

B.Com II

Semester

Syllabus

Subject Name	L	T	P	Credit
COM040 - Corporate Administration	5	1	0	6

Objectives:

- To provide students with an awareness of current policy trends and developments in the company law.
- To facilitate incorporation of basic practices and concepts of company management and formative knowledge of Companies Law.
- To familiarize the concept of company law and secretarial practice concept, fundamentals, tools, techniques and its significance in the liberalized business environment.
- To make familiarities with the highlights of "Company Act 2013 and its application in business.

Unit-1

Introduction to Company: Meaning and Definition, Features of Company, Highlights of Companies Act 2013 - Kinds of Companies – One Person Company, Private Company, Public Company, Company limited by Guarantee, Company limited by Shares, Holding Company, Subsidiary Company, Government Company, Associate Company, Small Company, Foreign Company, Global Company, Listed Company.

Unit-2

Formation of Company: Promotion Stage: Meaning of Promoter, Position of Promoter & Functions of Promoter, Memorandum of Association & Articles of Association, Distinction between Memorandum of Association and Articles of Association, Meaning & contents of Prospectus,

Unit -3

Company Administration: Key Managerial Personnel – Managing Director, Whole time Directors, the Company Secretary, Chief Financial Officer, Resident Director, Independent Director,, Appointment, Rights, Duties & Liabilities of Directors,, Managing Director and Manager, Company Secretary - Definition, Qualities, Position and Duties.

Unit -4

Corporate Meetings: Introduction, Types of Meetings – Annual General Meeting – Extraordinary General Meetings – Board Meetings and Resolutions - Requisites of a valid meeting.

Unit-5

Formation of Global Companies: Meaning, Types, Features, Legal Formalities, Administration.

Outcomes:

- Student will be able to work within the legal frame-work in an ethical manner.
- How to form a new company and also able to compare and contrast between various types of companies.
- Student will be able to explain objects, scope and application of "Company Act 2013".
- How to solve legal issues of companies in real business problem.

Text books:

1. Company Law and Secretarial Practice – P.K. GHOSH, S.Chand & Sons
2. Company Law & Practice- A. K. Majumdar & G. K. Kapoor

Reference books:

1. Company Law - B.K. Sengupta

Subject Name	L	T	P	Credit
COM050 - Business Mathematics and Statistics	5	1	0	6

Objectives:

- Understanding basic terms in the areas of business calculations and financial mathematics.
- Independently solving of business problems.
- To understand the basic statistical tools for analysis & interpretation of qualitative & quantitative data.

Unit-1

Business Mathematics I: Concept & Application of Percentage, Discount, Commission, And Profit & Loss.

Unit-2

Business Mathematics II: Concept and Application of Simple and Compound Interests in Business, Time Value of Money. Application of Ratio and Proportion

Unit -3

Introduction To Statistic: Introduction: Meaning, Scope and Uses, Collection of data i) Primary and ii) secondary data – Classification and tabulation, Planning & organization of statistical survey

Unit -4

Central Tendency: Introduction to Measurement of Central Tendency Types of central tendency and its application. Introduction to Measures of dispersions, Types and its application.

Unit-5

Correlation & Regression: Introduction, types of Correlation, Correlation:-Karl Pearson's and Spearman's Coefficient, Methods of computing simple correlation and regression.

Outcomes:

- Define basic terms in the areas of business calculus and financial mathematics.
- Explain basic methods of business calculus, types and methods of interest account and their basic applications in practice.
- Solve problems in the areas of business calculus, simple and compound interest account, use of compound interest account, loan and consumer credit.
- Conceptual overview of Statistics
- To apply, analyze various simple & advanced statistical tools
- To interpret data through statistical tools.

Text books:

- Mathematics for Business and Economics – Mongia
- Business Mathematics – Kapoor & Sancheti
- Statistical methods – Gupta S.P.

Reference books:

- An Introduction to Business Mathematics – Sunderasam and Jayseelam
- Fundamentals of Statistics – D.N. Elhance.
- Introduction to Business and economics Statistics – Stockton J.R and Clark C.I.

Subject Name	L	T	P	Credit
COM060 - Organization Behaviour	5	1	0	6

Objectives:

The major objective of this course is to provide students with a better understanding of behavioral processes and thereby enable them to function more effectively in their present or future roles as managers of human resources. Specific learning objectives for this course are as follows:

- To provide a basic knowledge of main ideas and key theories relating to organizational behavior;
- To develop an understanding of these and of related ideas and concepts.
- To develop skills in diagnosis and problem solving by applying the learned material to given situations;

To develop an interest in, an appreciation of, and a positive attitude toward the many aspects of the subject matter of management.

Unit-1

Overview: Concept, Nature, Characteristics, Historical Development of OB, Importance, Organizational Behaviour Models, Frameworks- Cognitive, Behaviouristic and Social Cognitive, Foundations of Individual Behavior- Personal and Environmental **Unit-2**

Psychological Variables and Communication I: Personality - Structure, determinants, personality traits and OB. Perception - Perceptual process, Attribution, Errors in perception, Managing perception.

Learning - Concept and Principles of learning, Attitudes - Formation, Factor.

Unit -3

Psychological Variables and Communication II: Motivation - Challenges, Importance, Content Theories and Process Theories. Applied Motivation Practices - Rewards, Job design, Socio Technical Systems OB Model, Empowerment, Goal setting. Work Stress - Cause, Consequences, Coping Strategies.

Unit -4

Leadership: Style and Functions of Leader, Transformational-Transactional, Charismatic-Visionary Leadership, Likert's Four Systems of Leadership and Managerial Grid

Unit-5

Organizational Conflict: Concept, classification, process and conflict resolution strategies; **Organizational Culture:** Concept, Process and Implications of Organizational Culture;

Organizational Change: Concept, Nature, Kurt Lewin Theory of Change, Implementing Change, Managing Resistance to Change.

Outcomes:

- Demonstrate a thorough knowledge and understanding of organizational behavior.
- Collaboratively and autonomously research, analyze and evaluate information from a wide variety of sources.
- Apply relevant contemporary theories, concepts and models in order to analyze organizational environments, cases and issues.
Communicate their findings clearly and effectively using a variety of media

Text books:

1. Organizational behavior: Foundations, Theories, and analyses by John B. Miner
2. Organizational behavior: Performance Management in practice By Richard Petty

Reference books:



1. Organizational behavior: Prasad L.M ,sultan S chand & co.
2. Organizational behavior Text ,cases, aswathappa, k. himalaya

Subject Name	L	T	P	Credit
CSS110 - Communication Basics	5	1	0	6

Objectives:

- Communication skills are important for many professions but are crucial for students to develop their personality. They must be able to adapt their methods of communication to all regardless of ability or learning style.
- Students will demonstrate competency in communication skills related to production and presentation of messages in multiple formats.
- Students will demonstrate competency in critical thinking skills related to the analysis, interpretation, and criticism of messages.
- Students will demonstrate an understanding of multiple theoretical perspectives and diverse intellectual traditions in Communication.
- Students will demonstrate competency in human relational interaction.
- Students will demonstrate competency in the analysis and practice of ethical communication.
- Students will demonstrate an understanding of the importance of free expression and the responsibilities it entails.

Unit-1

Fundamentals of Language & Vocabulary

Applied Grammar and usages - Parts of Speech, Determiners, Tenses, Subject-Verb Agreement, Prepositions, Active and Passive Voice, **Reported Speech**: Direct and Indirect, Sentence Structure, Punctuations.

Vocabulary: Origin of words, affixation, Antonyms, Synonyms, one-word substitute, phrasal verbs, idioms, proverbs and jargons

Unit-2

Application of Linguistic ability

Linguistic techniques, English phonetic symbols or signs, Phonetic Transcription, Writing of Definitions of Related terms, objects, processes and principles, Paragraph writing, Precise writing and noting.

Unit -3

Skills of Communication

Scope and Significance of Communication Skills, Process of Communication in an Organisation, Types of Communication: Verbal and Non-Verbal Communication, Formal and Informal Channels of Communication, Barriers to communication, Measures to overcome Barriers, Need for Effective Communication, Listening skills.

Unit -4

Developing Writing Skills

Business Letters: Parts & Layouts of Business Letters, Calling/ Sending Quotations/ Tenders/Orders/ Complaints, Report Writing (Progress, Observation, Survey, Project and Laboratory).

Unit-5

Employability And Corporate Skills

Interview skills, Group Discussion, Job Application, CV Writing, Memos and Email writing, Time management and Effective Planning, Negotiation skills, Teamwork, leadership.

Outcomes:

- Students will be enriched with good vocabulary and diction.
- To know the process of communication and its components.
- To improve the language skills.
- To enhance phonetic competence, comprehension skills, presentation skills, group discussion skills etc.

Text books:

1. *A.J. Thomson and A.V. Martinet, A Practical English Grammar,*
2. *Business Correspondence and Report Writing - By Sharma;*
3. *TMH. Living English Structure – By W.S. Allen; Longmans*
4. *English Grammar – Ehrlich, Schaum Series;*

Reference books:

1. *TMH. Spoken English for India – By R.K. Bansal and IB Harrison Orient Longman.*
2. *New International Business English – by Joans and Alexander;*
3. *OUP. Communication Skills – Dr Neeta Sharma,*
4. *Effective Technical Communication – Rizvi; TMH.*
5. *Communication for Science & Engineering, by Dr Binod Mishra,*
6. *Business Communication by Dr R.C. Sharma*

List of Practicals:

Course Objective: The language lab focuses on the production and practice of sounds of English through audio-visual aids and computer software. It intends to enable the students to speak English correctly with confidence and intends to help them to overcome their inhibitions and self – consciousness while speaking in English.

Lab Sessions with the help of Language lab software:

Tense Buster, Study Skills.

Topic to be covered in the Language Laboratory Sessions;

- Self Introduction (Self, Brief, Detail)
- JAM Session
- Extempore
- Role play
- Story with a twist
- Picture description
- Debate
- Group discussion
- Oral Presentation
- Telephonic etiquettes
- Movies & Videos (Based on Learning English, With Hindi & English Subtitle)