding**

CO1: Students will describe the concepts related to fundamentals of primitive business management practices 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 primitive business management practices such for data collection and analysis by them in an organization.

##### **PO3: Critical Thinking and Problem-Solving Skills**

CO3: Students will apply provisions of primitive business management practices 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 primitive business management practices 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 primitive business management practices in the practice of management of the business.

##### **PO6: Innovation, Employability and Entrepreneurial Skills**

CO7: Students will direct, plan and formulate and analyse the primitive business management practices which is implemented in the business organization and provide the feedback accordingly.

##### **PO7: Multidisciplinary Competence**

CO6: Students will apply knowledge of primitive business management practices 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 primitive business management practices 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 primitive business management practices 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 primitive business management practices 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 primitive business management practices procedure which is implemented in the business organization.

**PO14: Area Specific Expertise**

CO6: Students will apply primitive business management practices 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 primitive business management practices.

**CBCS Syllabus as per NEP 2020 for S.Y. B.Com. Semester III  
(2024 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: UCCO
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Type</b>	: Minor (Theory)
<b>Course Code</b>	: COM-205-MN (C)
<b>Course Title</b>	: Modern Business Dynamics
<b>No. of Credits</b>	: 04
<b>No. of Teaching Hours</b>	: 60

**Course Objectives:**

1. To develop general awareness of business among the students.
2. To understand the various concepts and terminologies of business.
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.

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

- CO1: Impart the knowledge of basic definitions and terminologies of business.
- CO2: Know about different elements of business.
- CO3: Aware about the recent trends in the business 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 strategies used in the business.
- CO7: Acquaint with the use and importance with the new terms under business.

**Topics and Learning Points****UNIT 1: Introduction****15 Lectures**

- 1.1.Introduction and Concept of Business
- 1.2.Evolution of Business
- 1.3.Different business activities
- 1.5.Understanding Business, and Emerging markets

**UNIT 2: Business Dynamics****15 Lectures**

- 2.1. Business and Economy, Micro and Macroeconomics
- 2.2. Different types of economic systems
- 2.3. Indian economy and Business today
- 2.4. Dynamics of Business environment, Economic, Political, legal

**UNIT 3: LPG Models****15 Lectures**

- 3.1. Globalization, definition and Features
- 3.2. Liberalization: Concepts and features
- 3.3. Impact. Privatization: Concepts and features, Benefits, Criticism
- 3.4. Multinational corporation: Definition, Types and features

**UNIT 4: Franchising, Outsourcing and Social Responsibility****15 Lectures**

- 4.1.Franchising: Types, Challenges. Network Marketing, Practical session
- 4.2.Outsourcing: BPO's and KPO's, E- Commerce and E- Business
- 4.3.Social Responsibility: Evolution,
- 4.4.Areas of social responsibility: Towards employees, Customers, Investors, community and environment

**References:**

- 1. Vijay Kumar Kaul(2011) Business Organization and Management By: (Pearson's Publications)
- 2. Karen Collins (2013) Exploring Business
- 3. Brown & Clow (2014)Introduction to Business

### Mapping of Program Outcomes with Course Outcomes

**Class:** S.Y.B.Com Sem III

**Subject:** Modern Business Dynamics

**Course:** Modern Business Dynamics

**Course Code:** COM-205-MN (C)

**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 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.