



MAHARAJA SURAJMAL BRIJ UNIVERSITY
BHARATPUR (RAJASTHAN)

SYLLABUS FOR BUSINESS ADMINISTRATION
(UNDER GRADUATE PROGRAMME)

I & II SEMESTER
EXAMINATION-2023-24

21/1-22
20/01/2024

20-1-2024

Wk
डॉ. अरुण कुमार पाण्डेय
उपकुलसचिव
प्रभारी अकादमिक प्रथम

SEMESTER-I

Course Code	Level	Course Title	Course Type	Total Hours	L	T	P	Total Credit	EoSE Marks	CGPA Practice Marks	Total Marks
ABS-51T-101	5	Financial Accounting	DCC (Major)	90	4	0	2	6	100	50	150
BDM-51T-102	5	Principles of Business Management Business Economics	DCC (Major)	90	4	2	0	6	120	30	150
EFM-51T-103	5	Business Economics	DCC (Major/Minor)	90	4	2	0	6	120	30	150
104		Language-Hindi	AEC	60	4	0	0	4			
105			SEC	30	2	0	0	2			
106			VAC	30				2			
				Total Credit				26			

SEMESTER-II

Course Code	Level	Course Title	Course Type	Total Hours	L	T	P	Total Credit	EoSE Marks	CGPA Practice Marks	Total Marks
ABS-52T-107	5	Business Statistics	DCC (Major)	90	4	0	2	6	100	50	150
BDM-52T-108	5	Business Laws	DCC (Major)	90	4	2	0	6	120	30	150
EFM-52T-109	5	Indian Banking and Financial System	DCC (Major/Minor)	90	4	2	0	6	120	30	150
110		Language-English	AEC	60	4	0	0	4			
111			SEC	30	2	0	0	2			
112			VAC	30				2			
				Total Credit				26			

Credits offered for 1-year certificate: Year I Internship Total credits

52 4 = 56

For exit after 1st year, minimum credit requirement is 48 from the course and 4 credits from the internship, hence the certificate is @52 credits.
After 1st year Internship is mandatory for exiting at this stage.

21/5-22
20/11/2024

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डॉ. अशोक कुमार पाण्डेय
उपकुलसचिव
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Name of the Programme: Bachelor of Commerce (Business Administration.)

Name of Course : Principles of Business Management

Semester : 1

Level	Course Credits	No. Of Hours per Week	Total No. of Teaching Hours
5	6 Credits	6 Hours	90 Hours

OBJECTIVES:

1. To make the students aware of the universality of management and need for formal management education.
2. To enable them to appreciate the evolutionary process of management thought.
3. To introduce them to the various managerial functions and the principles behind practicing them.
4. To acquaint the students with the recent changes in the field of management.

LEARNING OUTCOME OF THE COURSE:

1. Acknowledge the need for formal management education.
2. Acquire skills for becoming effective managers.
3. Acquire ability to apply basic business management principles to solve business and industry related problems.
4. Practice management principles wherever possible and utilize the available resources more productively.

SYLLABUS

UNIT 1: Introduction: Concept, Nature, Process and Significance of Management; Managerial Roles (Mintzberg); An Overview of Functional Areas of Management, Development of Management Thoughts - Classical, Neo-Classical and Contingency Approaches. Planning: Concept, Process, Types, Levels, Advantages, Disadvantages and Principles of Planning.

UNIT 2: Decision- Making: Concept and Process; Management by Objective (MBO). Organisation: Concept, Nature, Process and Significance, Authority and Responsibility Relationships. Centralization and Decentralization; Span of Management. Coordination: Meaning, Importance, Principles and Techniques.

21/11/2019

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UNIT 3: Direction: Meaning & Principles. Motivation and Leading People at Work: Motivation-Concept, Importance, Theories of - Maslow, Herzberg, McGregor and Ouchi. Leadership- Concept and Leadership Styles; Likert's System of Management.

UNIT 4: Managerial Control: Concept and Process; Effective Control System; Techniques of Control. Management of Change: Concept, Nature, Types of Changes and Process of Planned Change, Resistance to Change and Methods of Reducing Resistance to Change.

Suggested Readings:

- Harold Knootz & Heinz Wehrich: Essentials of Management, Tata McGraw Hill, New Delhi
- Vijay Kumar Kaul: Business Management, Vikas Publishing House, Noida (UP).
- Louis A. Allen : Management and Organisation, McGraw Hill, Tokyo
- Ansoff, H.I. : Corporate Strategy, McGraw Hill, New York
- Hampton David R. : Modern Management, McGraw Hill, New York
- James A.F. Stoner, R. Edward Freeman, Daniel R. Gilbert, Jr.: Management, Prentice Hall, New Delhi.
- Harsey, Paul and Blanchard Kenneth H: Management of Organizational Behaviour-Utilizing the Human Resources, Prentice Hall of India, New Delhi
- John M. Ivancevich, James H. Donnelly, Jr. James L. Gibson: Management Principles and Functions. AITBS Publishers and Distributors, New Delhi.
- George R. Terry, Stephgen G. Franklin: Principles of Management, AITBS Publishers and Distributors, New Delhi.
- R.D. Agarwal: Organization and Management, Tata McGraw Hill, New Delhi.

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Name of the Programme: Bachelor of Commerce (Business Administration.)

Name of Course : Business Laws
Semester : II

Level	Course Credits	No. Of Hours per Week	Total No. of Teaching Hours
5	6 Credits	6 Hours	90 Hours

OBJECTIVES:

1. To gain knowledge of the branches of law which relate to business transactions, certain corporate bodies and related matters.
2. To understand the applications of these laws to practical commercial situations.

LEARNING OUTCOME OF THE COURSE

1. Know rights and duties under various legal Acts.
2. Understand consequences of applicability of various laws on business situations.
3. Develop critical thinking through the use of law cases.

SYLLABUS

UNIT 1: The Indian Contract Act, 1872, Section 1 to 75

UNIT 2: Special Contracts; Indemnity; Guarantee; Bailment and Pledge, Agency

UNIT 3: Indian Sale of Goods Act, 1930

UNIT 4: Consumer Protection Act 2019

Suggested Readings:

- Desai, T.R: Contract Act, Sale of Goods Act and Partnership Accounts, S.C. Sarkar & Sons Pvt. Ltd., Kolkata
- Kuchal, M.C. and Kuchhal, Vivek : Business Laws, Vikas Publishing House, Noida (UP).
- Singh, Avtar : The Principles of Mercantile Law, Eastern Book Company, Lucknow
- Kapoor, N.D.: Business Law, Sultan Chand & Sons, New Delhi
- Tulsian P.C., Tulsian Bharat, Tulsian Tushar: Business Laws, S.Chand Publishing.
- Chandra, P.R. : Business Law, Galgotia, New Delhi
- The Indian Contract Act, 1872- Bare Act.
- The Sale of Goods Act, 1930- Bare Act.
- Commercial Law : - M.J. Mathur. Pradeep Kumar Sharma, Leena Bhatia (RBSA, Jaipur)

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21/10/2024
20/10/2024