

Syllabus & Course Outcome According to NEP

Faculty of Commerce

Session: **2024-25**

Class: **B Com Semester 1**

As per New Education Policy To be implemented from 2025-2025

B. Com Sem 1 Syllabus

DETAILED SYLLABUS

B.Com (Four Year – UG) – Semester – I

MAJOR SUBJECT- Principles of Business Management

Course Outcome

- CO1 The student will be able to identify different functions of management and management thoughts.
- CO2 The student will be able to differentiate between Management and Administration as well as identify the skills required for a manager.
- CO3 The student will be able to Outline and illustrate plans for various activities.
- CO4 The Student will be able to develop competency of decision making while working in a group.
- CO5 The student will be able to apply various management principles in his/ her day-today life.

SYLLABUS

- Unit I:** Introduction -Nature, function, definition and importance of management, Definition, nature, purpose and scope of management, Functions of a manager, is management a science or art? Development of Management Thought -Scientific management; Contribution of Taylor, Fayol, Mary Follet, Elton Mayo; Hawthorne experiments, Contingency approach.
- Unit II:** Management and Administration-Management and administration, Management as a profession, Professionalism of management in India, Management ethics and management culture, Skills required of manager, Classification of skills, Methods of skills development.
- Unit III:** Management Planning-Concept of planning, objectives, Nature, Types of plan, Stages involved in planning, Characteristics of a good plan, Importance, Limitations of planning, Making planning effective, Strategic planning in Indian Industry.
- Unit VI:** Decision Making-Concept, characteristics of decisions, Types of decisions, Steps Involved in decision making, Importance of decision making, Methods of decision making, Committee Decision Making. Organisation -Concepts, Principle of organization, Importance, Features of good organization structure, Types of Organisation structure.

Reference Books:

1. Essential of Business Administration - K.Aswathapa Himalaya Publishing House
2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
4. Principles of Management By Ramasamy T, Himalaya Publishing House
5. Principles of Management, Dr.Neeru Vashisht & Dr.Namita Rajput, Taxmann

Question paper pattern (Common for All Major Subjects)

Question No.	Unit	Marks	Question Pattern
1.	1	4	1 Question of 4 Marks
	2	4	1 Question of 4 Marks
	3	4	1 Question of 4 Marks
	4	4	1 Question of 4 Marks
2.	1	16	2 Question of 8 Marks each OR 1 Question of 16 Marks
3.	2	16	2 Question of 8 Marks each OR 1 Question of 16 Marks
4.	3	16	2 Question of 8 Marks each OR 1 Question of 16 Marks
5.	4	16	2 Question of 8 Marks each OR 1 Question of 16 Marks

Open Elective – 2 Credits Course Name: Economic Systems

Course Outcomes

- CO 1** The students will be able to understand various types of economic systems.
CO 2 The students will be able to understand socialist economic system.
CO 3 The students will be able to understand the working mechanism of Capitalist Economy.
CO 4 The students will be able to understand the structure of a mixed economy.

SYLLABUS

Unit 1: Economic System: Meaning, Definition, Characteristics, Functions, Elements, Types of Economic System, Traditional Economy: Meaning, Definition, and History of Traditional Economy, How Traditional Economy Work, Characteristics, Elements, Goal of Traditional Economy, advantages and Disadvantages of Traditional Economy, Few Examples of Traditional Economy.

Unit 2: Socialist Economy (Planned Economy): Meaning, Definition, and History of Socialist Economy, How Socialist Economy Work, Characteristics, Elements, Goal of Socialist Economy, advantages and Disadvantages of Socialist Economy, Few Examples of Socialist Economy.

Unit 3: Capitalist Economy (Free Market Economy): Meaning, Definition, and History of Capitalist Economy, How Capitalist Economy Work, Characteristics, Elements, Goal of Capitalist Economy, advantages and Disadvantages of Capitalist Economy, Few Examples of Capitalist Economy.

Unit 4: Mixed Economy: Meaning, Definition, and History of Mixed Economy, How Mixed Economy Work, Characteristics, Elements, Goal of Mixed Economy, advantages and Disadvantages of Mixed Economy, Few Examples of Mixed Economy.

Reference Books:

1. Modern Economic Theory, K K Dewett, M H Navalur, S Chand Publication, 2006 Edition
2. <https://mises.org/library/theory-socialism-and-capitalism-0>
3. [https://ctheory.sitehost.iu.edu/resources/fall2020/Friedman Capitalism and Freedom.pdf](https://ctheory.sitehost.iu.edu/resources/fall2020/Friedman_Capitalism_and_Freedom.pdf)

Open Elective – 2 Credits

Course Name: Elements of Business Environment

Course Outcomes

- CO 1** The Students will be able to compare and contrast internal and external environment of business.
- CO 2** The students will be able to understand economic environment of business
- CO 3** The students will be able to understand the socio-cultural environment of business and social responsibilities of business.
- CO 4** The students will be able to understand technological business environment and its impact.

SYLLABUS

Unit 1: Meaning of business, scope and objectives of business, meaning of business, scope and objectives of business, Meaning of Business Environment, Factors affecting environment to the business, Internal and external environment, micro environment, macro environment. Elements of business environment

Unit 2: Economic Environment: Nature of economy, structure of the economy, economic policies, economic conditions. Political Environment - Economic roles of the government, government and legal environment

Unit 3: Socio-cultural Environment: Business and society, business and culture, language, culture and organizational behaviour, other social/cultural factors, social responsibility of business.

Unit 4: Technological Environment: Features of Technology, Impact of Technology, Management of Technology, Status of Technology in India, Technology and Business Environment- Impact of Technology on Business, Factors affecting technological environment, Types of Technology (Labour based, Capital based), Technology transfer.

Reference Books:

1. Rangarajan, C.A.; Perspective in Economics, S. Chand & Sons, New Delhi
2. Cherunilam, Francis; Business Environment - Text and Cases, Himalaya Publishing House.
3. Aswathappa, K.; Essentials of Business Environment, Himalaya Publishing House, New Delhi.
4. Mishra & Puri, Indian Economy, Himalaya Publishing House, New Delhi
5. Business and society – Lokanathan and Lakshmi Rajan, Emerald Publishers
6. https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/S000023MA/P001406/M022343/T/1504612643M-6-Q-I.pdf

Vocational Skill Course – Sem I – 2 Credits

Content Writing

Course Outcomes

- CO1** The student will be able to understand basic concepts of content writing.
- CO2** The student will be able to gain knowledge regarding types of content writing and editing.
- CO3** The student will be able to acquire knowledge on various writing styles.
- CO4** The student will be able to create plagiarism-free content.
- CO5** The student will be able to understand and write effective content without plagiarism.

SYLLABUS

Unit I Basics of Content Writing: Concept of Content Writing and its relevance, Role and functions of Content Writers, Print and Web Content Writing, Scope and Types of Content Writing, Principles and processes of Content Writing.

Unit II Types of Content Writing: Process of Content Writing: getting the brief, ideating, researching, structuring, formatting; editing and Proof-Reading: following company style sheet, grammar, copy flow, restructuring, market research,

Unit III Writing Styles: Writing Styles: Non-fiction (Essays, Reports), Advertising, Newspapers, writing blogs, Case Studies, White Papers; Corporate Communications: writing for business to business (B2B), business to consumer (B2C), press releases; Newsletters: focus on language, jargon, writing style, and target audience, formal and informal language.

Unit IV Plagiarism and Content Writing: Introduction to plagiarism, rules of plagiarism, techniques of writing plagiarism-free content.

Reference Books:

1. Turk, Christopher and John Kirkman. Effective Writing. London and New York: Chapman & Hall. Indian Reprint 2003
2. Pinker, Steven. The Sense of Style: The Thinking Person's Guide to Writing in the 21st Century . Penguin Books, Reprint edition ,2015
3. Seely, John. Oxford Guide to Effective Writing and Speaking. OUP 2nd edition, 2005
4. Goins, Jeff. You Are a Writer (So Start Acting Like One). Tribe Press
5. Brohaugh, William. Write Tight: Say Exactly What You Mean with Precision and Power.
6. Janzer. Anne. The Writer's Process: Getting Your Brain in Gear. Cuesta Park Consulting, 2016
7. King, Stephen. On Writing: A Memoir of the Craft. Scribner, 2010

Semester – I
SEC Name - Start-up Support Executive

QP Code: MEP/Q1203

Sector: Management & Entrepreneurship and Professional Skills

Sub-Sector: Office Management and Professional Skills

Occupation: Legal and Compliance

SEC Outcome

At the end of the SEC, the learner should have acquired the listed knowledge and skills:

- Describe ideas and the legality of Start-up solutions.
- Discuss registrations and statutory compliances of Partnership.
- Identify Ideas and analyses the applicability of statutory filings
- Describe procedural codes of Registrar of Company
- Elaborate Preparation of documents.

SYLLABUS

Unit-I Role and competencies required to be a Start-up Support Executive, Common organizational structures, hierarchy and reporting relationships, Employment opportunities and market, Formation of Start-up. Practical – Prepare a Unique Selling

Proposition, Prepare bylaws for the organization, Carry out SWOT analysis for the given case, Prepare budget for the proposed start-up.

Unit-II SWOT analysis of start-up, Unique Selling Proposition of start-up, Requirements of Start-ups, The overview of Market. Practical – Prepare a Partnership deed, Demonstrate Registration of partnership in State-Government Portal, Prepare documents to apply for Limited Liability Partnership.

Unit-III Documents required to start Start-ups, Legal structure of corporations, The Partnership Deed, Performa of Partnership Deed, State Laws for registration, The applicability of different documents for registration; Bank Account, PAN, etc. Practical – Prepare Memorandum of Association and Articles of Association,

Unit-IV Limited Liability Partnership Act 2008, Incorporation of Limited Liability Partnership, Designated Partner Identification Number Discuss Name Approval from Registrar of Company, Features of Director Identification Number, Law of Registration, Registrar of Company filing in Ministry of Corporate Affairs portal, One-person Company, Form INC-3 Practical – Demonstrate registering for Director Identification Number, Demonstrate filling forms in Ministry of Corporate Affairs Portal.

Assessment by Teacher based on performance during Practical (40%), documents Created while performing practical / solving assignments given by teacher or MCQ based exam (40%) and vivavoce (20%)

Ability Enhancement Course for B.Com, (Semester 1)

Subject: English

Semester 1 (2 Credits) (50 Marks)

SYLLABUS

Unit:1 (32 Marks)

1. Reading Skills (Skimming, Scanning, Understanding graphs, charts, deciphering information)

2. Customer-relation skills (Persuasion, justification, convincing, man-management)

3. Leadership Skills (positivity, confidence building, taking initiative & Nonverbal

Communication Skills gesture, tone, language etc)

4. Cross Cultural Communication Skills- understanding different cultures, people, global understanding

Unit:2 (15 Marks)

Writing Skill

- a). Vocabulary Building (6 Marks)
- b). Correction of Errors (6 marks)
- c) Blog writing (6 Marks)

(Unit 1 will include passages, which will have following questions :)

- Comprehension-factual questions
- Interpretative questions
- Personal response questions
- Situation based questions on soft skills prescribed

CIE (Continuous Internal Evaluation) (50 Marks)

Practical (30 marks)

- 1) Anchoring Skills(RJ, VJ, News Reporting),
- 2) Power point presentation skill,
- 3) Interview skills- Preparing Interview Questions, Conducting an Interview,
- 4) Listening Skill- comprehension, positive perception
- 5) Review writing/Feedback of a product/service

Internal Assessment (20 marks)

- A) Unit Test (10 marks)
- B) Assignment (5 marks)
- C) Attendance(5 Marks)

Question Paper Ability Enhancement Course Subject: English Semester-1

Time: 2 Hrs

Marks: 50

Q1. Answer any three of the following questions in about two to three sentences each. (06 marks)

(Any three out of four factual questions based on Unit 1)

Q2. Answer any two of the following questions in about 100 words. (10 Marks)

(Any two out of three interpretative questions based on Unit 1)

Q3. Answer any three of the following questions in about 100 words. (06 Marks)

(Any five out of four personal response questions will be given related to the passages given in Unit 1)

Q4. Answer any two the following questions in about 100 words. (10 Marks)
(Any two out of three situation based questions on soft skills prescribed in Unit 1)

Q5. Questions based on Writing Skills given in Unit 2 (18 Marks)

- a) Vocabulary Building (6 Marks)
- b) Correction of Errors (6 marks)
- c) Blog writing (6 Marks)

Value Education Course – 2 Credits

Course Name: ENVIRONMENTAL STUDIES

(Prepared by the Board of Studies in Environmental Sciences under Faculty of Science and Technology)

COURSE OUTCOMES:

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

- Explain the basics of Environmental Science and Atmospheric Science along-with the components of Environment
- Explicate the importance of Environmental Education.
- Elucidate the fundamentals of atmospheric science including formation, depletion and effects of ozone layer and acid rain on environment.
- Describe the various physical and chemical characteristics and properties of Water and Soil
- Understand the Ecology and its allied branches
- Comprehend about Population and Community Ecology
- Study the changes in Population by understanding the concept of Population ecology

SYLLABUS

Unit-I: Basics of Environmental Science (7.5 Hrs)

- A. Introduction of Environmental Science: Definition, Types, Classification, Characteristics, Components and principles of environment. Scope and need for environmental science, Multidisciplinary nature of environmental science, Environmental ethics.
- B. Environmental Education: Goals, Objectives and principles of environmental education, formal and non-formal environmental education, environmental programme, importance of environmental education, environmental awareness.
- C. Components of Environment: Atmosphere (Structure and composition), hydrosphere – distribution of water, hydrological cycle, global water balance, lithosphere – Internal structure of Earth, types of rocks, Biosphere- Boundaries of biosphere.

Unit-II: Basics of Atmospheric Science (7.5 Hrs)

- A. Atmospheric Chemistry: Structure of atmosphere based on temperature, photochemical reaction in the atmosphere, temperature inversion and lapse rate, smog formation, types

of smog (sulphur and photochemical smog), adverse effect of smog on human being, aerosol.

- B. Green House Effect: Greenhouse gases, relative contribution and effects of greenhouse effect, control of greenhouse gases. Ozone depletion: chemistry of ozone depletion, Dobson Unit, ozone depleting substances (ODS), ozone hole, consequences of ozone depletion, mitigation measures and international protocols.
- C. Acid Rain: Chemistry of Acid Rain, effect of acid rain on ecosystem, control measures. Precipitation – Forms of precipitation (rain, drizzle, snow, sleet, and hail), types of precipitation (conventional, orographic, and cyclonic)

Unit-III: Basics of Ecology (7.5 Hrs)

- A. Ecology: Definition, subdivision and modern branches of ecology, ecology spectrum, scope of ecology. Application and significance of ecology to human beings.
- B. Abiotic Factors: Temperature: effect of temperature on plants and animals, Adaptation to meet extreme temperature. Light: Zonation in marine habitat, effects of light on plants and animals, Microclimate and fire, Shelford law of tolerance, Leibigs law of minimum.
- C. Biotic Factor: Inter specific relationship Positive: Mutualism (symbiosis), commensalism, proto- cooperation Negative: Parasitism, predation, competition, Antibiosis, Neutralism.

Unit-IV: Ecosystems and food chain (7.5 Hrs)

- A. Ecosystem: Definition, structure and function of ecosystem, types of ecosystem: Terrestrial (forest, grassland, desert, cropland), Aquatic (Marine and freshwater)
- B. Food chain: Definition & types: Grazing food chain, detritus food chain, and parasitic food chain, food web in forest and grassland ecosystem. Ecological pyramids (number biomass and energy), energy flow in ecosystem (Y- shaped). Energy flow and the law of thermodynamics.
- C. Biogeochemical Cycles: Definition, classification, gaseous cycle (oxygen, carbon and nitrogen) Sedimentary cycle (phosphorus and sulphur).

Reference Books:

1. Text Book of Environment: K M Agrawal, P.K. Sikdar, and S.C. Deb, Mc'Millan Publication, Mumbai.
2. Man and Environment: M.C. Dash and P.C. Mishra, Mc'Millan Publication, Mumbai.
3. Environmental Science: S.C. Santra, New Central Book Pvt.Ltd, Kolkatta.
4. Environmental Problems and Solution: D.K. Asthana, S.Chand Publication, New Delhi.
5. Environmental Chemistry: S.S. Dara, S.Chand Publication, New Delhi.

6. Environmental Chemistry: A.K. Dey, New Age International Publishers, 2001.
7. A Textbook of Environmental Studies: Dr S. Satyanarayan, Dr S. Zade, Dr S. Sitre and Dr P.U. Meshram, Allied Publishers, New Delhi.
8. Environmental Biology: Biswarup Mukherjee, Tata McGraw-Hill Publishing Company Ltd, New Delhi, 1996.
9. Animal Ecology and Distribution of Animals: Veer Bala Rastogi, Rastogi Publication, Meerut (U.P).
10. Ecology and Environment: P.D. Sharma, Rastogi Publication, Meerut (U.P).
11. Fundamentals of Environmental Biology: S. Arora, Kalyani Publishers.
12. Environmental Biology: P.K.G. Nair, Himalaya Publication.
13. Environmental Biology: K.C. Agrawal, Agro Botanical Publisher, Bikaner, 1994

IKS (Indian Knowledge System) Course – 2 Credits

Indian Economics and Business Model

Course Outcomes

- CO 1** The students will be able to compare past and present Indian thoughts.
- CO 2** The students will be able to understand Kautilya's Economic thoughts.
- CO 3** The students will be able to understand agriculture and manufacturing framework in ancient India.
- CO 4** The students will be able to compare various Indian Business Models.

SYLLABUS

Unit 1: History of Indian Economy Thoughts, New Indian Economic Model & Sectorial Contribution Past vs Present History of Indian Economy Thoughts: Context from Dharmashastras, Shukraniti, Mahabharata, and Arthashastra

Unit 2: Kautilya's Economic thoughts in specific. India and Global GDP: Ancient India; Beyond Capitalism and Communalism, Dharmic, Caste as Social Capital, Black Money, and Tax Heaven.

Unit 3: Agriculture: Ancient India, Manufacturing: Ancient India, Education in India, Wealth in India, Governance, and Business in India, Where India Stands Globally.

Unit 4: Indian Business Model: Based on 10-point formula: Family Base, High Level of Savings, Self-Employment, Highly Entrepreneurial Nature, Non-corporate Sector as the Core of the Economy, Community Orientation and Higher Social Capital, Faith and Relationship in Economic Affairs, A Society-driven Economy, Driven by Norms and Values.

Reference Books:

1. Kanagasabapathi; "Indian Models of Economy, Business and Management", Third Edition, Prentice Hall India Ltd., Delhi.

2. Lotus and Stones; Garuda Prakashan (31 October 2020); Garuda Prakashan Pvt. Ltd.
3. Dwivedi D.N., Essentials of Business Economics, Vikas Publications, Latest Edition.
4. Inida Uninc by Prof. R Vaidyanathan, Westland Ltd.Publication
5. Economic Sutras by Prof. Satish Y. Deodhar, IIMA Books series
6. Black Money Tax Heaven by R Vaidyanathan, Westland ltd. Publication.

Web resources:

- Goswami Anandajit, Economic Modeling, Analysis, and Policy for Sustainability, IGI Global, Latest Edition.
- Ganguly Anirban, Redefining Governance, published by Prabhat Prakashan, Latest Edition.
- VaidyanathanR., India Unincorporated, ICFAI Books, Latest Edition.

Question paper pattern (Common for All Major Subjects)

Question No.	Unit	Marks	Question Pattern
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Basket for Co-Curricular Courses

CC Basket:

1. National Cadet Corps (NCC)
2. Extension Projects (Sanskar, Unnati and Sahayog) offered by the Department of Lifelong Learning and Extension, RTM Nagpur University, Nagpur
3. National Service Scheme (NSS)
4. Games and Sports Activities
5. Cultural Activities Note: A student will not be allowed to opt any course outside this basket as a Co-Curricular Course