

2020-21

**CBCS Syllabus for S.Y. B.Com. Semester III  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Code</b>	: COMBC2301
<b>Course Title</b>	: Business Communication I
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To describe the concept, process and importance of communication.
2. To develop awareness about new methods and channels in business communication.
3. To provide knowledge of various soft skills applying in business communication.
4. To develop business communication skills through the application and exercises.
5. To impart the knowledge of business communication and its importance.
6. To know about different types or channels of communication.
7. To instils the knowledge about business communication and its application in business organization.

**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 social media platforms of communication used in the business.
- CO7. Acquaint with the use and importance with the new social media platforms of communication.

**CBCS Syllabus for S.Y. B.Com. Semester III  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Code</b>	: COMBM2304
<b>Course Title</b>	: Business Management I
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To provide basic knowledge & understanding about business management concepts.
2. To provide an understanding about various functions of management.
3. To equip students with the attitude that they need for effective business management
4. To describe the concept, process and importance of business management.
5. To develop awareness about new methods and techniques in business management.
6. To provide knowledge of various skills applying in business management.
7. To develop business management skills through the application and exercises.

**Course Outcomes:**

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

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

**CBCS Syllabus for S.Y. B.Com. Semester III  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Code</b>	: COMCL2305
<b>Course Title</b>	: Elements of Company Law I
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To impart the fundamental knowledge about company law with students.
2. To update the knowledge of provisions of the Companies Act of 2013.
3. To apprise the students of new concepts involving in company law regime.
4. To acquaint the students with the duties and responsibilities of Key Managerial Personnel.
5. To impart basic legal provisions and procedures under company law.
6. To provide basic knowledge and understanding about company law.
7. To describe the concept, process and importance of business management.

**Course Outcomes:**

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

- CO1: Impart the knowledge of basic definitions and terminologies of company law.
- CO2: Know about different provisions and sections of company.
- CO3: Aware about the new amendments in the company law.
- CO4: Instils the knowledge about the different types of acts and laws applicable to business.
- CO5: Impart the knowledge of importance of legal aspects and its day to day application.
- CO6: Know about the online platforms of company law used in the business.
- CO7: Acquaint with the use and importance with the new online portal under company law.

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**CBCS Syllabus for S.Y. B.Com. Semester III  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Code</b>	: COMBC2301
<b>Course Title</b>	: Business Communication I
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To describe the concept, process and importance of communication.
2. To develop awareness about new methods and channels in business communication.
3. To provide knowledge of various soft skills applying in business communication.
4. To develop business communication skills through the application and exercises.
5. To impart the knowledge of business communication and its importance.
6. To know about different types or channels of communication.
7. To instils the knowledge about business communication and its application in business organization.

**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 social media platforms of communication used in the business.
- CO7. Acquaint with the use and importance with the new social media platforms of communication.

**Topics and Learning Points**

**UNIT 1: Introduction of Business Communication**

14

**Lectures**

- 1.1 Introduction, Meaning, Definition.
- 1.2 Features, Process of Communication.

- 1.3 Importance & Principles of Business Communication.
- 1.4 Barriers to Communication & Remedies

**UNIT 2: Methods and Channels of Communication** **08**

**Lectures**

- 2.1 Methods of Communication along with Merits and Demerits
- 2.2 Channels of Communication in the Organization and their Types, Merits & Demerits.

**UNIT 3: Soft Skills:**

**16 Lectures**

- 3.1 Meaning, Definition, Importance of Soft Skills
- 3.2 Elements of Soft Skills:
  - 3.2.1 Grooming Manners and Etiquettes
  - 3.2.2 Interview Skills
  - 3.2.3 Group Discussion
  - 3.2.4 Oral Presentation

**UNIT 4: Job Application Letters** **10**

**Lectures**

- 4.1 Meaning, Types of job Application Letter
- 4.2 Drafting of Job Application Letters, Bio-Data/Resume

**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

**Subject:** Business Communication I.

**Course:** Business Communication I

**Course Code:** COMBC2301

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

### Justification for the Mapping

**PO1: Knowledge and Critical Thinking**

CO1: Students will demonstrate proficiency in acquainting and transforming communication skills and interactions in their day to day life.

CO2: Students will develop a deep understanding of interaction and communication to solve complex practical work.

CO3: Students will master the regular practice by understanding the methods and channels of communication in their organization.

**PO2: Communication skills**

CO1: Students will apply their knowledge of various channels and methods to solve problems involving the organization.

CO2: Students will use their understanding of communication systems of to solve complex spatial problems.

CO3: Students will apply their knowledge of communication and procedures to solve problems involving the routine matters and issues.

CO4: Students will use their understanding of spheres to solve problems involving legal and judicial issues and different forms of applicable laws.

**PO3: Independent learning**

CO5: Students will apply their communication skills effectively, analyse the concepts and participate in healthy arguments and portray skill in communication and in writing.

**PO4: Leadership quality**

CO6: Students will demonstrate the ability to understand their clients in their regular practice. This ability is essential for success in many different careers.

**PO5: Teamwork**

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

**CBCS Syllabus for S.Y. B.Com. Semester III  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Code</b>	: COMBM2304
<b>Course Title</b>	: Business Management I
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To provide basic knowledge & understanding about business management concepts.
2. To provide an understanding about various functions of management.
3. To equip students with the attitude that they need for effective business management
4. To describe the concept, process and importance of business management.
5. To develop awareness about new methods and techniques in business management.
6. To provide knowledge of various skills applying in business management.
7. To develop business management skills through the application and exercises.

**Course Outcomes:**

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

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

**Topics and Learning Points**

**UNIT 1: Introduction to Management**

**12 Lectures**

- 1.1 Introduction, Meaning, Definition
- 1.2 Management- Is it Science, Art or profession?
- 1.3 Characteristics of Professional Management
- 1.4 Level of Management, Managerial Skills
- 1.5 Challenges before Management
- 1.6 Brief Review of Management Thought with reference to FW Taylor & Henry Fayol

**UNIT 2: Planning and Decision Making****08 Lectures****2.1 Planning**2.1.1 **Forecasting-** Meaning & Techniques2.1.2 **Planning-**Introduction, Meaning, Definition

2.1.3 Importance, Types of Planning, Steps in Planning, Limitations.

**2.2 Decision Making**

2.2.1 Meaning, Types of Decisions &amp; Steps in Decision Making

**UNIT 3: Organization and Staffing****16 Lectures****3.1 Organization**3.1.1 **Organization-**Meaning, Process & Principles

3.1.2 Departmentalization, Organization Structure

3.1.3 Authority and Responsibility

3.1.4 Centralization versus Decentralization, Team Work.

**3.2 Staffing**3.2.1 **Staffing-** Meaning, Need & Importance of Staffing

3.2.2 Recruitment-Sources and Methods of Recruitment.

**UNIT 4: Direction and Communication****10 Lectures****4.1 Direction**4.1 **Direction-** Meaning, Elements, Principles, Techniques & importance4.2 **Communication-** Meaning, Process of Communication

4.2.1 Importance of Effective Communication.

**References:**

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



## Mapping of Program Outcomes with Course Outcomes

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

**Subject:** Business Management I

**Course:** Business Management I

**Course Code:** COMBM2304

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

### Justification for the Mapping

**PO1: Knowledge and Critical Thinking**

CO1: Students will demonstrate proficiency in acquainting and transforming managerial skills and techniques in their day to day life.

CO2: Students will develop a deep understanding of different levels of management solve complex practical work.

CO3: Students will master the regular practice by understanding the tools and techniques of management in their organization.

**PO2: Communication skills**

CO1: Students will apply their knowledge of various managerial skills to solve problems involving the organization.

CO2: Students will use their understanding of management levels to solve complex spatial problems.

CO3: Students will apply their knowledge of management procedures to solve problems involving the routine matters and issues.

CO4: Students will use their understanding of spheres to solve problems involving managerial issues and difficulties.

**PO3: Independent learning**

CO5: Students will apply their managerial skills effectively, analyse the concepts and participate in healthy arguments and portray skill in business management and in writing.

**PO4: Leadership quality**

CO6: Students will demonstrate the ability to understand their clients in their regular practice. This ability is essential for success in many different careers.

**PO5: Teamwork**

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

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(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: III
<b>Course Code</b>	: COMCL2305
<b>Course Title</b>	: Elements of Company Law I
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To impart the fundamental knowledge about company law with students.
2. To update the knowledge of provisions of the Companies Act of 2013.
3. To apprise the students of new concepts involving in company law regime.
4. To acquaint the students with the duties and responsibilities of Key Managerial Personnel.
5. To impart basic legal provisions and procedures under company law.
6. To provide basic knowledge and understanding about company law.
7. To describe the concept, process and importance of business management.

**Course Outcomes:**

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

- CO1: Impart the knowledge of basic definitions and terminologies of company law.  
CO2: Know about different provisions and sections of company.  
CO3: Aware about the new amendments in the company law.  
CO4: Instils the knowledge about the different types of acts and laws applicable to business.  
CO5: Impart the knowledge of importance of legal aspects and its day to day application.  
CO6: Know about the online platforms of company law used in the business.  
CO7: Acquaint with the use and importance with the new online portal under company law.

**Topics and Learning Points**

**UNIT 1: Introduction to Company Act 2013**

**10 Lectures**

- 1.1. Background and Salient Features of the Act of 2013,
- 1.2. Meaning and definitions, Nature, Features of a company,
- 1.3. Types of Companies
- 1.4. Distinction between Private and Public company

**UNIT 2: Formation and Incorporation of a company****14 Lectures**

- 2.1. Promotion: Meaning of the term „Promoter“, Legal Position of Promoters.
- 2.2. Registration/Incorporation of a company- Procedure, Documents to be filed with ROC. Certificate of Incorporation
- 2.3. Raising of capital: Minimum capital subscription stage
- 2.4. Commencement of business
- 2.5. Memorandum of Association: Meaning and importance, Forms and contents
- 2.6. Articles of Association: Meaning, Contents of Articles, Distinction between Memorandum of association and Articles of association.
- 2.7. Prospectus: Meaning and Definition Contents of Prospectus, Types of Prospectus

**UNIT 3: Capital of the Company****14 Lectures**

- 3.1 Various Modes for Raising of Share Capital including private placement, public issue, rights issue, bonus shares.
- 3.2 Employees Stock Option Scheme (ESOS), Sweat Equity Shares, Buy-back of shares.
- 3.3 Allotment of Shares: Meaning, procedure of allotment of shares.
- 3.4 Calls On Shares: Meaning, procedure for making Calls.
- 3.5 Share Certificates: Meaning, Provisions regarding issue of share certificates
- 3.6 Share Capital – Definition, kinds, Concept of securities and types

**UNIT 4: Forfeiture and Transfer of Shares****10 Lectures**

- 4.1 Meaning of forfeiture of shares, procedure of forfeiture of Shares.
- 4.2 Surrender of shares, Distinction between forfeiture and Surrender of shares.
- 4.3 Transfer and transmission of shares - meaning and procedure of transfer of shares. Distinction between Transfer and Transmission of Shares

**References:**

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

## Mapping of Program Outcomes with Course Outcomes

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

**Subject:** Elements of Company Law I

**Course:** Elements of Company Law I

**Course Code:** COMCL2305

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

### Justification for the Mapping

**PO1: Knowledge and Critical Thinking**

CO1: Students will demonstrate proficiency in acquainting and transforming legal aspects and procedures in their professional life.

CO2: Students will develop a deep understanding of different sections and rules solve complex practical work.

CO3: Students will master the regular practice by understanding the tools and techniques of company law in their organization.

**PO2: Communication skills**

CO1: Students will apply their knowledge of various legal skills to solve problems involving the organization.

CO2: Students will use their understanding of company act to solve complex spatial problems.

CO3: Students will apply their knowledge of company law procedures to solve problems involving the routine matters and issues.

CO4: Students will use their understanding of spheres to solve problems involving judicial issues and difficulties.

**PO3: Independent learning**

CO5: Students will apply their legal skills effectively, analyse the concepts and participate in healthy arguments and portray skill in business management and in writing.

**PO4: Leadership quality**

CO6: Students will demonstrate the ability to understand their clients in their regular practice by applying legal and company act knowledge. This ability is essential for success in many different careers.

**PO5: Teamwork**

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

**CBCS Syllabus for S.Y. B.Com. Semester IV  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: IV
<b>Course Code</b>	: COMBC2401
<b>Course Title</b>	: Business Communication II
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To describe the concept, process and importance of business letters.
2. To develop awareness about types and application of business letters.
3. To provide knowledge of various report writing applying in business communication.
4. To develop business communication skills through the application and exercises.
5. To impart the knowledge of new technologies in communication and its importance.
6. To know about different types or channels of social media communication.
7. To instils the knowledge about new technologies business communication and its application in business organization.

**Course Outcomes:**

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

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

**CBCS Syllabus for S.Y. B.Com. Semester IV  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: IV
<b>Course Code</b>	: COMBM2404
<b>Course Title</b>	: Business Management II
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To provide basic knowledge and understanding about business management concepts.
2. To provide an understanding about various modes of motivation in management.
3. To equip students with the attitude that they need for effective business management
4. To describe the concept, process and control activity of business management.
5. To develop awareness about new trends, methods and techniques in business management.
6. To provide knowledge of various skills applying in business management.
7. To develop business management skills through the application and exercises.

**Course Outcomes:**

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

- CO1: Impart the knowledge of basic concepts and terminologies of motivation business management.
- CO2: Know about different types and techniques control in management.
- CO3: Aware about the new trends in the process of management at large.
- CO4: Instils the knowledge about the different types of leadership management and use of computer in management.
- CO5: Impart the knowledge of importance of disaster management and its day to day application.
- CO6: Know about the social media platforms of management of change used in the business.
- CO7: Acquaint with the use and importance with the new social media platforms of management and corporate governance.

**CBCS Syllabus for S.Y. B.Com. Semester IV  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: IV
<b>Course Code</b>	: COMCL2405
<b>Course Title</b>	: Elements of Company Law II
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To impart the fundamental knowledge about e-governance and e-filing with the students.
2. To update the knowledge of provisions about board of directors of the Companies Act of 2013.
3. To apprise the students of company meetings involving in company law regime.
4. To acquaint the students with the duties and responsibilities of Key Managerial Personnel.
5. To impart basic legal provisions and procedures under company law.
6. To provide basic knowledge and understanding about company law.
7. To describe the concept, process revival and rehabilitation of business management.

**Course Outcomes:**

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

- CO1: Impart the knowledge of basic definitions and terminologies of company law.
- CO2: Know about different provisions and sections of company act 2013.
- CO3: Aware about the new amendments in the company law related to company meeting and board meeting.
- CO4: Instils the knowledge about the different types of acts and laws applicable to business.
- CO5: Impart the knowledge of importance of legal aspects and its day to day application.
- CO6: Know about the online platforms of company law and e-portal used in the business.
- CO7: Acquaint with the use and importance with the new online portal under company law.

2020-21

**CBCS Syllabus for S.Y. B.Com. Semester IV  
(2019 Pattern)**

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<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: IV
<b>Course Code</b>	: COMBC2401
<b>Course Title</b>	: Business Communication II
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To describe the concept, process and importance of business letters.
2. To develop awareness about types and application of business letters.
3. To provide knowledge of various report writing applying in business communication.
4. To develop business communication skills through the application and exercises.
5. To impart the knowledge of new technologies in communication and its importance.
6. To know about different types or channels of social media communication.
7. To instils the knowledge about new technologies business communication and its application in business organization.

**Course Outcomes:**

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

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



## Topics and Learning Points

### UNIT 1: Business Letters 12 Lectures

1.1 Meaning, Importance, Qualities or Essentials of Business Letters

1.2 Physical Appearance, and Layout of Business Letter

### UNIT 2: Types and Drafting of Business Letters 14 Lectures

2.1 Enquiry Letters

2.2 Replies to Enquiry Letters

2.3 Order Letters

2.4 Credit and Status Enquiries

2.5 Sales Letters

2.6 Complaint Letters

2.7 Collection Letters

2.8 Circular Letters

### UNIT 3: Report Writing 16 Lectures

3.1 Types of Reports & its Characteristics,

3.2 Essential requirements, Writing & Planning of reports,

3.3 Outline, issues for analysis, writing reports.

### UNIT 4: New Technologies used in Business Communication 12 Lectures

4.1 Email, Websites, Electronic Clearance System, Writing a Blog

4.2 Social Media Network: Twitter, Facebook, LinkedIn, YouTube, Cellular Phone, WhatsApp,

Voice Mail, Short Messaging Services, Video Conferencing

### 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.
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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. Vasisht Neeru & Rajput Namita (2006), "Business Communication", Kitab Mahal, Allahabad.

### Mapping of Program Outcomes with Course Outcomes

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

**Subject:** Business Communication II

**Course:** Business Communication II

**Course Code:** COMBC2401

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

#### Justification for the Mapping

**PO1: Knowledge and Critical Thinking**

CO1: Students will demonstrate proficiency in acquainting and transforming communication skills and interactions in their day to day life.

CO2: Students will develop a deep understanding of interaction and business letters to solve complex practical work.

CO3: Students will master the regular practice by understanding the drafting of business letters in their organization.

**PO2: Communication skills**

CO1: Students will apply their knowledge of various reports writing to solve problems involving the organization.

CO2: Students will use their understanding of new technologies in communication systems of to solve complex spatial problems.

CO3: Students will apply their knowledge of social media platforms in communication and procedures to solve problems involving the routine matters and issues.

CO4: Students will use their understanding of spheres to solve problems involving different letters of applicable to business.

**PO3: Independent learning**

CO5: Students will apply their communication skills effectively, analyse the concepts and participate in healthy arguments and portray skill in communication and in writing in the form of social media.

**PO4: Leadership quality**

CO6: Students will demonstrate the ability to understand their clients in their regular practice. This ability is essential for success in many different careers.

**PO5: Teamwork**

CO6: Students will apply knowledge of ethics and ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large in the form of team work.

**CBCS Syllabus for S.Y. B.Com. Semester IV  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: IV
<b>Course Code</b>	: COMBM2404
<b>Course Title</b>	: Business Management II
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To provide basic knowledge and understanding about business management concepts.
2. To provide an understanding about various modes of motivation in management.
3. To equip students with the attitude that they need for effective business management
4. To describe the concept, process and control activity of business management.
5. To develop awareness about new trends, methods and techniques in business management.
6. To provide knowledge of various skills applying in business management.
7. To develop business management skills through the application and exercises.

**Course Outcomes:**

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

- CO1: Impart the knowledge of basic concepts and terminologies of motivation business management.
- CO2: Know about different types and techniques control in management.
- CO3: Aware about the new trends in the process of management at large.
- CO4: Instils the knowledge about the different types of leadership management and use of computer in management.
- CO5: Impart the knowledge of importance of disaster management and its day to day application.
- CO6: Know about the social media platforms of management of change used in the business.
- CO7: Acquaint with the use and importance with the new social media platforms of management and corporate governance.

**Topics and Learning Points**

**UNIT 1: Motivation**

**12 Lectures**

1.1 Motivation

1.1.1 Motivation- Meaning, Importance

1.1.2 Theories of motivation, Maslow's Need Hierarchy Theory, Herzberg's Two factors Theory, Douglas Mc Gregor's Theory of X & Y & Ouchi's Theory Z.

**UNIT 2: Planning and Decision Making**

**12 Lectures**

2.1 Leadership

2.1.1 Meaning, Importance, Qualities

2.1.2 Functions of a Leader, Leadership Styles for Effective Management

2.2 Indian management thinkers- Mahatma Gandhi, Dr. Babasaheb Ambedkar, Pandit Jawaharlal Nehru, Chatrapati Shivaji Maharaj

**UNIT 3: Organization and Staffing**

**12 Lectures**

3.1 Co-Ordination And Control

3.1.1 Co-Ordination- Meaning and Need, Techniques of establishing Co- ordination, difficulties in establishing co-ordination

3.1.2 Control-Need, Steps in the Process of Control

**UNIT 4: Direction and Communication**

**12 Lectures**

4.1 Business Ethics- Introduction, Meaning, Definition, Needs, Scope, Code of conduct for Professional Management

4.2 Corporate Social Responsibility- Introduction, Meaning, Definition, CSR of Business in India- CSR committee, Activities.

4.3 Corporate Governance- Introduction, Historical background, Need and Importance

4.4 Disaster Management- Introduction, Meaning, Definition, Types, Importance

4.5 Management of Change- Introduction, Dimension of change, Planned change, Resistance to change

4.6 Schemes of Govt.

4.6.1 Make in India

4.6.2 Make in Maharashtra,

4.6.3 Startup India.

**References:**

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

## Mapping of Program Outcomes with Course Outcomes

Class: S.Y.B.Com

Subject: Business Management II

Course: Business Management II

Course Code: COMBM2404

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

### Justification for the Mapping

#### PO1: Knowledge and Critical Thinking

CO1: Students will demonstrate proficiency in acquainting and transforming managerial skills and techniques in their day to day life.

CO2: Students will develop a deep understanding of different levels of management solve complex practical work.

CO3: Students will master the regular practice by understanding the control tools and techniques of management in their organization.

#### PO2: Communication skills

CO1: Students will apply their knowledge of various managerial skills to solve problems involving the organization.

CO2: Students will use their understanding of management levels to solve complex spatial problems.

CO3: Students will apply their knowledge of management procedures to solve problems involving the routine matters and issues.

CO4: Students will use their understanding of spheres to solve problems involving managerial issues and difficulties.

#### PO3: Independent learning

CO5: Students will apply their managerial skills effectively, analyse the concepts and participate in healthy arguments and portray skill in business management and in writing.

#### PO4: Leadership quality

CO6: Students will demonstrate the ability to understand their clients in their regular practice. This ability is essential for success in many different careers.

#### PO5: Teamwork

CO6: Students will apply knowledge of with leadership skills and an ability to apply these with a sense of responsibility within the workplace and community at a large.

**CBCS Syllabus for S.Y. B.Com. Semester IV  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: S.Y. B.Com
<b>Semester</b>	: IV
<b>Course Code</b>	: COMCL2405
<b>Course Title</b>	: Elements of Company Law II
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To impart the fundamental knowledge about e-governance and e-filing with the students.
2. To update the knowledge of provisions about board of directors of the Companies Act of 2013.
3. To apprise the students of company meetings involving in company law regime.
4. To acquaint the students with the duties and responsibilities of Key Managerial Personnel.
5. To impart basic legal provisions and procedures under company law.
6. To provide basic knowledge and understanding about company law.
7. To describe the concept, process revival and rehabilitation of business management.

**Course Outcomes:**

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

CO1: Impart the knowledge of basic definitions and terminologies of company law.

CO2: Know about different provisions and sections of company act 2013.

CO3: Aware about the new amendments in the company law related to company meeting and board meeting.

CO4: Instils the knowledge about the different types of acts and laws applicable to business.

CO5: Impart the knowledge of importance of legal aspects and its day to day application.

CO6: Know about the online platforms of company law and e-portal used in the business.

CO7: Acquaint with the use and importance with the new online portal under company law.

**Topics and Learning Points**

**UNIT 1: E-Governance and E-Filing**

**08 Lectures**

- 1.1 Introduction- Meaning and objectives of E-Governance
- 1.2 E-filing - Definition, Advantages, Procedure
- 1.3 DIN-Directors Identification Number

**UNIT 2: Management of Company****14 Lectures**

2.1 Board of Directors: Definition, Powers, Role

2.2 Director: Meaning Types, Qualifications and Disqualifications, Powers, Duties, Remuneration of Directors

2.3 Managing Director- Meaning, features and Distinction between Director and Managing Director

2.4 Corporate Social Responsibility- Concept, Activities under CSR

**UNIT 3: Capital of the Company****14 Lectures**

3.1 Board Meeting – Meaning and Kinds

3.2 Conduct of Meetings - Formalities of valid meeting [Provisions regarding agenda, notice, quorum, proxies, voting, resolutions (procedure and kinds) minutes, filing of resolutions, Virtual Meeting

3.3 Meeting of Share Holders

A. Annual General Meeting

B. Extraordinary General Meeting

3.4 Provisions regarding convening, constitution, conducting of General Meetings (Section 101 to 114)

**UNIT 4: Forfeiture and Transfer of Shares****12 Lectures**

4.1 Determination of sickness of company, application for revival and re-habilitation. (Section 253 to 269)

4.2 Compromises, Arrangements and Amalgamation: Concept and Purposes of Compromises, Arrangements, Amalgamation, Reconstruction

4.3 Winding –up: Meaning of winding-up, Compulsory winding-up, Members' voluntary winding-up, Creditors' voluntary winding-up

**References:**

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

## Mapping of Program Outcomes with Course Outcomes

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

**Subject:** Elements of Company Law II

**Course:** Elements of Company Law II

**Course Code:** COMCL2405

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

### Justification for the Mapping

**PO1: Knowledge and Critical Thinking**

CO1: Students will demonstrate proficiency in acquainting and transforming company legal aspects and procedures in their professional life.

CO2: Students will develop a deep understanding of different sections and rules solve complex practical work.

CO3: Students will master the regular practice by understanding the provisions of company law in their organization.

**PO2: Communication skills**

CO1: Students will apply their knowledge of various legal matters to solve problems involving the organization.

CO2: Students will use their understanding of company act 2013 to solve complex spatial problems.

CO3: Students will apply their knowledge of company law procedures to solve problems involving the routine matters and issues.

CO4: Students will use their understanding of spheres to solve problems involving judicial and legal issues and difficulties.

**PO3: Independent learning**

CO5: Students will apply their legal skills effectively, analyse the concepts and participate in healthy arguments and portray skill in business management and in writing.

**PO4: Leadership quality**

CO6: Students will demonstrate the ability to understand their clients in their regular practice by applying legal and company act knowledge. This ability is essential for success in many different careers.

**PO5: Teamwork**

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



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**CBCS Syllabus for T.Y. B.Com. Semester V  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: T.Y. B.Com
<b>Semester</b>	: V
<b>Course Code</b>	: COMBRF3501
<b>Course Title</b>	: Business Regulatory Framework I
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To understand the concept, process and importance of mercantile laws.
2. To develop awareness regarding new amendments in mercantile laws.
3. To provide knowledge of various business-related laws.
4. To create awareness among the students about laws affecting trade and commerce.
5. To develop awareness about new amendments and applicable provisions of the mercantile laws.
6. To provide knowledge of various provisions of Partnership Act.
7. To develop awareness among the various provisions related to law of agency.

**Course Outcomes:**

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

- CO1. Impart the knowledge of basic terminologies of mercantile laws.
- CO2. Know about different types laws applicable to business and business activities..
- CO3. Aware about the new amendments related to the acts applicable under mercantile laws.
- CO4. Instils the knowledge about the different types of acts under the mercantile laws.
- CO5. Impart the knowledge of importance various laws under the law of agency.
- CO6. Know about the e-platforms of available under various mercantile laws.
- CO7. Acquaint with the use and importance with the new trends and provisions applicable under the mercantile laws.

**CBCS Syllabus for T.Y. B.Com. Semester VI  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: T.Y. B.Com
<b>Semester</b>	: VI
<b>Course Code</b>	: COMBRF3601
<b>Course Title</b>	: Business Regulatory Framework II
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To understand the concept, process and importance of consumer protection act.
2. To develop awareness regarding new amendments in intellectual property rights.
3. To provide knowledge of various business and labour related laws.
4. To create awareness among the students about laws affecting competition of trade and commerce.
5. To understand the concept, process and importance of mercantile laws.
6. To develop awareness regarding new amendments in mercantile laws.
7. To create awareness among the students about laws affecting trade and commerce.

**Course Outcomes:**

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

- CO1. Impart the knowledge of basic terminologies of mercantile laws.
- CO2. Know about different type's laws applicable to business and business activities.
- CO3. Aware about the new amendments related to the acts applicable IPR laws.
- CO4. Instils the knowledge about the different types of acts under the mercantile laws.
- CO5. Impart the knowledge of importance various laws under the Negotiable Instruments Act.
- CO6. Know about the e-platforms of available under various mercantile and labour laws.
- CO7. Acquaint with the use and importance with the new trends and provisions applicable under the industries act.

**CBCS Syllabus for T.Y. B.Com. Semester V  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: T.Y. B.Com
<b>Semester</b>	: V
<b>Course Code</b>	: COMBRF3501
<b>Course Title</b>	: Business Regulatory Framework I
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To understand the concept, process and importance of mercantile laws.
2. To develop awareness regarding new amendments in mercantile laws.
3. To provide knowledge of various business-related laws.
4. To create awareness among the students about laws affecting trade and commerce.
5. To develop awareness about new amendments and applicable provisions of the mercantile laws.
6. To provide knowledge of various provisions of Partnership Act.
7. To develop awareness among the various provisions related to law of agency.

**Course Outcomes:**

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

- CO1. Impart the knowledge of basic terminologies of mercantile laws.
- CO2. Know about different types laws applicable to business and business activities..
- CO3. Aware about the new amendments related to the acts applicable under mercantile laws.
- CO4. Instils the knowledge about the different types of acts under the mercantile laws.
- CO5. Impart the knowledge of importance various laws under the law of agency.
- CO6. Know about the e-platforms of available under various mercantile laws.
- CO7. Acquaint with the use and importance with the new trends and provisions applicable under the mercantile laws.

**Topics and Learning Points**

**UNIT 1: Law of Contract (Indian Contract Act 1872)**

**20 Lectures**

Definition Meaning of concepts "Contract and Agreement"

- Essential elements of Valid Contract
- Kinds of contract
- Offer and Acceptance
- Capacity of parties.

- Consideration.
- Consent and free consent.
- Legality of object and consideration.
- Void Agreements.
- Discharge of contract.
- Breach of contract and remedies (Including meaning of the term damages, kinds and rules for ascertaining damages)

## **UNIT 2: Law of Partnerships**

**09 Lectures**

### 2.1. Indian Partnership Act 1932:

Partnership; Definition and Characteristics, Types of Partners, Rights, Duties and Liabilities of Partners, Dissolution of Partnership firm.

### 2.2. Limited Liability Partnership Act 2008:

Limited Liability Partnership (LLP); Concept, Nature and Advantages, Difference between LLP and Partnership Firm, Difference between LLP and company, Partners and designated partners, Process of Incorporation of LLP, Conversion to LLP (Section 55), Winding-up and dissolution (Section 63 & 64)

## **UNIT 3: Sale of Goods (Sale of Goods Act 1930)**

**14 Lectures**

### 3.1. Contract of sale-Concept and Essentials of contract of sale.

### 3.2 Sale and agreement to sale. Goods-Concept and kinds.

### 3.3 Conditions and warranties. (Definition, Distinction, implied conditions and warranties)

### 3.4 Transfer of title by non-owners. Rights of Unpaid Seller

## **UNIT 4: Law of Agency**

**05 Lectures**

### 4.1 Introduction, Agent and Agency,

### 4.2 Kinds of Agencies, Creation of Agency,

### 4.3 Principal and Agent, Termination of Agency

### **References:**

1. Business and Corporate Law :- Dr. Kaur Harpreet, Lexis Nexis (2013)
2. Laws for Business, Sulphery M.M.&Basheer, PHI Learning Pvt. Ltd., Delhi. (2013)
3. Business Laws :-Kuchhal M.C.&KuchhalVivek, Vikas Publishing House (2013)
4. Business and Commercial Laws:-Sen And Mitra
5. An Introduction to Mercantile Laws :-N.D.Kapoor
6. Business Laws :-N.M.Wechlekar
7. Company Law :-Avtar Singh
8. Business Law for Management :-Bulchandani K.R
9. Negotiable Instruments Act :-Khergamwala 10)Intellectual Property Law:-P.Narayan. 11)Cyber Laws :- Krishna Kumar
10. Consumer Protection Act In India :-Niraj Kumar 13)Consumer Grievance Redressal under CPA :-Deepa Sharma.
11. Business Law – DilipShinde, KiranNerkar, Shantnu Jog, AnantDeshmukh (Sai Jyoti Publication)

## Mapping of Program Outcomes with Course Outcomes

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

**Subject:** Business Regulatory Framework I.

**Course:** Business Regulatory Framework I

**Course Code:** COMBRF3501

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

### Justification for the Mapping

**PO1: Knowledge and Critical Thinking**

CO1: Students will demonstrate proficiency in acquainting and transforming mercantile law provisions and interactions in their day to day life.

CO2: Students will develop a deep understanding of procedure to solve complex practical work.

CO3: Students will master the regular practice by understanding the methods and procedures of communication in their organization.

**PO2: Communication skills**

CO1: Students will apply their knowledge of various provisions and procedures to solve problems involving the organization.

CO2: Students will use their understanding of drafts to solve complex spatial problems.

CO3: Students will apply their knowledge of legal aspects and procedures to solve problems involving the routine matters and issues.

**PO3: Independent learning**

CO5: Students will apply their legal skills effectively, analyse the concepts and participate in healthy arguments and portray skill in business legal drafting.

**PO4: Leadership quality**

CO6: Students will demonstrate the ability to understand their clients in their regular practice by considering legal provisions. This ability is essential for success in many different careers.

**PO5: Teamwork**

CO6: Students will apply knowledge of legal, ethics and ethical standards and an ability to apply these with a sense of responsibility within the workplace.

**CBCS Syllabus for T.Y. B.Com. Semester VI  
(2019 Pattern)**

<b>Name of the Programme</b>	: B.Com.
<b>Programme Code</b>	: B.Com
<b>Class</b>	: T.Y. B.Com
<b>Semester</b>	: VI
<b>Course Code</b>	: COMBRF3601
<b>Course Title</b>	: Business Regulatory Framework II
<b>No. of Credits</b>	: 03
<b>No. of Teaching Hours</b>	: 48

**Course Objectives:**

1. To understand the concept, process and importance of consumer protection act.
2. To develop awareness regarding new amendments in intellectual property rights.
3. To provide knowledge of various business and labour related laws.
4. To create awareness among the students about laws affecting competition of trade and commerce.
5. To understand the concept, process and importance of mercantile laws.
6. To develop awareness regarding new amendments in mercantile laws.
7. To create awareness among the students about laws affecting trade and commerce.

**Course Outcomes:**

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

- CO1. Impart the knowledge of basic terminologies of mercantile laws.
- CO2. Know about different type's laws applicable to business and business activities.
- CO3. Aware about the new amendments related to the acts applicable IPR laws.
- CO4. Instils the knowledge about the different types of acts under the mercantile laws.
- CO5. Impart the knowledge of importance various laws under the Negotiable Instruments Act.
- CO6. Know about the e-platforms of available under various mercantile and labour laws.
- CO7. Acquaint with the use and importance with the new trends and provisions applicable under the industries act.

**Topics and Learning Points**

**UNIT 1: The Consumer Protection Act 1986**

**12 Lectures**

Salient features of the C.P. Act.

- Definitions-Consumer, Complainant, Services, Defect & Deficiency, Complainant, unfair trade practice, restrictive trade practice.
- Consumer Protection Councils.

- Procedure to file complaint & Procedure to deal with complaint & Reliefs available to consumer.(Sec.12 to14)

- Consumer Disputes Redressal Agencies. (Composition, Jurisdiction, Powers and Functions.)

## **UNIT 2: Intellectual Property Rights (IPRs)**

**16 Lectures**

WIPO: Brief summary of objectives, organs, programmes& activities of WIPO.TRIPS: As an agreement to protect IPR-Objectives & categories of IPR covered by TRIPS.

- Definition and conceptual understanding of following IPRs under the relevant Indian current statutes.

- Patent: Definition & concept, Rights & obligation of Patentee, its term Copyright: Characteristics & subject matter of copyright, Author & his Rights, term. • Trademark: Characteristics, functions, illustrations, various marks, term, internet domain name- Rights of trademark holder.

- Design: Importance, characteristics, Rights of design holder.

- Geographical Indications, Confidential Information & Trade Secrets, Traditional knowledge—Meaning & scope of these IPRs

## **UNIT 3: Negotiable Instrument Act 1881**

**14 Lectures**

Concept of Negotiable Instruments: Meaning and Definitions, Characteristics, Meaning Important relevant definitions under the Act

- Essentials of promissory note, bill of exchange and cheque. Distinction between these instruments.

Crossing of cheques – It's meaning and types.

- Holder and holder in due course, Privileges of holder in due course.

- Negotiation, endorsement, kinds of endorsement.

- Liabilities of parties to negotiable instruments.

- Dishonour of Negotiable Instrumentsits kinds, law relating to notice of dishonour. Dishonour of cheques.

## **UNIT 4: Competition Act 2002**

**06 Lectures**

Meaning and Scope of competition Act, Salient Features of competition Act, Offences and Penalties under the Act

An overview of Labour Laws in India Minimum Wages Act 1948, Payment of Wages Act 1936, Workmen Compensation Act, 1923, Factories Act 1948, Industrial Dispute Act 1947

### **References:**

1. Business and Corporate Law :- Dr. Kaur Harpreet, Lexis Nexis (2013)
2. Laws for Business, Sulphery M.M.&Basheer, PHI Learning Pvt. Ltd., Delhi. (2013)
3. Business Laws :-Kuchhal M.C.&KuchhalVivek, Vikas Publishing House (2013)
4. Business and Commercial Laws:-Sen And Mitra
5. An Introduction to Mercantile Laws :-N.D.Kapoor
6. Business Laws :-N.M.Wechlekar
7. Company Law :-Avtar Singh
8. Business Law for Management :-Bulchandani K.R

9. Negotiable Instruments Act :-Khergamwala 10)Intellectual Property Law:-P.Narayan. 11)Cyber Laws :- Krishna Kumar
10. Consumer Protection Act In India :-Niraj Kumar 13)Consumer Grievance Redressal under CPA :-Deepa Sharma.
11. Business Law – DilipShinde, KiranNerkar, Shantnu Jog, AnantDeshmukh (Sai Jyoti Publication)



### Mapping of Program Outcomes with Course Outcomes

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

**Subject:** Business Regulatory Framework II

**Course:** Business Regulatory Framework II

**Course Code:** COMBRF3601

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

#### Justification for the Mapping

**PO1: Knowledge and Critical Thinking**

CO1: Students will demonstrate proficiency in acquainting and transforming mercantile law provisions and interactions in their day to day life.

CO2: Students will develop a deep understanding of procedure to solve complex practical work.

CO3: Students will make aware about the new amendments related to the acts applicable IPR laws communication in their organization.

**PO2: Communication skills**

CO1: Students will apply their knowledge of various provisions and procedures to solve problems involving the organization.

CO2: Students will use their understanding of drafts to solve complex spatial problems.

CO3: Students will develop awareness regarding various amendments of business and labour laws..

**PO3: Independent learning**

CO5: Students will apply their legal skills effectively, analyse the concepts and participate in healthy arguments and portray skill in business legal drafting.

**PO4: Leadership quality**

CO6: Students will demonstrate the ability to understand their clients in their regular practice by considering legal provisions. This ability is essential for success in many different careers.

**PO5: Teamwork**

CO6: Students will provide special knowledge of various laws affecting of trade and commerce regarding trade and commerce.