

UG: Bachelor's of Commerce
Semester-II

L-6T-0P-0C-6

C1COMA2T: Business Regulatory Framework

Course Objectives:

- To equip students with the provisions of Indian Contract Act and Sale of Goods act.
- To equip students with the provisions of Negotiable Instrument Act and Consumer Protection Act.
- To equip students with the provision of FEMA and Indian Partnership Act.

Course Outcomes (COs):

- Understand the fundamental legal principles behind the contractual agreements.
- Apply the laws for handling the business issues.
- Apply the laws for solving issues related to negotiable instruments.
- Apply the rights available under consumer protection act and FEMA.
- Apply the rights available under Indian partnership act.

Articulation Matrix

(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)

CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	1	3	2	-	-	-	-	-	-	-
CO2	1	3	-	2	-	-	-	-	-	-
CO3	-	3	-	-	2	1	-	-	-	1
CO4	-	3	2	1	1	-	-	-	-	-
CO5	-	3	2	-	1	-	-	-	-	1

High-3 Medium-2 Low-1

Unit-I

24 Hours

Historical background of Business laws in India, Indian Contract Act 1872 – General Laws

Unit-II

24 Hours

Contract relating to Indemnity and Guarantee, **Sale of Goods act 1930**

Unit-III

18 Hours

Negotiable Instrument Act – 1881 – General Introduction.

Negotiable instrument (amendment act) Act 2002

Unit-IV

12 Hours

General introduction of consumer protection act 1986 and 2018, FEMA

Unit-V

12 Hours

Indian partnership act 1932 – General Introduction, limited liability partnership act 2008

Reference(s)

- Corporate Law- Bharat Law House Pvt Ltd. New Delhi.
- Desai. T.R. Indian Contract Act, S.C. Sarkar and sons Pvt.Ltd
- Kapoor.N.D.- Business Law, Sutan Chand and Sons.,New Delhi
- Kuehal.M.C. Business Law, Vikas Publishing House, New Delhi.
- Bhulchndani. S.- Business Law, Himalaya Publishing House, Mumbai.

Total: 90 Hours

List of e-Learning Resources:

1. https://onlinecourses.nptel.ac.in/noc22_mg52/preview
2. <https://nptel.ac.in/courses/110105159>

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C1-COMC1T - Business Economics

Course Objectives:

- To Understanding the basic concepts of Business economics , economic goals of the firms and optimal decision making.
- To gain an understanding of core economic principles and how they apply to a wide range of real-world issues.
- To master the theoretical and applied tools necessary to critique and create economic research

Course Outcomes (COs):

- Understanding the concept of Business economics & its principles.
- Applying the concept of elasticity in various changing situation in industry.
- Analyzing the concept of wages rent, profit for profit analyses.
- Analyzing different forms of market by market structure and price in different market conditions.
- Determining marginal productivity by production function, cost & revenue to make profits in business.

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CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3	PSO4
CO1	1	1	-	-	-	-	1	-	1	2	3
CO2	1	3	-	-	-	-	2	-	1	2	3
CO3	1	3	-	2	-	-	2	-	1	2	3
CO4	1	3	-	2	-	-	2	-	1	2	3
CO5	1	3	-	2	-	-	3	-	1	2	3

High-3 Medium-2 Low-1

Unit-I

15 Hours

Historical background of economics in India with special reference to Kautilya, Definition of Economics, Concept of Micro and Macro Economics, Method of Economic study, Economics Law and their nature, Significance of Economics, Basic problems of Economics.

Unit-II

15 Hours

Elasticity of Demand, Concept and measurement of Elasticity of Demand, Price, Income and cross elasticity, Average Revenue, Marginal Revenue and Elasticity of Demand, Determination of Elasticity of Demand, Importance of Elasticity of Demand.

Unit-III

15 Hours

Factors of Production- Land, Labour, Division of labour, Efficiency of Labour, Capital, Organisation and Enterprises, The scale of production, Theories of Population

Unit-IV

15 Hours

Rent- concept, Recordian and modern theories of Rent, Quasi Rent, Wages concept, nominal and real wages, theories of wage determination; Profit-Nature, concept and Theories of profit.

Unit-V

15 Hours

Market and their classification, Price determination under perfect competition and Equilibrium of the firm, Monopoly-price and output determination and monopoly control, Price determination under monopoly, Imperfect and monopolistic competition-price determination.

Unit-VI**15 Hours**

Production function and Law of returns, Return of scale, Equal product curve analysis, Theory of cost and concept of revenue.

Reference(s)

- Managerial Economics - Economic Tool for Today's Decision Makers: Paul G. Keat, Philip K. Y. Young and Sreejata Banerjee, Pearson Education, 6th Ed., 2013.
- Dwivedi DN, Managerial Economics, Vikas Publishing House
- Ahuja HL, Advanced Economic Theory, S.Chand & Sons
- Managerial Economics: Craig H. Petersen, W. Chris Lewis and Sudhir K. Jain, Pearson Education, 5th Ed., 2008.
- Managerial Economics – Foundations of Business Analysis and Strategy: Christopher R. Thomas and S. Charles Maurice, McGraw Hills, 10th Ed., 2011.

Total 90 Hours

Bachelor's of Commerce

Semester-II

L-4 T-0 P-0C-4

M1-OFMS1T: Office Organisation and Management

Course Objectives

At the end of the course, the students shall be able to:

- Understand the importance of their role in an organization
- Learn different tactics when dealing with tasks concerning the management and individuals from different departments
- Develop action plans to complete their tasks more effectively
- Understand the techniques of Planning, Organizing and Controlling
- Learn the techniques to manage records and documentations
- Perform basic HR functions and roles and perform like a manager for effective managerial tasks

Course Outcomes (COs)

1. To understand the conceptual knowledge of office functions and office management.
2. To apply the factors to select the location and designing of layouts that matches with the workflow.
3. To apply the interior of office and apply the concept of work life balance
4. To analyze the system and procedures of office work for better office management.
5. To analyze the information to manage personnel work & employee grievances. and about office control.

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CO2	-	2	-	-	-	-	-	1	-	-	-
CO3	1	-	-	-	2	-	1	2	-	-	1
CO4	-	-	3	2		-	-	-	1	-	-

CO5	1	3	-	-	1	1	-	3	-	1	2
High-3 Medium-2 Low-1											

UNIT I: Nature and scope of office Management**12 Hours**

Historical Background and Tradition of Indian values in Office Management, Meaning of Office, Functions of Modern Office (Primary Functions, Administrative and Managerial Functions), Importance of Office and Office Management, Modern Office Organization (Definitions, Principles. Steps in Office Organization, Organizational Chart), Nature and Scope of Office Services, Decentralization and Centralization of Office Services, Office Management (Elements of Office Management, Major Processes of Office Management), Departmentalization of Office, Office Manager (Qualifications and Status, Functions)

UNIT II: ADMINISTRATIVE ARRANGEMENTS AND FACILITIES:**12 Hours**

Office Accommodation and Its Importance, Location of Office, Choice of Location (Urban vs Suburban, Factors to Considered in Selecting the Site), Securing Office Space, Office Layout (Objectives, Principles, *Vastu Shastra": An overview ,Steps in Layout Planning, Advantages of Good Layout), Open Office and Private Office, Steps in Moving Office.

UNIT III: MODERN OFFICE ENVIRONMENT:**12 Hours**

Components of Office Environment, Interior Decoration (Color Conditioning, Floor Coverings, Furnishings), Furniture and Fixtures (Types of Furniture, Choice across Furniture of Different Materials, Principles Governing Selection of Furniture), Lighting and Alternative Energy, Ventilation, Noise (Internal Noise, External Noise), Cleanliness, Sanitation and Health, safety and Security ,Time and Motion Study ,Exterior Environment of the Office, Human Environment (Work-life balance)

UNIT IV: Office system and Equipments**12 Hours**

Meaning of Office System, Difference between Systems ,Procedures and Methods, Major Office Systems and Procedures, Advantages and Limitations of Office Systems, Office Manual(Importance and Types), Work Flow Chart (Problems in the Flow of Work, Use of Flow Charts)Office Equipments Introduction to Office Equipments and Machines, Importance and Utility of Office Equipments, Kinds of Office Machine, Advantages of Office Machines, Installation, handling and Maintenance of Office Machines, Office

Communication Machines and their Barriers, Security of Office Machines and Equipments, Modern Office Equipments and their Importance, Office Equipments and Human Productivity, Effects of automation on office establishment and its cost effectiveness)

UNIT V: OFFICE CONTROL AND APPRAISAL:

12 Hours

Office Control-(Meaning and definition, Need), Time keeping:
Importance of time keeping and punctuality in office, Motivation through economic and non economic factors, Personnel Management Recruitment to retirement (An overview), Supervision, Coordination,. Brief of performance appraisal

Total: 60 Hours

Reference(s)

Office Management S. Chand R.S.N. Pillai Bagavathi