**SRI GURU TEG BAHADUR KHALSA COLLEGE**

**Sri Anandpur Sahib**

(An Autonomous College)

Affiliated to Punjabi University, Patiala

**REVISED SYLLABI**

**For**

**B.Com(H) Part-I**

**(Semester I & II)**

**Under Choice Based Credit System**

**Programme Code: BCOMH**

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**Academic Session: 2020-21**

**Website:** [**www.sgtbcollege.org.in**](http://www.sgtbcollege.org.in) **Email: sgtb321@gmail.com,**

[**sgtb321@yahoo.com**](mailto:sgtb321@yahoo.com)

**About the Department**

Post Graduate Department of Commerce was established in the year 1993. The Department provides diversified and specific knowledge to the students in the key areas of commerce through well planned, market relevant latest syllabi. The Department is offering B.Com. B.Com (Hons.), B.Com (Accounting & Finance), BBA, B.Voc. (Retail Management), B.Voc. (Hospitality & Tourism) programmes at under graduate level. The Department started Masters in Commerce (M.Com) in the year 2012-2013. Since then these programmes are being run very successfully. The Alumni of these courses are well placed in business, academics and administration across different parts of the world.

**Introduction to the Programme: B.COM (HONOURS) YEAR I**

**Programme Code: BCOMH**

B.Com with Honours is similar to the B.Com degree when it comes to the subjects. This is also a 3-year degree course that is easily available in most recognized universities and colleges. This degree is a great stepping for further education, especially if one wants to do professional courses like CA,CS. Students who wants a career in different industries like teaching, journalism, communications, design, etc. go for B.Com (H).

**Nature and Objective of Programme:**

1. Develop an understanding of commerce and apply the skills and knowledge in a business organization.
2. Equip the graduates with the know-how of operating successfully in a continuously changing business environment.
3. Equip graduates with the skills required to lead management decisions.
4. Make informed and ethical decisions based on thorough knowledge of commerce concepts.

**Learning Objectives:** In this course beyond introductory level, the focus is on developing practical problem solving ability among graduates under various business circumstances.

**Programme Specific Outcome** Students will demonstrate progressive effective domain development of values, the role of Accounting in society and business Learner will get ability to clear exams like CA, CS, ICWA and others.

**Course outcome**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course** | **Course Outcome** |
| BC/BBA 1.1 | Environmental and Road Safety Awareness | Creating awareness regarding Environmental and Road Safety issues |
| BCH 1.2 | Financial Accounting | Developing basic skills to maintain Accounts |
| BCH 1.3 | Business laws | To provide knowledge of Contract Act to students |
| BCH 1.4 | Micro Economic | Basics of Micro level Economics , Concepts, Theories and Applications in business |
| BCH 1.5/ 1.5 A | Punjabi / Basic Punjabi | To develop basic skill of Regional language through Literature, grammar to use it in official correspondence |
| BCH 2.1 | Business (Communication skills) | To develop effective communication skills and methods of preparing various types of Business correspondence |
| BCH 2.2 | Corporate Law | To impart knowledge of Company regulations |
| BCH 2.3 | Management Principles and Applications | To understand basic Management Concepts and principles for better understanding. |
| BCH 2.4 | Macro Economics | Introducing with various issues of Macro level economics, Theories and important functions of Consumption, Investment |
| BCH 2.5/ 2.5 A | Punjabi / Basic Punjabi | To develop basic skill of Regional language through Literature, grammar to use it in official correspondence |
| BCH 3.1 | Human Resource Management | Developing Knowledge of different aspects of Human Resource and its Management |
| BCH 3.2 | Income Tax Law and Practice | Basic knowledge of Residential Status, Different Heads of Income Deductions and Computation of Tax |
| BCH 3.3 | Corporate Accounting | Develop the skill of Preparation of Accounts of Various Companies and getting job opportunities in corporate world |
| BCH 3.4 | Business Statistics | To make aware of statistical tools for analysis of quantitative data |
| BCH 3.5 | E- Commerce | Understanding of Electronic usage in Business activities |
| BCH 3.6 | Seminar | To enhance the educational and communication skills of students. |
| BCH 4.1 | Cost Accounting | To acquaint the students with basic concepts used in cost Accounting, Various methods involved in cost ascertainment |
| BCH 4.2 | Business Mathematics | To develop practical knowledge of mathematical techniques used in Business analysis by Matrix, Interest valuation, Linear programming, Transportation and Assignment Problems techniques |
| BCH 4.3 | Computer Applications in Business | Skill development in using various computer tools for Business purpose like Word processing, Spreadsheet, Methods of presentation preparation |
| BCH 4.4 | Indian Economy | Awareness of various issues of Indian Economy like its’ sectors, stages, trends, changes, Policy implications and role in global scenario |
| BCH 4.5 | Entrepreneurship | To make students aware about different aspects of entrepreneurship qualities, factors, starting , documentation and various issues regarding entrepreneurship development |
| BCH 5.1 | Principles of Marketing | Understanding of various aspects of marketing and factors affecting Consumer behaviour |
| BCH 5.2 | Fundamentals of Financial Management | Providing Concept knowledge of financial Analysis in management through various tools |
| BCH 5.3 (a) | Management Accounting | Imparting Knowledge of Management Accounting Tools like Financial Statement Analysis, Ratio analysis |
| BCH 5.3 (b) | Corporate Tax Planning | Introducing with Tax Management through various tools of Financial Management |
| BCH 5.3 (c) | Advertising | To provide knowledge of different aspects of Advertising |
| BCH 5.3 (d) | Banking And Insurance | To understand concepts working and theories of Banking and Insurance sector |
| BCH 5.3 (e) | Computerised Accounting System | To create ability in preparation of Computerised Accounts |
| BCH 5.3 (f) | Financial Markets, Institutions and Financial Services | To provide overview of Financial markets and SEBI functions and regulatory aspects |
| BCH 6.1 | Auditing and Corporate Governance | Creating skills in Auditing and Corporate Governance |
| BCH 6.2 | Indirect Tax Laws | Understanding of GST, Input Tax Credit Authorities, Penalties and Appeals under GST |
| BCH 6.3 (a) | Fundamentals of Investment | To familiarize with different Investment alternatives, valuation to understand role of Investor Protection. |
| BCH 6.3 (b) | Consumer Affairs and Customer care | Understanding different Rights and Protection of Consumers |
| BCH 6.3 (c) | Business Tax Procedure and Management | Making capable in Tax  computation and Tax Planning |
| BCH 6.3 (d) | International Business | Make acquaint with International business environment |
| BCH 6.3 (e) | Industrial relations and labour laws | Knowledge of Industrial regulatory framework |
| BCH 6.3 (f) | Business Research Methods and Project Work | To provide Research aptitude for analysis of Business activities |

**PAPER SCHEME:**

**SEMESTER-1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course No.** | **Course Title** | **Course Type** | **Credits** | **Internal Assessment** | **External Assessment** | **Total** |
| **SEMESTER I** | | | | | | |
| BC/BBA 1.1 | Environmental and Road Safety Awareness | Ability Enhancement Course-1 | 4 | 30 | 70 | 100 |
| BCH 1.2 | Financial Accounting-I | Core Course C-1 | 6 | 30 | 70 | 100 |
| BCH 1.3 | Business Laws | Core Course C-2 | 6 | 30 | 70 | 100 |
| BCH 1.4 | Micro Economics | Generic Elective-1 | 6 | 30 | 70 | 100 |
| BCP101 A/ 101 B | Punjabi Compulsory/ Mudla Gyan | MIL | 4 | 15 | 35 | 50 |
|  |  | **Total Credits** | 26 |  |  |  |

**SEMESTER-II**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course No.** | **Course Title** | **Course Type** | **Credits** | **Internal Assessment** | **External Assessment** | **Total** |
| **SEMESTER II** | | | | | | |
| BCH 2.1 | Business Communication | Ability Enhancement Course-2 | 4 | 30 | 70 | 100 |
| BCH 2.2 | Corporate Law | Core Course C-3 | 6 | 30 | 70 | 100 |
| BCH 2.3 | Management Principles and Applications | Core Course C-4 | 6 | 30 | 70 | 100 |
| BCH 2.4 | Macro Economics | Generic Elective-2 | 6 | 30 | 70 | 100 |
| BCH 201 A/ 201 B | Punjabi Compulsory/ Mudla Gyan | MIL | 4 | 15 | 35 | 50 |
| CAE 1.2 | Drug Abuse Problem Management and Prevention |  | NC\* |  |  |  |
|  |  | **Total Credits** | 26 |  |  |  |

\* Drug Abuse Problem Management and Prevention is Qualifying Paper: No Credit will be awarded.

**Revised Syllabus Session 2020-21**

**B.Com. (Hons.): Semester - I**

**Paper BCH 1.2: Financial Accounting-I**

**Duration: 3 hrs Max. Marks: 100**

**Pass Marks 35% Internal Assessment: 20**

**Practical : 10**

**Credits: 6:5H (L) +1H (P) External Assessment: 70**

**Note: Simple Calculator (not scientific) is allowed.**

**Course 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.

**Course Learning Outcomes:** Developing basic skills to maintain Accounts.

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 10 marks each from Unit-I of the syllabus. Section B will consist of four long questions of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions covering the entire syllabus and candidates are required to attempt any 10 questions of 03 marks each.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks. Students should attempt 10 questions from Section C carrying 03 marks each.

**Unit 1**

Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.

The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.

Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.

Revenue: concept, revenue recognition principles,recognition of expenses.

Accounting Process**:** From recording of a business transaction to preparation of trial balance including adjustments.

Bank Reconcilation Statement.

Final Account**:** Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of non-corporate business entities.

**Unit II**

Computerized Accounting Systems: Computerized Accounts by using Tally ERP 9 Accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Selecting and shutting a Company; Backup and Restore data of a Company

***:***

Single Entry System of Accounting.

Accounting for Partnership Firms: Fundamentals, Admission, Retirement and Death of a Partner.

**Note:** Internal practical will be conducted for computerized accounting and weightage will be included in the internal assessment.

**Topics to be discussed in Practical Lab: Credit-1H(P)**

Starting Tally ERP 9

● Creating Master for Accounts ● Creating Master for Inventory

● Exploring Transactions ● Performing Everyday Tasks like Invoicing, Bookkeeping and Billing in Tally

● Creating and managing Invoices Reporting.

**PEDAGOGY:**

The instructor is expected to use leading pedagogical approaches like Power point presentation, practical task assignment, proceeding through textbook help, technology- visual and computer based delivery, taking help of diagnostic and remedial test etc.

**Suggested Readings:**

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw- Hill Education.
2. Charles T. Horngren and Donna Philbrick, Introduction to Financial Accounting, Pearson Education
3. J.R. Monga, Financial Accounting: Concepts and Applications, Mayur Paper Backs, New Delhi.
4. M.C. Shukla, T.S. Grewal and S.C.Gupta, Advanced Accounts, Vol.-I. S. Chand and Co., New Delhi.
5. S.N. Maheshwari and S. K. Maheshwari, Financial Accounting. Vikas Publishing House, New Delhi.
6. Deepak Sehgal, Financial Accounting, Vikas Publishing H House, New Delhi.

***Recommended By Board Of Studies:***

**Revised Syllabus Session 2020-21**

**B.Com. (Hons.): Semester - I**

**Paper BCH 1.3: BUSINESS LAWS**

**Duration: 3 hrs. Max. Marks: 100 Pass Marks: 35% Internal Assessment: 30 Credits: 6**: **5H( L)+ 1 H(T) External Assessment: 70**

**Course Objective:** The objective of the course is to impart basic knowledge of the important business legislation along with relevant case law.

**Course Learning Outcomes:** To provide knowledge of various Acts to students

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 10 marks each from Unit-I of the syllabus. Section B will consist of four long questions of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions covering the entire syllabus and candidates are required to attempt any 10 questions of 03 marks each.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks. Students should attempt 10 questions from Section C carrying 03 marks each.

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**Unit I**

**The Indian Contract Act, 1872: General Principle of Law of Contract**

Contract – meaning, characteristics and kinds, Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects, Void agreements, Discharge of a contract – modes of discharge, breach and remedies against breach of contract. Specific Contracts: Contract of Indemnity and Guarantee, Contract of Bailment and Pledge. Bailment: Meaning, Kinds of Bailment, Rights & Duties of Bailor and Bailee. Pledge: Meaning, Rights and Duties of Pawnee and Pawnee, Difference between Bailment and Pledge. Contract of Agency: Essentials, Types of Agencies, Creation and Termination.

**The Sale of Goods Act, 1930**

Contract of sale, meaning and difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by a non-owner, Performance of contract of sale, Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

**Unit II**

**Consumer Protection Act, 1986**

Objective, Commencement and applications, Consumer Protection Councils-Consumer Dispute Redressal Agencies, Findings of the District Forum, Composition of the State Commission, Jurisdiction of the State Commission, Appeals, Composition of the National Commission, Appeals.

**The Negotiable Instruments Act 1881**

Meaning, Characteristics, and Types of Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque, Holder and Holder in Due Course, Privileges of Holder in Due Course, Negotiation: Types of Endorsements, Crossing of Cheque, Bouncing of Cheque

**Note: Latest Case studies shall be discussed in the class.**

**PEDAGOGY:**

The instructor is expected to use leading pedagogical approaches in the classroom situation, lectures, case study analysis, group discussions, assignment writing and tests, innovative instructional methods, use of technology and comprehensive assessment practices to strengthen the teaching efforts.

**Suggested Readings:**

1. M.C. Kuchhal, and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.

2. Avtar Singh, Business Law, Eastern Book Company, Lucknow.

3. Ravinder Kumar, Legal Aspects of Business, Cengage Learning

4. SN Maheshwari and SK Maheshwari, Business Law, National Publishing House, New Delhi.

5. Aggarwal S K, Business Law, Galgotia Publishers Company, New Delhi.

6. Bhushan Kumar Goyal and Jain Kinneri, Business Laws, International Book House

7. Sushma Arora, Business Laws, TaxmannPulications.

8. Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education, 6 ed.th

9. P C Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education

10. Sharma, J.P. and SunainaKanojia, Business Laws, Ane Books Pvt. Ltd., New Delhi

**Note: Latest edition of text books may be used.**

***Recommended by Board of Studies:***

**Revised Syllabus Session 2020-21**

**B.Com. (Hons.): Semester - I**

**Paper – BCH 1.4: MICRO ECONOMICS**

**Duration: 3 hrs. Max. Marks: 100 Pass Marks: 35% Internal Assessment: 30 Credits: 6: 5H( L)+ 1 H(T) External Assessment: 70**

**Course Objective:** The objective of the course is to acquaint the students with the concepts of micro economics dealing with consumer behaviour. The course also makes the student understand the supply side of the market through the production and cost behaviour of firms.

**Course Learning Outcomes:** Basics of Micro level Economics , Concepts, Theories and Applications in business

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 10 marks each from Unit-I of the syllabus. Section B will consist of four long questions of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions covering the entire syllabus and candidates are required to attempt any 10 questions of 03 marks each.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks. Students should attempt 10 questions from Section C carrying 03 marks each.

**Unit I**

Consumer Behaviour: Utility Approach, a brief outline of law of diminishing marginal utility and law of equi-marginal utility. Concepts of revenue: marginal and Average: Revenue under conditions of Perfect and imperfect competition Elasticity of demand: price, income and cross. Consumer Behaviour: Indifference curve analysis of consumer behaviour; Consumer’s equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Production and Cost: Cost of Production: Social and private costs of production, long run and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scale.

Perfect Competition: Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry’s long run supply curve.

**Unit II**

Monopoly in long run and short run. Monopoly Equilibrium and Law of Costs. Measures of Monopoly power, Price Discrimination: Degrees and Conditions. Equilibrium under discriminating monopoly. Effects of Price Discrimination. Sources of Monopoly power, Demand and Revenue under Monopoly.

Determination of Price and Equilibrium under Imperfect Competition: Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium in Long run and Short run. Monopolistic Competition and economic efficiency Oligopoly and Interdependence – Cournot’s duopoly model, ,Kinked demand model., Collusive oligopoly – price-leadership model – dominant firm, cartels, sales maximization, Contestable markets theory. Pricing Public Utilities. Product differentiation and equilibrium, Group equilibrium, excess capacity and selling costs. Bertrand Model, Edgeworth Model.

**PEDAGOGY:**

The instructor is expected to use leading pedagogical approaches in the classroom situation, lectures, group discussions, assignment writing and tests, innovative instructional methods, use of technology and comprehensive assessment practices to strengthen the teaching efforts.

**Suggested Readings:**

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; Microeconomics, Pearson Education.

2. N. Gregory mankiw, Principles of Micro Economics, Cengage Learning

3. Maddala G.S. and E. Miller; Microeconomics: Theory and Applications, McGraw-Hill Education.

4. Salvatore, D. Schaum’s Outline: Microeconomic Theory, McGraw-Hill, Education.

5. Case and Fair, Principles of Micro Economics, Pearson Education

6. Koutsiyannis, Modern Micro Economic Theory

7. C Snyder, Microeconomic Theory: Basic Principles and Extensions, Cengage Learning

8. Bilas, Richard A., Microeconomics Theory: A Graphical Analysis, McGraw-Hill Education.

9.Paul A Samuelson, William D Nordhaus, Microeconomics, McGraw-Hill Education.

10. Amit Sachdeva, Micro Economics, Kusum Lata Publishers

**Note: Latest edition of text books shall be used.**

***Recommended by Board of Studies:***

**Revised Syllabus Session 2020-21**

**B.Com. (Hons.): Semester - II**

**Paper – BCH 2.2: CORPORATE LAWS**

**Duration: 3 hrs. Max. Marks: 100 Pass Marks: 35% Internal Assessment: 30 Credits: 6: 5H( L)+ 1 H(T) External Assessment: 70**

**Course Objective:** The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013. Case studies involving issues in corporate laws are required to be discussed.

**Course Learning Outcomes:** To impart knowledge of Company regulations

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 10 marks each from Unit-I of the syllabus. Section B will consist of four long questions of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions covering the entire syllabus and candidates are required to attempt any 10 questions of 03 marks each.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks. Students should attempt 10 questions from Section C carrying 03 marks each.

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**UNIT I**

Introduction to the Company, Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract; on-line registration of a company.

Documents: Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus, misstatement in prospectus, GDR; book-building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.

**UNIT II**

Management: Classification of directors, women directors, independent director, small shareholder’s director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; Meetings: Meetings of shareholders and board of directors; Types of meetings (AGM, Extra Ordinary Meeting), Convening and conduct of meetings, Requisites of a valid meeting postal ballot, meeting through video, conferencing, e-voting. Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee.

Winding Up: Concept and modes of Winding Up. Insider Trading, Whistle Blowing: Insider Trading; meaning & legal provisions; Whistle- blowing: Concept and Mechanism.

Ministry of Corporate Affairs (MCA) E-filling.

Role of professionals in NCLT.

**PEDAGOGY:**

The instructor is expected to use leading pedagogical approaches in the classroom situation, lectures, case study analysis, group discussions, assignment writing and tests, innovative instructional methods, use of technology and comprehensive assessment practices to strengthen the teaching efforts.

**Suggested Readings:**

1. MC Kuchhal, Modern Indian Company Law, Shri Mahavir Book Depot (Publishers), Delhi.

2. GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi.

3. Anil Kumar, Corporate Laws, Indian Book House, Delhi.

4. Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi.

5. Avtar Singh, Introduction to Company Law, Eastern Book Company

6. Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.

7.Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, New Delhi,.

8.A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.

9.Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell

10. Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi

**Note: Latest edition of text books may be used.**

***Recommended by Board of Studies:***

**Revised Syllabus Session 2020-21**

**B.Com. (Hons.): Semester - II**

**Paper – BCH 2.3: MANAGEMENT PRINCIPLES ANDAPPLICATION**

**Duration: 3 hrs. Max. Marks: 100 Pass Marks: 35% Internal Assessment: 30 Credits: 6: 5H( L)+ 1 H(T) External Assessment: 70**

**Objective:** The objective of the course is to provide the student with an understanding of basic management concepts, principles and practices.

**Course Learning Outcomes:** To understand basic Management Concepts and principles for better understanding

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 10 marks each from Unit-I of the syllabus. Section B will consist of four long questions of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions covering the entire syllabus and candidates are required to attempt any 10 questions of 03 marks each.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks. Students should attempt 10 questions from Section C carrying 03 marks each.

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## **Unit –I**

Management: Concept, nature, Process and Significance. Evolution of the Management Thought: Classical Approach – Taylor, Fayol; Neo- Classical and Human Relations Approaches – Mayo, Hawthorne Experiments; Systems Approach, Contigency Approach. Planning: Concept, Nature, Purpose, Steps in planning process, types of plans. MBO: Concept, Process, advantages. Decision making: Concept, Importance, Committee and Group decision making, process of decision making, perfect rationality and Bounded rationality, Techniques of decision making.

Organising: Concept and process of organizing – An overview, Span of management, different types of authority (line, staff and functional), Decentralisation, Delegation of authority, Formal and Informal structure, Principles of Organising, Network Organization Structure.

Staffing: Concept of staffing, staffing process.

## **Unit -II**

Motivation: Concept, Importance, Extrinsic and Intrinsic Motivation, Major motivation theories: Maslow’s Need Hierarchy Theory, Herzberg’s Two Factor Theory, McGregor’s X and Y Theory and its applicability.

Leadership: Concept, Importance, Theories of Leadership: Traits theory, Charismatic theory, Behavioural theory, Situational theory, Leader-follower theory, Leadership Styles.

Communication: Concept, Purpose, Process, Oral and Written Communication, Formal and Informal Communication, Networks, Barriers to communication, Overcoming barriers to communication.

Control: Concept, Process, Limitations, Principles of Effective Control, Major Techniques of Control- Ratio Analysis, ROI, Budgetary control, EVA, PERT/CPM.

Emerging Issues in Management.

**PEDAGOGY:**

The instructor is expected to use leading pedagogical approaches in the classroom situation, lectures, case study analysis, group discussions, assignment writing and tests, innovative instructional methods, use of technology and comprehensive assessment practices to strengthen the teaching efforts.

## **SuggestedReadings:**

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International andLeadershipPerspective*,McGrawHillEducation.

**2.** StephenPRobbinsandMadhushreeNandaAgrawal,*FundamentalsofManagement:Essential*

*ConceptsandApplications*,PearsonEducation.

1. GeorgeTerry,*PrinciplesofManagement*,RichardD.Irwin
2. Newman,Summer,andGilbert,*Management,*PHI
3. JamesH.Donnelly,*FundamentalsofManagement,*PearsonEducation.
4. B.P.SinghandA.K.Singh,*EssentialsofManagement*,ExcelBooks
5. Griffin,*Management Principles and Application,*CengageLearning

## **Note: Latest edition of text books may be used.**

***Recommended by Board of Studies***

**Revised Syllabus Session 2020-21**

**B.Com. (Hons.): Semester – II**

**Paper – BCH 2.4: MACRO ECONOMICS**

**Duration: 3 hrs. Max. Marks: 100 Pass Marks: 35% Internal Assessment: 30 Credits: 6: 5H( L)+ 1 H(T) External Assessment: 70**

**Course Objectives:** The course aims at providing the student with knowledge of basic concepts of the macro economics. The modern tools of macro-economic analysis are discussed and the policy framework is elaborated, including the open economy.

**Course Learning Outcomes:** Introducing with various issues of Macro level economics, Theories and important functions of Consumption, Investment.

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 10 marks each from Unit-I of the syllabus. Section B will consist of four long questions of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions covering the entire syllabus and candidates are required to attempt any 10 questions of 03 marks each.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks. Students should attempt 10 questions from Section C carrying 03 marks each.

**Unit I**

Introduction to Macro Economics and its importance. Concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Determination of supply and demand and conditions of equilibrium.

Fiscal and monetary policy, determination of aggregate demand and aggregate supply in shot run and long run. Unemployment- natural rate of unemployment, frictional and wait unemployment. Labour market and its interaction with production system, sacrifice ratio, role of expectations adaptive and rational.

**Unit II**

Consumption function: Average and marginal propensity to consume. Multiplier: Concept, Operation and Limitations; Investment Function: Concept, Classification. Operation and Limitations and Marginal Efficiency of Capital.

Inflation: Types, Causes & Effects, inflation and interest rate, social cost of inflation. Phillips curve the trade-off between inflation and unemployment. Trade cycles: Meaning & phases.

**PEDAGOGY:**

The instructor is expected to use leading pedagogical approaches in the classroom situation, lectures, case study analysis, group discussions, assignment writing and tests, innovative instructional methods, use of technology and comprehensive assessment practices to strengthen the teaching efforts.

**Suggested Readings**

1.Mankiw, N. Gregory. Principles of Macroeconomics.Cengage Learning.

2.Robert J Gordon, Macroeconomics, Pearson Education.

3.Branson, William H. Macroeconomic Theory and Policy. HarperCollins India Pvt. Ltd.

4.Rudiger Dornbusch and Stanley Fischer, Macroeconomics. McGraw-Hill Education.

5.Rudiger Dornbusch, Stanley Fischer, and Richard Startz, Macroeconomics. McGraw-Hill Education.

6.Oliver J. Blanchard, Macroeconomics, Pearson Education.

7.G. S. Gupta, Macroeconomics: Theory and Applications, McGraw-Hill Education.

8.Shapiro, Macroeconomic Analysis.

9.Paul A Samuelson, William D Nordhaus, and Sudip Chaudhuri, Macroeconomic, McGrawHill Education.

10.S N Singh, SmshtiArthshastra, Pearson Education.

**Note: Latest edition of text books may be used.**

***Recommended by Board of Studies***