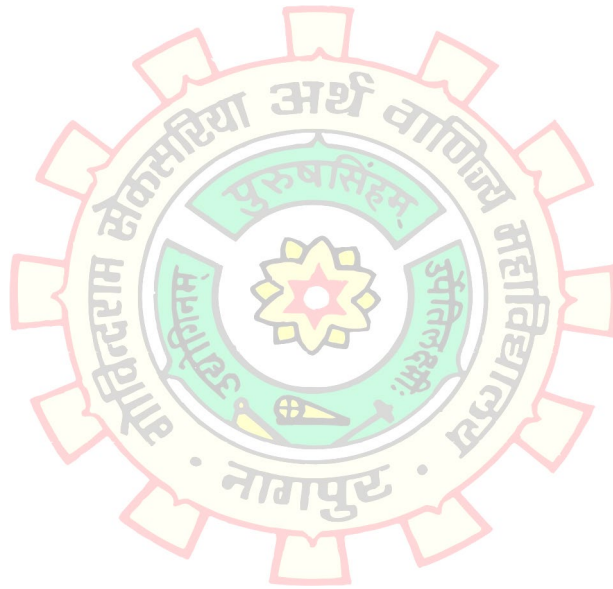


Name of Course: B.Com. (Major in Business Administration)

Semester – I

Evolution of Business & Business Environment (BCBA 1.1)			
Teaching Hours: 60	Total Credits: 4	Total Marks: 70+30 =100	Group: Major Core
<p>Objectives:</p> <ol style="list-style-type: none"> 1. To develop a holistic understanding of business fundamentals, organizational structures, and environmental dynamics. 2. To analyze the socio-cultural, economic, and regulatory factors shaping the business landscape. 3. To apply strategic frameworks and analytical tools to assess competitive forces and identify opportunities for growth and adaptation. 4. To cultivate ethical leadership skills and critical thinking abilities to navigate complex business challenges responsibly and effectively. 			
<p>Learning Outcomes: After learning this course, students will be able to –</p> <ol style="list-style-type: none"> 1. Demonstrate a comprehensive understanding of various business entities, including their formation, characteristics, and impacts on economic landscapes, enabling informed decision-making in entrepreneurial endeavours. (Understand) 2. Critically analyze and compare cooperative societies and joint stock companies, discerning their structural intricacies and socio-economic implications, fostering a nuanced perspective in business management contexts. (Analyze) 3. Develop proficiency in evaluating the multifaceted business environment, integrating socio-cultural, economic, and regulatory factors to devise strategic responses, thereby enhancing adaptability and resilience in organizational settings. (Create) 4. Evaluate the effects of liberalization, privatization, and globalization on business dynamics, employing strategic frameworks to navigate challenges and leverage opportunities in diverse global markets, fostering ethical decision-making and sustainable business practices. (Evaluate) 			
Unit	Content		
I	<p>Business: Meaning, Definition, Characteristics, Importance; Scope of business; Commerce, Trade & Aids to Trade, Need; Industrialization - Role & Impact on Economy & Nation.</p> <p>Forms of business: Sole trader – Characteristics, Formation, Advantages & Disadvantages; HUF – Meaning, Advantage & Disadvantages; Partnership: Meaning, Characteristics, Types of Partners, Status: Partnership Deed – Meaning, Importance, Contents</p>		
II	<p>Co-operative Society: Meaning, Definition, Characteristics, Advantages & Disadvantages; Principles of Cooperation.</p> <p>Joint Stock Company: Meaning, Definition, Characteristics, Advantages & Disadvantages; Formation, Role of Promoters; Difference between Joint Stock Company and Cooperative Society.</p>		
III	<p>Business Environment: Meaning of business, Concept of Business environment; Characteristics of Business environment; Components/factors of the Business Environment (internal environment & external environment)</p> <p>Socio-Cultural Environment: Introduction, nature of culture, impact of culture; Demographic environment.</p> <p>Economic Role of Government: Objectives of regulatory function of government; Regulatory authorities, purposes of regulation.</p>		
IV	<p>Liberalization: Meaning, objectives, benefits and limitations.</p> <p>Privatization: Meaning of Privatization, Objectives, benefits and problems with Privatization, Obstacles to privatization in India.</p> <p>Globalization: Meaning of Globalization, reasons for globalization, features and benefits of Globalization.</p> <p>Analysis of Business Environment: PESTEL, STEEP, PORTER'S five forces model, SWOT analysis</p>		
Books Recommended:			

1. **Business environment** – Veena K Pailwar; PHI
2. **Business Environment** – Francis Cherunilam, Himalaya Publishing House, New Delhi.
3. **Essentials of Business Environment** – Aswathappa, Himalaya Publishing House, New Delhi
4. **Business Organisation** – S A Sherlekar, Dr. Khushpat s. Jain, Dr. Apexa V. Jain.
5. **Forms of Business Organisation** – Prof. HR Ramanath, Prof. HA Bhaskar, Prof. HR Appannaiah; Himalaya Publishing House.
6. **Essential of Business Administration** – K Aswathapa; Himalaya Publishing House



Name of Course: B.Com. (Major in Business Administration)

Semester – I

Secretarial Practice (BCBA 1.2.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: 1. To understand the concept of Secretarial Practice and the role of a Company Secretary. 2. To gain insight on basic secretarial laws laid down by ICSI.			
Learning Outcomes: After learning this subject, 1. Define the role and qualifications of a company secretary, analyze their liabilities, understand the appointment and removal processes, and evaluate the role of a company secretary under The Companies Act, 2013. 2. Analyze the responsibilities of a company secretary in practice and employment, understand the application of secretarial standards, and overview the standards related to board meetings, general meetings, and dividends.			
Unit	Content		
I	UNIT I Meaning of Secretary, Definition of Company Secretary, Qualifications of Company Secretary, Liabilities of Company Secretary. Company Secretary as a Key Managerial Personal (KMP), Process of Appointment of a Company Secretary, Removal Process of Company Secretary Role of a Company Secretary under The Companies Act, 2013.		
II	UNIT II Company Secretary in Practice, Company Secretary in Employment – Meaning Responsibility of Company Secretary in Practice. Secretarial Standards – Meaning and Application. Overview of Secretarial Standards – Meeting of Board of Directors, Secretarial Standard- II – General Meetings, Secretarial Standard – III – Dividend		
Books Recommended:			
1. Company secretarial practice – Sangeet Kedia, Pooja Law Publishing Co. 2. Corporate & allied Laws – P.P.S. Gogna – S. Chand 3. Company Law – Dr. G. K. Kapoor, Dr. Sanjay Dhamija – Taxmann Publication			

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Entrepreneurship Development (BCBA 1.2.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: 1. To understand the importance and significance of Entrepreneurship development. 2. To understand the process and opportunities available for new entrant and encourage the students to go for setting-up of new business.			
Learning Outcomes: After learning this subject, students would be able to understand: 1. Analyze entrepreneurship types, assess entrepreneurial roles and leadership characteristics, and apply idea generation techniques. 2. Outline franchising processes, understand business plan elements, and evaluate new venture proposals and expansion strategies.			
Unit	Content		
I	Entrepreneurship: Meaning – Importance – Nature, Types, and Challenges. Role and Functions of Entrepreneur; Entrepreneurial Leadership – Meaning and Characteristics, Entrepreneurial Leadership, Significance and Impediment of Creativity in Entrepreneurship Process, Techniques of Idea Generation and Screening, Steps of Idea Generation.		
II	New Venture Planning and Financing: Franchising – Process and Opportunities, Business Plan – Need, Perspective, Elements, Business Plan Failures, Managing Growing and Ending the New Venture – Preparing for the New Venture Launch, Criteria for Evaluating New Venture Proposals; Early Management Decisions; New Venture Expansion Strategies and Issues.		
Books Recommended:			
1. Entrepreneurship – Creating and Leading an Entrepreneurial Organization, Kumar, Arya, Pearson, India 2. Entrepreneurship – Starting, Developing and Managing a New Enterprise, Hishrich, Peters, Irwin 3. Launching New Ventures – An Entrepreneurial Approach Cengage Learning, Allen, K.R., 4. Entrepreneurship Development – Ramachandran K., Tata McGraw Hill, New Delhi, India. 5. Entrepreneurship – Roy, Rajeev, Oxford University Press. 6. Entrepreneurship – Hisrich, Robert D., Michael Peters and Dean Shepherd, Tata McGraw Hill, New Delhi			

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Intellectual Property Rights (BCBA 1.3.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: <ol style="list-style-type: none">To introduce fundamental aspects of intellectual property rights to students who are going to play major role in developing and management of innovative project in industries.To impart knowledge to students about the procedure of registration and protection of copyrights.			
Learning Outcome: After learning this subject, the student will be able to understand: <ol style="list-style-type: none">Remember the concept of Intellectual Property Rights.Understand the Concept and use of Copyright.			
Unit	Content		
I	Overview of Intellectual Property: Introduction of IPR, Scope of IPR, need for intellectual property right (IPR), Intellectual property related problems in India, Introduction to the leading International instruments concerning Intellectual Property Rights: The Berne Convention, The World Intellectual Property Organization (WIPO); International Trade Agreements concerning IPR — WTO — TRIPS.		
II	Copyrights: Definition of copyright, concept of Copyright, Procedure for registration of copyrights, Term of copyright, Works that can be copyrighted, Copy right in literary, dramatic and musical works, computer programmes and cinematograph films Rights of performers and broadcasters, etc., Use of copyrights law, Infringement of copyrights, Remedies for infringement of copyright.		
Books Recommended:			
<ol style="list-style-type: none">Indian Patents Law – Legal & Business Implications, Ajit Parulekar and Sarita D’ Souza, McMillan India Ltd., 2006Law Relating to Patents, Trademarks, Copyright, Designs & Geographical Indications, B. L. Wadehra; Universal law Publishing Pvt. Ltd., India 2000Business Legislation for Management, MC Kuchhal; Vikas Publishing HouseLegal Aspects of Business, K Ramachandra; Himalaya Publishers.			

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Basics of FinTech (BCBA 1.3.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: 1. To enable students to understand the impact of environment on the business. 2. To understand the business strategies and environment, along with an exposure to elements of external business environment.			
Learning outcome: After learning this subject, students would be able to: 1. Define FinTech, explore its evolution and current trends, and assess its impact on banking and finance. 2. Analyze FinTech's role in payment and lending industries, including digital wallets, KYC applications, and various lending methods.			
Unit	Content		
I	Introduction to Financial Technology: What is FinTech industry? Evolution of Financial Technology, Current trend and future of FinTech, Applications of FinTech, Use of FinTech in banks, Impact of digital disruption and innovations by Fin-tech on the Banking and Financial Sector		
II	FinTech and Financial Services: The use of FinTech in Payment Industry-Multichannel digital wallets, applications supporting wallets, onboarding and KYC application, FinTech in Lending Industry- Formal lending, Informal lending, P2P lending, POS lending, Online lending, Payday lending, Microfinance, Crowdfunding,		
Books Recommended:			
1. FinTech: The Technology Driving Disruption in the financial service industry , Parag Y Arjunwadkar (2018), CRC Press. 2. Fintech Future: The Digital DNA of Finance , Sanjay Phadke (2020), Sage Publications (Paperback) 3. Fintech: The New DNA of Financial Services , Pranay Gupta, T. Mandy Tham (2018). Paperback 4. Report of working group on FinTech and Digital Banking , RBI (2017).			

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Computer Application in Business (BCBA 1.4)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Vocational Skill Courses
Objectives: <ol style="list-style-type: none">To enable students to understand the use of MS Word and MS Power Point.To enable students to understand the use of MS Excel in data processing.			
Learning outcome: After learning this subject, students would be able understand: <ol style="list-style-type: none">Demonstrate proficiently a skill to navigate MS-Word and PowerPoint interfaces, utilize features like tables, mail-merge, templates, and slide management.Demonstrate competence in data entry, formatting, formulas, sorting, filtering, and chart creation in MS-Excel, alongside understanding advanced functions like V-Lookup and pivot tables.			
Unit	Content		
I	Microsoft Word: MS-Office Installation and Introduction to MS-Word, Parts of the MS-Word Window, working with various Menus, Inserting Tables, Mail-Merge, Macros, Templates, and Inserting Images and Pictures to the MS-Word. Microsoft Power Point: Introduction to MS-PowerPoint, Insertion, Deletion, Copying Slides, Slide Numbering, Header and Footer, Different Layouts, Master Slide, Inserting Tables, Sounds, Charts, Different Objects, Animation, Slide Transition.		
II	Microsoft Excel: Introduction to MS-Excel, Elements of MS-Excel Workbook, Navigation, Entering and Editing, Formatting Cells, Formulas and Functions, V-Lookup, H-Lookup, Data Sorting, Conditional Formatting, Filters, Goal Seek, Tables, Views, Charts, Linking, Data Consolidation, Pivot Table.		
Books Recommended:			
<ol style="list-style-type: none">Computer Fundamentals – P. K. Sinha, BPB Publication, New DelhiA First Course in Computers – Sanjay Saxena, Vikash Publishing House Pvt. Ltd. New DelhiI.T. Today, Encyclopedia – S. Jaiswal, Galgotia Publications, New DelhiLearn Microsoft Office 2019 – Linda Foulkes, Packt Publishing Limited; Illustrated edition (29 May 2020)			

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Basics of Communication Skills (BCBA 1.5.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
Objectives: 1. To develop communication skills and improve oral and written skills. 2. To understand the various types of communication.			
Learning outcome: After learning this subject, students would be able to understand: 1. Define communication, identify its types and process, differentiate verbal and non-verbal communication, and assess oral and written communication. 2. Analyze print and electronic media, evaluating their advantages and disadvantages, and assess the impact of the internet.			
Unit	Content		
I	1. Definition and importance of communication 2. Features and types of communication--- upward, downward, horizontal, vertical etc. 3. Process/ Cycle of communication---- sender, receiver, channel, feedback etc. 4. Verbal/ Non – Verbal communication---- gesture, posture, eye contact etc. 5. Oral & Written communication---- Advantages & Disadvantages		
II	1. Medium and Channels of communication 2. Print Media 3. Electronic Media 4. Advantages and Disadvantages of Print and Electronic media 5. Internet---- Advantages & Disadvantages		
Books Recommended:			
1. Business Communication – Urmila Rai, S.M. Rai - (Himalaya Publishing House) 2. Business Communication – V. K. Jain & Omprakash Biyani (S. Chand) 3. Business Correspondence and Report Writing – R. C. Sharma & Krishna Mohan (Tata McGraw-Hill) 4. Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan)			

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Management Skills (BCBA 1.5.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
Objectives: 1. To understand the fundamental concepts, objectives, and scope of management. 2. To classify and apply various management skills including technical, personal, and interpersonal skills.			
Learning outcome: After learning this subject, students would be able to understand: 1. Define management, analyze its functions, and evaluate the importance of planning, organizing, and coordination. 2. Classify and apply technical, personal, and interpersonal skills essential for effective management.			
Unit	Content		
I	i) Meaning, Objectives, Scope, Importance of Management ii) Functions of Management, Role of Managers, Quality of Managers. iii) Planning: Meaning, Importance, Objectives, Types and Limitations of Planning, Essentials of good plans. iv) Organizing: Meaning, Principles, Importance and Types of Organization. v) Co-Ordination: Meaning, Concept, Importance, Need of Coordination.		
II	i) Types of Management Skills---Technical, personal, Human or Interpersonal etc. ii) Technical Skills-Use of gadgets for proper management iii) Personal Skills-Integrity, dedication, empathy iv) Interpersonal Skills-communication Skills-Oral, written, non-verbal, listening v) Leadership Skills-Personality skills, self-confidence, negotiation, persuasion skills		
Books Recommended: 1. Essential of Business Administration – K. Aswathapa, Himalaya Publishing House. 2. Management – Concept and Strategies, J. S. Chandan, Vikas Publishing. 3. Principles of Management – Tripathi, Reddy, Tata McGraw Hill. 4. Principles of Management – Ramasamy T, Himalaya Publishing House. 5. Principles of Business Management – Sherlekar, Himalaya Publishing House.			

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Hindi (BCBA 1.6.1)

Teaching Hours: 30

Total Credits: 2

Total Marks:
35+15 = 50

Group: Ability
Enhancement Courses

उद्देश्य: कोई भी भाषा मनुष्य को परिष्कृत, परिमार्जित और संस्कारित बनाकर उसके व्यक्तित्व के गुणों को सुवासित कर समाज में फैलाती है। आधुनिकता के इस युग में समय की मांग को देखकर युग के साथ कदम से कदम मिलकर चलने के लिए हिंदी ने अपने पुरातन रूप को परिवर्तित कर व्यावहारिक हिंदी को अपनाया।

परिणाम एक विश्लेषण:

1. **Analyze** and interpret selected prose and poetry works including "गपशप" by नामवर सिंह, "अभाव" by विष्णु प्रभाकर, "उखड़े खम्बे" by हरिशंकर परसाई, "सब उन्नति को मूल" by भारतेन्दु हरिश्चंद्र, "कलम और तलवार" by रामधारी सिंह दिनकर, and "प्रथम रश्मि" by सुमित्रा नंदन पंत.
2. **Demonstrate** understanding and practical application of interview techniques, journalistic writing, including news and feature articles, and preparation for journalistic endeavors, in line with the syllabus.

Unit

Content

Unit	Content
I साहित्यिक हिंदी	गद्य भाग ➤ गपशप - नामवर सिंह ➤ अभाव - विष्णु प्रभाकर ➤ उखड़े खम्बे - हरिशंकर परसाई पद्य भाग ➤ सब उन्नति को मूल - भारतेन्दु हरिश्चंद्र ➤ कलम और तलवार - रामधारी सिंह दिनकर ➤ प्रथम रश्मि - सुमित्रा नंदन पंत
II व्यावहारिक हिंदी	➤ साक्षात्कार : स्वरूप, परिभाषा, विशेषताएँ, प्रकार, पूर्व तैयारी, समस्याएँ, व्यावहारिक रूप ➤ हिंदी पत्रकारिता : परिचय और विकास, पत्रकारिता लेखन, समाचार लेखन, फीचर लेखन

Books Recommended:

संदर्भ ग्रंथ :-

1. राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ की B.COM हिंदी की पाठ्य पुस्तक
2. प्रयोजन मूलक हिंदी : डॉ. पी. लता

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Marathi (BCBA 1.6.2)

Teaching Hours: 30

Total Credits: 2

Total Marks:
35+15 = 50

Group: Ability
Enhancement Courses

उद्दिष्टे:- भाषा मानवाला परिष्कृत, परीमार्जीत आणि संस्कारित बनवून त्यांच्या व्यक्तित्व गुणांचा सुवास समाजामध्ये पसरविण्याचे कार्य करित असते. विद्यार्थ्यांना उद्यमशील प्रेरणेबरोबरच मानवी जीवनातील उच्च मूल्यांची ओळख करून देणे. वैश्विकरणाच्या युगात चारित्र्यनिर्मिती बरोबरच व्यक्तीला रोजगाराच्या क्षेत्रात स्वयंपूर्ण सिद्ध करण्यासाठी व्यावहारिक मराठीला उपजीविकेचे साधन म्हणून स्वीकारणे. मराठी भाषेचा अभ्यास करणाऱ्या व त्यासोबतच स्पर्धापरीक्षेची तयारी करणाऱ्या विद्यार्थ्यांमध्ये निबंध लेखनाचे कौशल्य विकसित करणे.

Learning outcome:

साध्य (अध्ययन निष्पत्ती):

1. **Analyze** and interpret selected prose and poetry works including "आमची एक दुष्ट खोड: आळस" by गोपाळ गणेश आगरकर, "शील बनविणारे शिक्षण: स्वामी विवेकानंद", "ज्ञानेश्वरांचे अभंग" by संत ज्ञानेश्वर, "नवा शिपाई" by केशवसुत, and "पुतळे" by वसंत आबाजी डहाके.
2. **Demonstrate** understanding and practical application of interview writing techniques, including preparation, types, formats, and finalization, and comprehend the process and elements of advertisement writing, including interpretation, types, and completion.

Unit	Content
I साहित्यिक मराठी	गद्य विभाग ➤ आमची एक दुष्ट खोड: आळस - गोपाळ गणेश आगरकर ➤ शील बनविणारे शिक्षण: स्वामी विवेकानंद ➤ म्हणी पद्य विभाग ➤ ज्ञानेश्वरांचे अभंग - संत ज्ञानेश्वर ➤ नवा शिपाई - केशवसुत ➤ पुतळे - वसंत आबाजी डहाके
II व्यावहारिक मराठी	➤ मुलाखत लेखन: स्वरूप, पूर्वतयारी, प्रकार, प्रात्यक्षिके ➤ जाहिरात लेखन: व्याख्या, कार्य, प्रकार, प्रतिमाननिर्मिती, जाहिरातीची माध्यमे, जाहिरातीची माध्यमे, जाहिरात लेखन आणि जाहिरातीचा शेवट

Books Recommended:

संदर्भ ग्रंथ :-

1. राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठाचे B.COM मराठीचे पाठ्य पुस्तक
2. सुगम मराठी व्याकरण व लेखन - मो. रा. वाळम्बे

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Ancient Indian Education System (BCBA 1.7)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Indian Knowledge System
Objectives: 1. To acquaint the students about our ancient Indian education system. 2. To understand the rich knowledge systems in the past and the developments in Indian education system.			
Learning outcome: After learning this subject, students would be able to understand: 1. Analyze features of ancient Indian education, identify sources like Vedas and Upanishads, and evaluate indigenous education methods including Gurukuls. 2. Examine the evolution of education after the Vedic period, analyze ancient universities, and evaluate the merits and demerits of the ancient education system.			
Unit	Content		
I	Introduction to ancient education systems- i) Features of Ancient Indian Education ii) Sources of Education- Vedas, Upanishad, Brahmanas etc. iii) Objectives of studying the Vedas, Upanishad etc. iv) Indigenous Education: Home, Temples, Pathshalas, Gurukuls v) The concept of Gurukuls and teaching at Gurukuls		
II	i) Education in post Vedic period ii) Ancient Universities in Buddhist period- Takshshila, Kashi Nalanda, Valabhi Vikramshila iii) Features and objectives of the universities iv) Merits and Demerits of the ancient education system		
Books Recommended: 1. Education in Modern India – Damal B.D. and Dash B.N, Kalyani Publisher, New Delhi (2005) 2. History of Education in India – Ghosh, S.C, Rawat Publications, (2007) 3. History of Education in India – Rawat Publications, Ghosh, S.C, (2007) 4. A History of Education in India – Nurullah and Naik, Macmillan, Bombay. P.L. Rawat, (1995)			

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Environment and Sustainable Development (BCBA 1.8)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Value Education Courses
Objectives: <ol style="list-style-type: none"> Understanding the concept of sustainable development: Students should be able to define and explain the concept of sustainable development, including its key principles and components. Identifying sustainability challenges: Students should be able to identify and analyze sustainability challenges facing the planet, such as climate change, biodiversity loss, resource depletion, and pollution and suggest a possible solution for the same. 			
Learning outcome: After learning this subject, students would be able understand: <ol style="list-style-type: none"> Assess environmental issues by examining the concept of environment, understanding environmental degradation, and recognizing the effects of housing and industry on the environment. Understand sustainable development by defining it, exploring its history, and evaluating sustainable development practices, along with examining the significance of Sustainable Development Goals (SDGs) like clean water, affordable energy, sustainable cities, climate action, and partnerships. 			
Unit	Content		
I	UNIT I: Multidisciplinary Nature of Environmental Studies – Concept of Environment, Scope of Environmental Studies, Need for public Awareness, Environmental Degradation, Shelter Security, Economic Security, Social Security, Effects of Housing on Environment, Effects of Industry on Environment. Environmental issues and crisis – Carbon Credits, Resource degradation, greenhouse gases, desertification, natural calamities and social insecurity, Industrialization, Globalization and Environment, Global Warming.		
II	UNIT II: Sustainable Development – History and emergence of the concept of Sustainable Development, Definition of Sustainable Development, Sustainable development practices in modern era. Sustainable Development Goals (SDGs): Introduction to Sustainable Development Goals (SDGs) established by United Nations, Need and Purpose for establishment of SDGs, SDG 6: Clean Water and Sanitation, SDG 7: Affordable and Clean Energy, SDG 11: Sustainable Cities and Communities, SDG 13: Climate Action, SDG 17: Partnerships for the goals		
Books Recommended:			
<ol style="list-style-type: none"> The Sustainability Revolution: Portrait of a Paradigm Shift by Edwards, Andres R., New Society Publishers, 2005. Sustainable development in India: Stocktaking in the run up to Rio+20: Report prepared by TERI for MoEF, 2011. Report of the Department for Policy Coordination and Sustainable Development (DPCSD), United Nations Division for Sustainable Development. Corporate Social Responsibility Part I, Part II, Part III – David Crowther and Guler Aras 			

Name of Course: B.Com. (Major in Business Administration)

Semester – I

Physical Education – I (BCBA 1.9)			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Co-Curricular Courses
<p>Objectives:</p> <ol style="list-style-type: none"> 1) To understand the principles of injury prevention and the basic first aid procedures for sports-related injuries and to recognize the importance of warm-up and cool-down exercises and incorporate them into physical activity routines. 2) To develop practical skills and theoretical knowledge in Volleyball, including measurements and techniques and to develop practical skills and theoretical knowledge in Ball Badminton, including measurements and techniques. 			
<p>Learning outcome: After learning this subject, student will be able to:</p> <ol style="list-style-type: none"> 1) Analyze different types of sports injuries and apply appropriate first aid techniques and evaluate the significance of warm-up and cool-down exercises and design appropriate routines. 2) Recall the standard measurements for a volleyball court and the rules of the game and demonstrate and refine basic volleyball skills such as serving, passing, and setting. Recall the standard measurements for a ball badminton court and the rules of the game and demonstrate and refine basic ball badminton skills such as serving, rallying, and scoring. 			
Unit	Content		
I	A) Theory 1) Injuries and First Aid 2) Warmup/Cooling Down		
II	B) Practical & Theory GAME 1) Volleyball: Measurements in Volleyball Skills in Volleyball 2) Ball Badminton: Measurements in Ball Badminton Skills in Ball Badminton		
<p>Books Recommended:</p> <ol style="list-style-type: none"> 1. Tandon, D.K. (2010). Sports Injuries and First Aid. Khel Sahitya Kendra. 2. Sharma, O.P. (2015). First Aid for Sports Injuries. Sports Publication. 3. Singh, H. (2010). Science of Sports Training. DVS Publications. 4. Jain, A. (2013). Physical Fitness and Conditioning. Sports Publication. 5. Sharma, V.M. (2011). Volleyball: Skills and Techniques. Friends Publications. 6. Sethi, P. (2012). Coaching Volleyball: A Guide for Coaches. Sports Publication. 7. Singh, J. (2010). Ball Badminton: Skills and Techniques. Friends Publications. 8. Sathyaprabha, A. (2013). Ball Badminton for Beginners. NIS Publications. 			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Basics of Financial Management (BCBA 2.1)

Teaching Hours: 60	Total Credits: 4	Total Marks: 70+30 = 100	Group: Major Core
Objectives: <ol style="list-style-type: none"> To introduce students to the fundamental concepts of management, including its nature, functions, scope, and importance, and to enable them to critically analyze management as a discipline. To equip students with the knowledge and skills necessary for effective planning, organizing, and staffing within organizations, focusing on understanding planning processes, organizing principles, and staffing procedures. To enable students to understand the principles and practices of directing, including leadership styles, communication methods, and motivation techniques, and to develop their ability to apply these concepts in real-world scenarios. To develop students' decision-making abilities, coordination skills, and understanding of control mechanisms, emphasizing the importance of efficient decision-making processes, coordination principles, and control techniques in achieving organizational objectives. 			
Learning Outcomes: After learning this subject, students will be able to: <ol style="list-style-type: none"> Demonstrate the ability to differentiate between management and administration, analyze whether management is a science or art, and evaluate management as a profession. Demonstrate effective planning, explain organizing principles, and understand staffing processes. Analyze directing principles, leadership styles, communication types, and motivation factors. Apply decision-making processes, understand coordination principles, and apply control techniques. 			
Unit	Content		
I	Introduction to Management: A. Management Concept: Nature, Functions, Scope and Importance of Management. Skills of Managers. B. Development of Management Thought: Contribution of F. W. Taylor and Henry Fayol. C. Management and Administration: Differentiate between Management and Administration. "Is management a science or art?", Management as a Profession.		
II	Planning, Organizing and Staffing: A. Planning Concept: Importance, Types of Planning, and Process of Planning, Making Planning effective. B. Organizing Concept: Principles involved, Types of organization structure, Delegation of Authority, Centralization and decentralization of authority, Span of control. C. Staffing Concept: Importance, Steps in Staffing Process.		
III	Directing: Importance, Principles, Limitations of Direction. Sub Functions of Directing: A. Leadership Concept: Leadership Styles, Leadership development. B. Communication Concept: Importance, Types of Communication. C. Motivation Concept: Objectives of Motivation, Factors of Motivation.		
IV	Decision Making, Coordination and Controlling: A. Decision Making Concept: Process, Types of Decision Making, Approaches to Problem Solving. B. Co-Ordination Concept: Importance, Principles of Coordination. C. Controlling Concept: Need of Controlling, Process of Control, Control Techniques.		
Books Recommended:			
<ol style="list-style-type: none"> Essential of Business Administration – K. Aswathapa, Himalaya Publishing House. Principles and Practice of Management – L M Prasad, Sultan Chand & Sons educational, New Delhi Management – Concept and Strategies – J. S. Chandan, Vikas Publishing. Principles of Management – Tripathi, Reddy, Tata McGraw Hill. Principles of Management – Ramasamy T, Himalaya Publishing House. Principles of Business Management – Sherlekar, Himalaya Publishing House. 			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Basics of Economics (BCBA 2.2.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Minor
Objectives: 1. To provide the students an understanding of basic concepts of business economics. 2. To make the students familiar with the fundamentals of economics.			
Learning Outcomes: 1. Understand the basic concepts of economics and contribution by traditional economists, and would be aware about the central problems of the economy. 2. Correlate how the individuals make decisions on the basis of choice, satisfaction and income level and understand application through realistic case studies.			
Unit	Content		
I	Introduction to Economics <ul style="list-style-type: none">• Economics - Meaning, Nature, Scope, Importance• Contribution of Economists - Adam Smith, Alfred Marshal, Lionel Robbins - Definition, Features, Criticisms• Central Problems of Economic System• Production Possibility Curve - Meaning, Properties		
II	Foundation of Economic Analysis <ul style="list-style-type: none">• Micro & Macro Economic Analysis - Meaning, Definition, Features, Merits, Demerits• Case Study on Bajaj Auto (Micro Analysis), Case Study on Automobile Sector (Macro Analysis)• Utility Analysis - Meaning, Features, Types• Law of Diminishing Marginal Utility - Meaning, Definition, Concept, Assumptions, Exceptions• Law of Equi Marginal Utility - Meaning, Definition, Concept, Assumptions, Limitations/Criticisms.		
Books Recommended:			
1. An Introduction to Modern Economics , Hardwick, Khan & Langmead, Longman London & New York. 2. Modern Economics – H. L. Ahuja, S. Chand & Co Ltd, Latest Edition. 3. Micro Economics – P. N. Chopra, Kalyani Publishers. 4. Principles of Economics – D. M. Mithani, Himalaya Publishing House, Latest Revised Edition. 5. Modern Economic Theory – K. K. Dewett, S. Chand & Co Ltd, Latest Revised Edition. 6. Advance Micro Economic Theory – M. Maria John Kennedy, Himalaya Publishing House, Latest Revised Edition.			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Basics of Computer Networking (BCBA 2.2.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Minor
Objectives:			
<ol style="list-style-type: none"> To provide the students an understanding of basic concepts of hardware. To make the students familiar with the concepts of Networking. 			
Learning Outcomes:			
<ol style="list-style-type: none"> Demonstrate the ability to differentiate between TCP/IP and OSI models, identify network layers, and classify network components, including routers, switches, and modems. Summarize network security concepts, evaluate wireless technologies like 3G, 4G, and 5G, and predict the impact of emerging technologies such as AI and blockchain on networking. 			
Unit	Content		
I	Introduction to Computer Networking Overview of Computer Networking: Definition and importance of computer networking, Basics of Networking Protocols: Introduction to TCP/IP model and OSI model, Explanation of layers and their functions, Network Devices and Infrastructure: Understanding network components: routers, switches, hubs, modems, Local Area Network (LAN), Wide Area Network (WAN), and Metropolitan Area Network (MAN), Internet and World Wide Web: Basics of internet infrastructure and how it works, Web browsers, URLs, HTTP, and HTTPS		
II	Advanced Topics in Computer Networking: Network Security Fundamentals: Introduction to network security concepts, Common threats and vulnerabilities, Wireless and Mobile Networking: Introduction to wireless communication technologies, Mobile networking standards: 3G, 4G, 5G. Emerging Trends and Future Directions: Recent developments in networking technologies, Potential impact of technologies like AI and blockchain on networking.		
Books Recommended:			
<ol style="list-style-type: none"> "Computer Networking: A Top-Down Approach" by James F. Kurose and Keith W. Ross (7th Edition) "Computer Networks" by Andrew S. Tanenbaum and David J. Wetherall (5th Edition) "Data Communications and Networking" by Behrouz A. Forouzan (5th Edition) "Computer Networks and Internets" by Achyut S. Godbole and Atul Kahate (2nd Edition) Cisco Networks – Christopher Carthern, William Wilson, Noel Rivera, Richard Bedwell Computer Networks – Fourth Edition, Andrew S., Tsanebaum 			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Legal Aspects of Business (BCBA 2.2.3)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Minor
Objective: 1. To develop a basic understanding of the business laws – Indian Contract Act, 1872. 2. To develop a basic understanding of business laws – Indian Sale of Goods Act, 1930.			
Learning Outcome: After learning this subject, the student will be able to: 1. Analyze the essential elements of a valid contract, distinguish between different types of contracts, and evaluate the performance, discharge, and remedies for breach of contracts through analysis. 2. Demonstrate the ability to differentiate sale types, classify goods, interpret conditions, and apply legal doctrines for ownership transfer.			
Unit	Content		
I	Indian Contract Act, 1872 Definition, Essential elements of a valid contract, Agreements, Offer and Acceptance, Essentials of a valid offer and acceptance, Consideration, no consideration no contract, Capacity of parties to contract, Free consent, Legality of object, Agreement declared void. Performance of a contract, Types of performance, Discharge of contract, Breach of contract, Remedies for breach of contract. Quasi contract, Contingent Contract		
II	Sale of Goods Act, 1930 Meaning of contract of sale, Difference between sale & agreement to sell, Goods, Classification of goods, Price- modes of fixing price, Conditions and Warranty, Implied Conditions and Warranty, Difference between conditions and warranty, Transfer of ownership/property in goods, Doctrine of 'Caveat Emptor', 'Nemo dat quod non habet', Unpaid seller, Rights of an unpaid seller, Sale by auction.		
Books Recommended:			
1. Business Laws , Kapoor N.D., Sultan Chand & Sons, New Delhi 2. Intellectual property Rights & Law , G.B. Reddy –Gogia Law agency Hyderabad. 3. Law and Practice of intellectual Property , Vikas Vashisht, Bharat Law House Delhi, 1999. 4. I.T. Rules with Information Technology Act, 2000 , Taxmann Publication Pvt. Ltd. New Delhi 5. Law of Information Technology , Paintall D; Taxmann Publication Pvt. Ltd., New Delhi			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Fundamentals of Financial Accounting (BCBA 2.3.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.			
Learning Outcomes: 1. Assess the meaning, scope, and development of accounting, apply principles, concepts, and conventions, and demonstrate proficiency in preparing journal entries following Accounting Standards through synthesis. 2. Construct various types of ledgers, including cash and bank books, compile trial balances, and evaluate the advantages and limitations of trial balances through evaluation.			
Unit	Content		
I	Fundamentals of Accounting: Theory: Meaning and scope of Accounting, Need, Development & Definition of accounting, Branches of accounting and Principles, Concepts and Conventions of accounting, Journal Entries of Transactions; Meaning, importance and benefits of Accounting Standards. Practical Problems: Preparation of Journal of Sole Proprietor.		
II	Ledger and Trial Balance: Theory: Meaning of Ledger, different types of ledgers, importance and objectives of ledgers, meaning of trial balance, importance and objectives of trial balance, uses of trial balance, advantages and limitations of trial balance. Practical Problems: Preparation of Ledgers, Simple Cash Book, Simple Bank Book and Trial Balance		
Books Recommended:			
1. Financial Accounting – Paul, S. K, New Central Book Agency 2. Financial Accounting for Managers – Ghosh, T. P. Taxman Allied Service 3. Financial Accounting – Dr. V. K. Goyal, Excel Books 4. Financial Accounting – Jain S.P., Narang K.L., Kalyani Publishers, Delhi. 5. Financial Accounting – Grewal, Shukla, S. Chand Publications, Delhi 6. Advanced Financial Accounting – R.S.N. Pillai, Bhagavathi, S. Uma, S. Chand 7. CA Foundation and Intermediate Modules by ICAI.			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Indian Financial Systems (BCBA 2.3.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: To enable and equip the students with the understanding of Indian Financial System.			
Learning Outcomes: After learning this subject, the students will be able to understand:			
<ol style="list-style-type: none"> Analyze financial system structures, assess the roles of institutions in economic growth, and evaluate money market operations' impact on Indian monetary policies. Demonstrate the ability to differentiate financial instruments, evaluate SEBI and RBI regulations, and assess financial services' significance, while understanding derivatives and their market participants. 			
Unit	Content		
I	<p>Components of formal financial system- Structure & Functions of Financial system, Nature and role of financial institutions and financial markets, financial system and economic growth.</p> <p>Money Markets - Overview of money markets, functions & operations, instruments, Treasury Bills and types, Commercial papers, Commercial bills, Call money market, Money market intermediaries, Money markets and monetary policies in India.</p> <p>CAPITAL MARKET Capital Market: Structure of the Indian Capital Market – Recent Developments in the Indian Capital Market - Interlink between Money Market and Capital Market - Overview of Debt Market in India</p>		
II	<p>Financial Instruments: Traditional Instruments: Equities, Debentures and Bonds; Hybrid Instruments: Different types of bonds such as Floating Rate Bonds, Zero Coupon Bonds, Deep Discount Bonds, Inverse Float Bonds.</p> <p>Financial regulations & financial services- Financial Regulation - SEBI – Management, powers and functions, Investor protection measures, RBI – objectives, organization, role. Financial services: Meaning, need and importance Factoring, Securitization of debt, Plastic money, Venture Capital, Credit rating.</p> <p>The Derivative Market in India: Meaning of Derivatives; Participants in the Derivatives Markets – Hedgers, Arbitrageurs and Speculators, Types of Financial Derivatives – Forwards, Futures, Options and Swaps.</p>		
Books Recommended:			
<ol style="list-style-type: none"> Pathak Bharati (2008): The Indian Financial System –Markets, Institutions, and Services, (2nd Edition), Pearson Education, New Delhi. Financial Institutions and Markets, Growth and Innovation, Bhole L. M., Tata McGraw-Hill, New Delhi, 2008. Financial Economics, Bodie, Z. et. el, Pearson Education, New Delhi, 2009. Introduction to Futures and Options Market, Hull John, Prentice Hall of India, Delhi, 2002. Financial Services, Khan M.Y., Tata McGraw Hill, New Delhi, 2007. Management of Banking and Financial Services, Paul, J. and P. Suresh, Pearson Education, Delhi, 2008. Reserve Bank of India (various issues) Report on Currency and Finance, RBI, Mumbai. Reserve Bank of India, Occasional Papers, Vol. 18, Nos. 2 & 3, RBI, Mumbai 1997. Derivatives: An Introduction, Strong, R. A., Thomson Asia Pvt. Ltd, Bangalore, 2002. Futures and Options, Sridhar, A. N., Equities and Commodities; Shroff Publishers, Mumbai 2006. 			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Indian Banking and Insurance Systems (BCBA 2.4.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: 1) To understand the fundamental concepts of banking, including its origin, types, functions, and managerial principles. 2) To explore the need and scope of insurance, differentiate between types of insurance, and understand the regulatory environment in India.			
Learning Outcome: After learning this subject, the student will be able to: 1) Evaluate banking functions, apply principles of lending, and understand internet banking features like e-payments and cards. 2) Assess insurance needs, analyze principles of insurance, and understand the Indian insurance business environment, including regulatory roles.			
Unit	Content		
I	Introduction to Banking: Basic Concepts: Origin, Need, Types, Scope and Functions of Banking, Brief history, Forms of banking – unit banking, branch banking, Group banking, Chain banking, Satellite and affiliate banking, Correspondent banking, Managerial functions in banks. Principles of Bank Lending & Internet Banking: Types of advances - Loans, Cash Credit, Overdraft, Bills Purchased, Bills Discounted, Letters of Credit - Types of Securities – Sound principles of Bank Lending. Internet Banking – Meaning, Benefits, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.		
II	Introduction to Insurance: Need and Scope of insurance - Basic concept of risk, Life cycle needs including solutions, Kinds of business risks, Principles of insurance - Types of insurance and policies: Life and Non-life, Re-insurance - Risk and Return relationship. Insurance Business Environment in India- Evolution of Insurance -Growth of Insurance Business - Actuarial Role- Claim and Settlement Procedures - Power, functions and Role of IRDA.		
Books Recommended:			
1. Banking and Insurance , Agarwal, O.P., Himalaya Publishing House 2. Financial Services Banking and Insurance , Satyadevi, C., S.Chand 3. Practical and Law of Banking , Suneja, H.R., , Himalaya Publishing House 4. Elements of Banking Law , Chabra, T.N., Dhanpat Rai and Sons. 5. Elements of Banking and Insurance , Jyotsna Sethi and Nishwan Bhatia, PHI Learning			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Quantitative Aptitude and Logical Reasoning (BCBA 2.4.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objective:			
<ol style="list-style-type: none"> To develop an understanding of the basic mathematical and statistical tools and their application in business and finance and develop logical reasoning skills and apply the same in simple problem solving. The students should be able to evaluate various real-life situations by resorting to analysis of key issues and factors. 			
Learning Outcome: After learning this subject, the student will be able to understand:			
<ol style="list-style-type: none"> Demonstrate proficiency in understanding and applying ratio, proportion, and indices concepts, including properties, laws, and easy applications, through analysis and synthesis. Apply factorial concepts, solve problems on permutations and combinations, and demonstrate logical reasoning skills by solving problems related to number series, alphabet series, letter coding, number coding, and blood relations at a basic to moderate level. 			
Unit	Content		
I	Ratio & Proportion and Indices Ratio - Meaning, properties, the concept & application of inverse ratio. Proportion – Meaning, properties of proportion, laws on proportion (Invertendo, Alternendo, Componendo, Dividendo) Indices – Meaning of indices & laws of indices (Easy applications)		
II	Basic Concepts of Permutation & Combination Introduction, factorial, problems on permutations including circular permutation with restrictions and problems on combination (easy to moderate level). Logical Reasoning Number series, Alphabet series, letter coding, number coding and blood relations. (Basic & Moderate level)		
Books Recommended:			
<ol style="list-style-type: none"> Quantitative Aptitude for competitive exams, Dr. R. S. Agrawal, S. Chand. A Modern Approach to Logical Reasoning, Dr. R. S. Agrawal, S. Chand Quantitative Aptitude for all competitive exams, Abhijit Guha, Tata Mac Graw Hill. Quantitative Aptitude for CAT, Deepak Agrawal & D. P. Gupta. Quantitative Aptitude, Shripad Deo, Allied Publishers Pvt. Ltd. ICAI study module of CA Foundation course, Paper 3 Business Mathematics & Logical Reasoning & Statistics. 			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Basics of Tally Prime (BCBA 2.5)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Vocational Skill Courses
Objectives: 1) To acquaint students with the Basics use of Tally Prime. 2) To acquaint students with practical understanding of creation of accounting and inventory masters, accounting of various business transactions, accounting of taxes (GST), daily accounting reports etc.			
Learning Outcomes: After learning this subject, students will be able to: 1) Demonstrate the ability to install Tally Prime, open it, and create a new company, as well as create accounting masters, including groups, ledgers, and vouchers, through application and synthesis. 2) Create inventory masters such as stock groups, items, and units, manage godowns, and perform inventory transactions. Additionally, they will understand the activation of GST in Tally Prime, set up GST ledgers, generate GST invoices, and work with GST reports.			
Unit	Content		
I	Introduction to Tally Prime – Installation Procedure, Opening Tally Prime, Creating a Company. Creating Accounting Masters – Introducing Groups, Introducing Ledgers, Introducing Vouchers and accounting vouchers transactions.		
II	Creating Inventory Masters – Stock Groups, Stock Items, Unit, Godown and inventory vouchers transactions. Introduction to GST – GST activation, GST Ledgers, GST Invoicing, Working with GST Reports. Reports – Day Book, Trial Balance, Profit & Loss A/c, Balance Sheet and Stock Summary.		
Books Recommended:			
1. Tally Prime – Tally Education Private Ltd (TEPL). 2. Official Guide to Financial Accounting Using Tally Prime – BPB Publications. 3. Mastering in Tally Prime – Ascent Prime Publications. 4. Tally Prime GST – United Publications 5. Tally Prime Training Guide – BPB Publications.			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Correspondence Skills (BCBA 2.6.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
Objectives: <ol style="list-style-type: none">1. To develop written skills2. To introduce various business letters3. To introduce to office correspondence			
Learning Outcomes: After learning this subject, students would be able to: <ol style="list-style-type: none">1. Compose effective business letters, including enquiry, order, complaint, and adjustment letters, demonstrating proficiency in communication skills and letter writing conventions through application and synthesis.2. Create job applications with biodata, draft memos, office orders, and circulars, and compose letters to banks and insurance companies for various purposes such as loan applications, cheque book issuances, and insurance claims, showcasing competency in professional correspondence and formal writing conventions through evaluation and analysis.			
Unit	Content		
I	Business Correspondence <ol style="list-style-type: none">i) Business Enquiry Letters- Enquiry about products and services with seller; Reply to enquiries from buyerii) Business Order Letters- placing order about products and servicesiii) Business Complaint Letters- Writing complaint letters to the seller about bad quality, less quantity, wrong products etciv) Business Adjustment Letters- providing proper adjustment to the buyer		
II	Job applications/Office/Bank/Insurance Correspondence <ol style="list-style-type: none">i) Job applications with Bio-dataii) Memo/Office Order/Office Circulariii) Letters to Banks- Application for loan, bank overdraft, issuance of cheque book, stopping a chequeiv) Letters to Insurance company- Claim, compensation		
Books Recommended: <ol style="list-style-type: none">1. Business Communication – Urmila Rai, S.M. Rai - (Himalaya Publishing House)2. Business Communication – V.K.Jain & Omprakash Biyani (S. Chand)3. Business Correspondence and Report Writing – R.C. Sharma & Krishna Mohan (Tata McGraw-Hill)4. Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan)			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Public Administration (BCBA 2.6.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
Objectives: 1. To understand the concept of Public Administration 2. To understand its importance 3. Role of Public Administrators			
Learning Outcomes: After studying this subject, students would be able to 1. Analyze the scope and significance of public administration, differentiate between public and private administration, understand public services, and evaluate the constitutional framework of government. 2. Demonstrate proficiency in administrative governance elements, analyze public administration characteristics, assess its role in development and evaluate the functions of the Union Government.			
Unit	Content		
I	i) Meaning, scope and significance of Public Administration ii) Public and Private Administration iii) Public Services-Central, State and Local Government iv) Constitutional Framework of Government		
II	i) Basic elements of administrative governance Planning, Organizing, Directing and Controlling ii) Characteristics of Public Administration--- Public interest, Equality in society, Tax collection etc. iii) Role of Public Administration in development- Concept of good governance iv) Union Government-Executive, Parliament, Judiciary		
Books Recommended:			
1. Indian Public Administration – Institutions and Issues , Ramesh K Arora and Rajani Goyal: Vishwa Prakashan, New Delhi, 1996. 2. From Government to Governance – Kuldeep Mathur: National Book Trust, New Delhi, 2010. 3. Indian Administration – Hoshier Singh: Kitab Mahal, New Delhi, 2004. 4. Indian Administration – S.R. Maheshwari: Orient Longman, Delhi, 2005. 5. Public Administration in India – S.R. Maheshwari: Oxford University Press New Delhi, 2005. 6. Public Administration in India – Padma Ramchandran: National Book Trust, New Delhi, 2006.			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

A Better India, A Better World (BCBA 2.7)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Ability Enhancement Courses
Objectives: 1. To make students understand the important life skills and values to become successful. 2. To motivate students to acquire good values. 3. To make students dream big by overcoming challenges.			
Learning Outcomes: After studying this subject, students would understand: 1. Reflect on learning from experience, analyze the characteristics of the Indian of the Twenty-first Century, and develop strategies for success in the contemporary world. 2. Evaluate lessons from the West, examine the role of discipline in accelerating national development, and propose strategies to combat corruption in India.			
Unit	Content		
I	From Part I: Address to Students i) Learning from Experience ii) The Indian of the Twenty-first Century iii) Succeeding in the Contemporary World		
II	From Part II: Values i) What Can We Learn from the West ii) The Role of Discipline in Accelerating National Development iii) How Can We Stop Corruption in India		
Books Recommended: A BETTER INDIA, A BETTER WORLD BY N R NARAYAN MURTHY Published by Penguin Random House India, Gurgaon, India, 2010			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Value Education (BCBA 2.8)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Value Education Courses
Objectives: <ol style="list-style-type: none"> Understanding the values, morals & ethics: To impart & inculcate the importance of value-based living. Student should be able to understand the teachings of great Indian leaders and their relevance in today's world. Sensitization of students for Nation Building: Sensitization of students on various facets like Human rights, Duties & Responsibilities of citizens, etc. 			
Learning Outcomes: After learning this subject, students would be able - <ol style="list-style-type: none"> Define morals, values, and ethics, identify their significance, recognize the role of values in education, and analyze teachings from Indian leaders like Gandhi and Vivekananda. Analyze theories of self-confidence, stress management techniques, and self-acceptance, while also demonstrating awareness of constitutional obligations, gender sensitization, and applying principles for enlightened citizenship by Dr. A. P. J. Kalam. 			
Unit	Content		
I	UNIT I Morals, Values & Ethics: <ol style="list-style-type: none"> Meaning & definition of morals, values & ethics. Types of values and need of value education. Important values in Human Life – Integrity, truth, commitment, empathy, honesty, punctuality, unity, forgiveness, love, teamwork, ability to sacrifice, care, positive & creative thinking. Role of values in education. Teachings of great Indian Leaders: - Seven Deadly Sins by Mahatma Gandhi and Ten Golden Teachings of Swami Vivekanand. 		
II	UNIT II A – Values & Self: <ol style="list-style-type: none"> Self-confidence - Theories of self confidence Stress Management - Techniques of Stress Management Self-acceptance – Techniques and importance Self-growth – Role of spirituality, meditation, yoga in self-growth. B – Values & Nation Building: <ol style="list-style-type: none"> Sensitization for values, rights & duties – Sensitization to constitutional obligations, Gender sensitization & Cultural sensitization (Meaning, role & importance) Dr. A. P. J. Kalam's Ten points for enlightened citizenship 		
Books Recommended:			
<ol style="list-style-type: none"> Vivekananda, Swami. "Personality Development" – Advaita Ashrama, Kolkata, 2008. "Value Education" – Dr. Kiruba Charles and V Arul Selvi "Wings of Fire" – Dr. A. P. J. Kalam Skill Development – Dr. Mohini T. Bhelwani, Shree Sainath Prakashan, Nagpur 			

Name of Course: B.Com. (Major in Business Administration)

Semester – II

Physical Education – II (BCBA 2.9)			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Co-Curricular Courses
Objectives: 1) To understand the different components of physical fitness and their significance. 2) To demonstrate proficiency in the techniques and skills associated with various athletic events, including throwing, jumping, and running.			
Learning outcome: After learning this course, students will be able to: 1) Identify and explain the different skill-related physical fitness components and their significance in sports performance (Understand, Analyze) and evaluate and apply health-related physical fitness components to enhance overall well-being and prevent lifestyle diseases (Evaluate, Apply). 2) Demonstrate proper techniques and skills in throwing, jumping, and running events, and evaluate their own performance in these events to improve their athletic abilities. (Remember, Apply).			
Unit	Content		
I	1) Physical Fitness a) Skill Related Physical Components b) Health Related Physical Components		
II	Athletics – 1) Throwing Events: Shot Put (Measurements, Skills), Discus Throw, Javelin Throw, Hammer Throw. 2) Jumping Events: Long Jump, High Jump, Triple Jump, Pole Vault. 3) Running Events: Sprints: 100 meters, 200 meters, 400 meters. Middle Distance: 800 meters, 1500 meters. Long Distance: 3000 meters, 5000 meters, 10000 meters, 3000 meters Steeplechase Marathon (42.195 kms) Relay Race: 4 x 100 meters, 4 x 400 meters. Hurdles: 100 (Men), 100 (Women), 400 meters.		
Books Recommended:			
1) Singh, H. (2010). Science of Sports Training. DVS Publications. 2) Sharma, V.K. (2012). Health and Physical Education. Sports Publication. 3) Singh, M. (2011). Fundamentals of Track and Field. Khel Sahitya Kendra. 4) Sharma, P. (2013). Athletics: Skills and Techniques. Friends Publications.			