



Maharaja Surajmal Brij University

Bharatpur (Raj.)

SYLLABUS


Faculty of Commerce

M.Com. Business Administration

Annual Scheme

Previous Examination

**Only For Session
2020-21**


अकादमिक प्रभारी
महाराजा सुरजमल बृज विश्वविद्यालय
भारतपुर (राज.)

SCHEME OF EXAMINATION
M.Com. Business Administration
(Annual Scheme)

Each Theory Paper Duration: 3 Hrs. 100 Marks
Dissertation/Thesis/Survey Report/Field Work, if any 100 Marks

1. The number of paper and the maximum marks for each paper/practical shall be shown in the syllabus for the subject concerned. It will necessary for a candidate to pass in the theory part as well in practical part (where prescribed) of a subject/paper separately.
2. A candidate for a pass at each of the Previous and the Final Examination shall be required to obtain:
 - I. At least 36% marks in the aggregate of all the papers prescribed for the examination, and
 - II. At least 36% marks in practical(s) wherever prescribed at the examination, provided that if a candidate fails to secure at least 25% marks in each individual paper at the examination and also in the Dissertation/Survey Report/Field work, wherever prescribed, he shall be deemed to have failed at the examination notwithstanding his having obtained the minimum percentage of marks required in the aggregate for the examination. No division will be awarded at the Previous and the Final Examination. Division shall be awarded at the end of the Final Examination on the combined marks obtained at the Previous and the Final Examination taken together, as noted below:

First division	60%	Of the aggregate marks taken together of the Previous and the Final Examination
Second Division	48%	

All rest will be declared to have passed the examination.

3. If a candidate clears any papers) Practical(s)dissertation prescribed at the Previous and/or Final examination after a continuous period of three years, then for the purpose of working out his division the minimum pass marks only viz. 25% (36% in the case of practical) shall be taken into account in respect of such Paper(s)/Practical(s)/Dissertation are cleared after the expiry of the aforesaid period of three years: Provided that in case where a candidate required more than 25% marks in order to reach the minimum aggregate as many marks out of those actually secured by him will be taken into account as would enable him to make lip the deficiency in the requisite minimum aggregate.

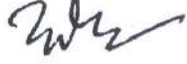
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4. The Thesis/Dissertation/Survey Report/Field Work shall be type written and Submitted in triplicate so as (0 reach the office of the Registrar at least 1 weeks before the commencement of the: theory examination. Only such candidate shall be permitted [0 offers Dissertation/Field Work/Survey Report! Thesis (it provided [It least 55% marks ill the aggregate of all the papers prescribed for the previous examination in the case of annual scheme irrespective of the.
5. The Dissertation shall carry' 50 marks and there shall be a viva-voce based on dissertation of 50 marks. The Viva-voce shall be conducted In the college/institution concern by the external examiner appointed by the university.
6. The dissertation shall be evaluated by two examiners independently and the average of the two awards shall be taken into consideration. However if the difference between two awards exceeds 20% of the Maximum marks, the dissertation shall be evaluated by third examiner and the average of the two nearest awards shall be taken into consideration,
Note: Non-Collegiate candidates are not eligible to offer dissertation as per provisions of 0.170-A.
7. The external examiner for conducting the practical examination shall be appointed by the university through BOS.
8. There will be 9 papers in all. Out of these 9 papers, 6 will be compulsory and three optional. A candidate will be required to appear in three compulsory papers and one optional paper in the Previous Examination and the three I compulsory papers and two optional papers in the Final Examination. Dissertation in lieu of one optional paper can be offered by a collegiate/regular student secured at least 55% marks in the aggregate of the Previous Examination.
9. There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).
10. The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

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M.COM. BUSINESS ADMINISTRATION
(Annual Scheme)

There will be nine papers in all, four in M.Com. (Previous) Bus. Admn. Examination and five papers in M.Com. Bus. Admn.(Final) Examination. A candidate for the previous examination shall be required to offer four compulsory papers. In M.Com. (Final) Business Administration. Examination the candidate is required to offer:

- (a) Two compulsory papers and
- (b) Any three optional papers mentioned in the syllabus:.

M.Com Previous

Compulsory Papers:

Paper 1 - General Management

Paper 2 - Business Environment

Paper 3 - Stock Exchange and Mutual Funds Paper 4 - Management Thinkers

M.Com Final

Compulsory Papers:

Paper 1 - Human Resource Management Paper

2 - Marketing Management

Optional Papers: Any three of the following:

Paper I - Management of Public Enterprises.

Paper II - Management of Cooperative Institutions

Paper III - Industrial Relations & Social Security

Paper IV - Financial Management

Paper V - Material Management


Paper VI - Marketing Research

Paper VII - Advertising Management

Paper VIII - Tourism Management

Note: Dissertation/ Field Work may be offered in lieu of one paper in the optional group provided that a candidate secures at least 55% marks in the aggregate of all the papers prescribed for the previous examination and subject to the approval of the topic and a candidate being adjusted suitable for undertaking such work.

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M.COM (PREVIOUS) BUSINESS ADMINISTRATION

Paper 1 - General Management
Paper 2 - Business Environment
Paper 3 - Stock Exchange and Mutual Funds
Paper 4 - Management Thinkers

Paper I- General Management

Time : 3 Hours
Min. Marks 36

Max. Marks : 100

Unit - I

Evolution of Management: Pre-scientific & Post Scientific Management. The Universal concept, comparative management concept, management systems in Japan.

Unit-II

Creativity in management, creative process. Types of creativity, Traits for creativity. Management by exception, M.B.O. Theories of organization. The art and process of delegation.

Unit-III

Sources of power, Power and value system, planned change. Concept and process Management strategies-Objective and Planning.

Unit-IV

Management communication Interpersonal communication and information system. Leadership: Theories and styles, Content and process theories of motivation.

Unit-V

Managerial effectiveness, Criteria of Effectiveness, Managerial Control & its basic tools, Modern trends in management.

Books Recommended:

1. H.C.. Hicks and Gueller : Management in Organisations.
2. Claude S. George Jr. The History of Management Thought.
3. William G. Ouchi : Theory A- How American Business can meet the Japanese Challenge.
4. M. Y. Yoshino: Japanese Management System tradition & Innovation.
5. Richard Parmer Pascale & Anthony G. Athos: The Art of Japanese Management.
6. Charles J.M. Millian: The Japanese Industrial System.

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Paper II- Business Environment

Time : 3 Hours
Min. Marks 36

Max. Marks : 100

Unit-I

Socio-cultural Environment: Environment of business, impact of socio-cultural values. Social responsibility of business.

Unit-II

Economic Environment: Economic systems, Economic organization (Corporate sector, Public sector, Co-operative sector), unorganized sector.

Unit-III

Economic infrastructure (transport communication) Import and export policy.

Unit-IV

Liberalisation Policy, Policy Implication. Implications of Globalization Policy on business.

Unit-V

Legal Environment (Study of main provision of) : The Competition Act 2002, Essential Commodities Act, 1955.

Books Recommended:

1. Aswathappa, K.: 'Essentials of Business Environment " Himalaya Publishing House, Mumbai.
2. Cherunilam Francis, : 'Business Environment: Text & Cases', Himalaya Publishing House, Mumbai.
3. Chopra, B.S.,: "Business Environment In India', Pune: Symboisis Institute.
4. George A., Stenier and John F. Steiner,: 'Business Government and Society', McGraw-Hill.
5. Glos, R. and Others, : 'Business its Nature and Environment', Ohio, South Western Publication Co.
6. Aswathappa, K., Essentials of Business Environment, Himalaya Publishing House, Mumbai, 2006.

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Paper III- Stock Exchange And Mutual Funds
Stock Exchange

Time : 3 Hours
Min. Marks 36

Max. Marks : 100

Unit-I

Meaning - Organization and management of stock exchange, membership of stock exchange, responsibilities and duties of stock exchange member, code of conduct. Functions of stock exchange.

Unit-II

New issue market in India : method of new issues, listing, transfer of shares and debentures (provisions of companies act, 1956 relating to issue, listing and transfer of securities).

Unit-III

Stock Exchange intermediates : brokers, sub brokers, merchant bankers, registrars SEBI-Functions and responsibilities, Major achievements.

Mutual Funds I. India

Unit-IV

Meaning objectives, importance, advantages and disadvantage to investors, classification of mutual funds, fund structure.

Unit-V

Regulation and operation of mutual funds investment procedure in mutual funds Basic knowledge of UTI mutual fund, LIC mutual fund, SBI mutual fund.

Books Recommended:

1. Sharma, Agarwal, Gupta: Working of stock exchanges in India.
2. Sharma, Agarwal, Gupta: Issues in Capital Market.
3. Jhon C Bogle: Mutual funds.
4. Eric Tyson: Mutual funds.
5. Indian mutual funds hand book.



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Paper IV - Management Thinkers

Time : 3 Hour:
Min. Marks 36

Max. Marks : 100

Unit - I

Western values vis a vis Indian values, applications of yoga in management - personality development, meditation and management of stress.

Unit-II

Indian Epics and Management- Dimensions of Vedic Management, Bhagwad Gita, Ramayan.

Unit-III

Indian Thinkers- Swami Vivekanand, Mahatma Gandhi.

Unit-IV

Western Thinkers I- F.W. Taylor, Henri Fayol.

Unit- V

Western Thinkers II- Peter F. Drucker, William G. Ouchi.

Books Recommended:

1. Chakraborty, S.K. and Bhattacharya, Pradip: Human values, New Age International (P) Limited Publishers.
2. Saneev, Rinku and Khanna, Parul: Ethics and values in Business Management, Ane Books Pvt. Ltd.
3. Khanna, S. : Vedic Management, Taxman Publications (P) Ltd.
4. Bhagwad Gita as Viewed by Swami Vivekananda: Vedanta press & Bookshop.
5. Rajagopalanari, C : Ramayan, Bhartiya Vidya Bhawan.
6. Gita Rasamrat, Shivanand, Sarva Seva Sangh, Baranasi.



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