## B.Com. Hons. (Bus. Admn.)

**Scheme of Examination & Syllabus 2016-19**

### Semester - I

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Nomenclature of the Paper</th>
<th>Theory</th>
<th>Int.</th>
<th>Total</th>
<th>Time (end sem. exam)</th>
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<tbody>
<tr>
<td>101</td>
<td>Business Law</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>102</td>
<td>Business Organization</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3 Hrs.</td>
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<tr>
<td>103</td>
<td>Labour Policy and Problems</td>
<td>70</td>
<td>30</td>
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<td>3 Hrs.</td>
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<tr>
<td>104</td>
<td>Business Environment</td>
<td>70</td>
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<tr>
<td>201</td>
<td>Commercial Legislations</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3 Hrs.</td>
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<tr>
<td>202</td>
<td>Business Organisation and System</td>
<td>70</td>
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<td>203</td>
<td>Labour Welfare and Social Security</td>
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<tr>
<td>204</td>
<td>Corporate Environment</td>
<td>70</td>
<td>30</td>
<td>100</td>
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<tr>
<td>301</td>
<td>Company Law</td>
<td>70</td>
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<tr>
<td>302</td>
<td>Principles of Management and Practices</td>
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<td>303</td>
<td>Trade Union Regulatory Framework</td>
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<tr>
<td>304</td>
<td>Sales Promotion and Sales Management</td>
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### Semester - IV

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<tr>
<td>401</td>
<td>Secretarial Practices</td>
<td>70</td>
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<tr>
<td>402</td>
<td>Essentials of Business Management</td>
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<tr>
<td>403</td>
<td>Industrial Relations &amp; Workers Participation</td>
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<td>404</td>
<td>Sales Administration and Practices</td>
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<tr>
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<td>Functional Management</td>
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<td>Entrepreneurship</td>
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<td>503</td>
<td>Organisational Theory and Practices</td>
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<tr>
<td>504</td>
<td>Labour Legislation</td>
<td>70</td>
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<tr>
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<tr>
<td>601</td>
<td>Production &amp; Material Management</td>
<td>70</td>
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<tr>
<td>602</td>
<td>Small Business Management</td>
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<tr>
<td>603</td>
<td>Organisational Change and Development</td>
<td>70</td>
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<tr>
<td>604</td>
<td>Industrial Laws</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3 Hrs.</td>
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</tbody>
</table>
B.Com. Hons. (Bus. Admn.)

(Semester - I)

Business Law
Paper 101

Unit- I

Unit- II

Unit- III

Suggested Readings:
- Kapoor N.D., Mercantile Law, Sultan Chand & Company, New Delhi.
- Sharma, Arya, Gupta, Business Law, Ajmera Book Company, Jaipur.
- नीलखा आर.एल., व्यापारिक संनियम, रमेश बुक डिपो, जयपुर
- सिंहल जे.पी., व्यापारिक एवं औद्योगिक विधि, अजमेरा बुक डिपो, जयपुर
- शर्मा, आर्य, शर्मा, व्यापारिक विधि, अजमेरा बुक कम्पनी, जयपुर
B.Com. Hons. (Bus. Admn.)

(Semester - I)

Business Organisation
Paper 102

Unit I

Unit II

Unit III

Suggested Readings:
- Mathew, Sharma, Mehta: Business Organization, Shell Write Well (P) Ltd, Jaipur.
- Sharma, Badaya, Vyas, Jain, Business Organisation, Ajmera Book Company, Jaipur.
- सुधा जी.एस., व्यवसायिक संगठन,रमेश बुक डिपो,जयपुर।
- नौलखा आर.एल., व्यवसायिक संगठन,रमेश बुक डिपो,जयपुर।
- शर्मा, व्यास, मल्होत्रा, व्यवसायिक संगठन, अजमेरा बुक कंपनी, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - I)

Labour Policy & Problems

Paper 103

Unit I


Unit II


Unit III

Labour Movement and Trade Unions, Labour Turnover, Absenteeism, Discipline, Negotiation.

Suggested Readings

- Mamoria & Mamoria, Industrial Labour, Social Security and Industrial Peace in India, Kitab Mahal, Allahabad.
- Saxena R.C., Labour Problems and Social Welfare in India; Jai Prakash Nath Publisher, Meerut.
- Giri V.V., Labour Problems in Indian Industry, India Asia Publishing House, Bombay.
- सक्सेना आर.सी., श्रम समस्यायें एवं समाज कल्याण, के नाथ एण्ड कंपनी, मेरठ।
- भगोलीवाल टी.एन., श्रम अर्थशास्त्र एवं औद्योगिक संबंध, साहित्य भवन पब्लिकेशन, आगरा।
B.Com. Hons. (Bus. Admn.)

(Semester - I)

Business Environment
Paper 104

Unit I

Unit II

Unit III

Suggested Readings
- Dayal, Mathur, Shrivastav, Business Environment, RBD Jaipur.
- Fernando AC, Business Environment, Pearson’s publication, New Delhi.
- उपाध्याय, शर्मा, दयाल, व्यावसायिक वातावरण, संभार बुक डिपो, जयपुर।
- जाट डी.आर., वशिष्ठ वी.के., निष्ठा पी.सी., जैन दीपा, भारत में आर्थिक पर्यावरण, अजमेरा बुक कंपनी, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - II)

Commercial Legislations
Paper 201

Unit- I

Unit- II

Unit- III

Suggested Readings:
- Kapoor N.D., Mercantile Law, Sultan Chand & Company, New Delhi.
- Sharma, Arya, Gupta, Business Law, Ajmera Book Company, Jaipur.
- नौलका आर.एल., व्यापारिक सनियम, रमेश बुक डिपो, जयपुर।
- सिंहल जे.पी., व्यापारिक एवं औद्योगिक विधि, अजमेरा बुक कंपनी, जयपुर।
- शर्मा, आर्य, शर्मा, व्यापारिक विधि, अजमेरा बुक कंपनी, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - II)

Business Organisation and System
Paper 202

Unit- I
RIICO and District Industrial Centre: Role, Need, Functions, Organisation and Management, A Brief Study of Rajasthan Finance Corporation: Criticisms and Suggestions.

Unit- II
Business Finance: Need, Importance and Sources of Finance, Stock Exchanges in India: Functions and Importance, SEBI: Objectives and Functions, OTCEI and NSE.

Unit- III

Suggested Readings:
- Mathew, Sharma, Mehta, Business organization, Shell Write Well (P) Ltd, Jaipur.
- सुधा जी.एस., व्यावसायिक संगठन, रमेश बुक डिपो, जयपुर।
- नौलखा आर.एल., व्यावसायिक संगठन, रमेश बुक डिपो, जयपुर।
- शर्मा, व्यास, मल्होत्रा, व्यावसायिक संगठन, अजमेरा बुक कंपनी, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - II)

Labour Welfare and Social Security
Paper 203

Unit I

Unit II

Unit III

Suggested Readings
- Mamoria & Mamoria, Industrial Labour, Social Security and Industrial Peace in India, Kitab Mahal, Allahabad.
- Saxena R.C., Labour Problems and Social Welfare in India; Jai Prakash Nath Publisher, Meerut.
- Giri V.V., Labour Problems in Indian Industry, India Asia Publishing House, Mumbai.
- सक्सेना आर.सी., श्रम समस्यायें एवं समाज कल्याण, के नाथ एण्ड कंपनी, मेरठ।
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B.Com. Hons. (Bus. Admn.)
(Semester - II)

Corporate Environment
Paper 204

Unit I

Unit II

Unit III

Suggested Readings
- Dayal, Mathur, Shrivastav, Business Environment, RBD Jaipur.
- Fernando AC, Business Environment, Pearson’s publication, New Delhi.
- उपाध्याय, शर्मा, दयाल, व्यावसायिक वातावरण, रंगेश बुक डिपो, जयपुर।
- जाट दी.आर., वशिष्ठ वी.के., मिष्टा पी.सी., जैन दीपा, भारत में आर्थिक पर्यावरण, जयपुर।
B.Com. Hons. (Bus. Admn.)

(III Semester)

Company Law
Paper-301

Unit- I

Company : Meaning and Characteristics; Lifting of Corporate Veil; Private Company: Nature and Privileges; Types of Company; One Person Company.

Unit- II

Formation of Company; Functions and Duties of Promoters, Memorandum of Association; Content and Alteration; Articles of Association: - Contents, Alteration.

Unit- III

Prospectus: - Definition, Contents; Statement in Lieu of Prospectus; Misleading Prospectus and Consequences. Share Capital: Types of Shares and Debentures, Allotment, Issue, Transfer and Transmission of Shares.

Suggested Readings:

- Kuchal M.C., Modern Indian Company Law, Shri Mahavir Books, Noida.
- Kapoor N.D., Company Law, Sultan Chand & Sons, New Delhi.
- Singh Avtar, Company Law, Eastern Book Company, Lucknow.
- माधुर और सक्षेपा, कंपनी अधिनियम और व्यापारिक पद्धति, रमेश बुक डिपो, जयपुर।
- नौलका आर.एल., कंपनी अधिनियम और सचिवीय पद्धति, रमेश बुक डिपो, जयपुर।
- शर्मा अशोक कुमार, जोशी अजय एवं खींचा प्रदीप, कंपनी अधिनियम एवं सचिवीय पद्धति, अजमेरा बुक कंपनी, जयपुर।
B.Com. Hons. (Bus. Admn.)

(III Semester)

Principles of Management and Practices
Paper-302

Unit- I


Unit- II


Unit- III

Authority and Responsibility, Power and Authority: Sources of Authority, Delegation of Authority, Centralization and Decentralization, Span of Control.

Suggested Readings:
- नौलखा आर.एल., कंपनी अधिनियम एवं सचिवीय पद्धति, रमेश बुक हाउस, जयपुर।
- सुधा जी.एस., प्रबंध, यूनिवर्सिटी बुक हाउस, जयपुर।
- राजपुरोहित आर.सी.एस., शर्मा अशोक, शर्मा सरला एवं गुप्ता अंजु, प्रबंध, अजमेरा बुक कंपनी, जयपुर।
B.Com. Hons. (Bus. Admn.)

(III Semester)

Trade Union Regulatory Framework
Paper-303

Unit- I

Functions of Trade Unions, Essentials of a Sound Trade Union. Role of Trade Unions in Industrial Organizations, Theories of Trade Unions, Kinds of Trade Unions, Trade Union Organization in India.

Unit- II

Central Organizations Leadership Patterns, Union Functions: Internal and External, Historical Background and Present Position of Trade Unions, Problems of Indian Trade Unions. White Collar Unions.

Unit- III


Suggested Readings:

- Agnihotri, Industrial Relation in India, Pearson Education India, New Delhi.
- Myres C., Industrial Relation in India, Pearson Education India, New Delhi.
- अगनवाल आर.सी, कोटारी एन.सी, औद्योगिक संबंध, समेश बुक डिपो, जयपुर।
Sales Promotion and Sales Management

Paper-304

Unit- I

Sales Promotions: Nature, Distinction with Advertising and Personnel Selling, Role and Importance, Functions of Sales Promotion Department, Limitations in Shortage Economy.

Unit- II


Unit- III

Sales Management, Role of Selling in a Planned Economy, Selling as a Career, Qualities of a Salesman, Product Knowledge, Effective Speaking, Consumer Relations.

Suggested Readings:
- Panda, Sales and Distribution Management, Oxford University Press, Mumbai.
- Sudha G. S., Sales Management, Ramesh Book Depot, Jaipur.
- Sudha G. S., Sales and Advertising Management, Ramesh Book Depot, Jaipur.
- सुधा जी.एस., विक्रय संवर्धन एवं विक्रय प्रबंध, रमेश बुक डिपो, जयपुर।
- नौलखा आर.एल., विक्रय संवर्धन एवं विक्रय प्रबंध, रमेश बुक डिपो, जयपुर।
B.Com. Hons. (Bus. Admin.)

(IV Semester)

Secretarial Practices
Paper 401

Unit- I

Company Secretary: Qualifications, Role, Position, Importance, Functions and Secretarial Practices in India. Directors: Qualification and Disqualification, Duties, Powers, Liabilities, Appointment and Removal of Directors, Managing Director and Whole Time Director.

Unit- II

Essentials of Valid Meeting; Meetings of Board of Directors; Proxy; Voting, Notice, Agenda and Minutes of Meetings. Meetings of Shareholders: - Statutory Meeting; Annual General Meeting; Extra-Ordinary General Meeting.

Unit- III


Suggested Readings:
- Kuchal M.C., Modern Indian Company Law, Shri Mahavir Books, Noida.
- Kapoor N.D., Company Law, Sultan Chand & Sons, New Delhi.
- Singh Avtar Company Law Eastern Book Company, Lucknow.
- माधुर, साक्षेना, कंपनी अधिनियम और व्यापारिक पद्धति, रमेश बुक डिपो, जयपुर.
- नौलखा आर.एल, कंपनी अधिनियम और सचिवीय पद्धति, रमेश बुक डिपो, जयपुर.
- शर्मा अशोक कुमार, जोशी अजय एवं खुंचा प्रदीप, कंपनी अधिनियम एवं सचिवीय पद्धति, अजमेरा बुक कंपनी, जयपुर.
B.Com. Hons. (Bus. Admn.)

(IV Semester)

Essentials of Business Management
Paper –402

Unit- I


Unit- II

Leadership: Function, Qualities, Styles and Theories of Leadership. Motivation: Importance, Type, Process, Techniques of Motivation, Theories of Motivation (McGregor, Maslow, Herzberg), Sound Motivation System.

Unit- III


Suggested Readings:

- नौलखा आर.एल., कंपनी अधिनियम एवं साधारण पद्धति, रमेश बुक डिपो, जयपुर।
- सुधा जी.एस., प्रबंध, यूनिवर्सिटी बुक हाउस, जयपुर।
- राजपुरुषोहित आर.सी.एस., शर्मा अशोक, शर्मा सरला एवं गुप्ता अंजु, प्रबंध, अजमेरा बुक कंपनी, जयपुर।
B.Com. Hons. (Bus. Admn.)

(IV Semester)

Industrial Relations & Workers Participation
Paper-403

Unit- I

Industrial Relations: Concept, Importance of Sound Industrial Relations in India, Industrial Disputes: Meaning, Causes and Consequences. Magnitude of Industrial Dispute.

Unit- II


Unit- III

Workers Participation in Management: Concept, Method, Forms, Problems and Suggestions. Problems of Industrial Relations in Public Sector Enterprises.

Suggested Readings:

- Agnihotri, Industrial Relation in India, Pearson Education India, New Delhi.
- Myres C., Industrial Relation in India, Pearson Education India, New Delhi.
- अग्रवाल आर.सी, कोठारी एन.सी, औद्योगिक संबंध, स्पेश बुक डिपो, जयपुर।
B.Com. Hons. (Bus. Admn.)

(IV Semester)

Sales Administration Practices
Paper-404

Unit-I
Sales Organization, Branch Set-up, Recruitment and Selection of Salesman, Training, Motivation and Remuneration.

Unit-II
Planned Selling Approach, Pre-Approach, and Meeting Objections. Closing Sales, Sales Call, Sales Forecasting, Sales Quotas and Territories.

Unit-III
Consumer Psychology, Buying Motives of Consumers, Control of Sales Operations.

Suggested Readings:
- Panda, Sales and Distribution Management, Oxford University Press, Mumbai.
- Sudha G. S., Sales Management, Ramesh Book Depot, Jaipur.
- Sudha G. S., Sales and Advertising Management, Ramesh Book Depot, Jaipur.
- Sudha G. S., Sales and Advertising Management, Ramesh Book Depot, Jaipur.
- सुधा जी.एस., विक्रय संबंध एवं विक्रय प्रबंध, रमेश बुक डिपो, जयपुर।
- नीलखा आर.एल., विक्रय संबंध एवं विक्रय प्रबंध, रमेश बुक डिपो, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - V)

Functional Management
Paper 501

Unit-I

Unit-II
Marketing: Concept, Evolution of Modern Concept of Marketing, Scope and Importance of Marketing, Product Planning and Development, Marketing Research, Channels of Distribution, Pricing Policies and Strategies.

Unit-III

Suggested Readings:
- Sudha G.S., Functional Management, Ramesh Book Depot, Jaipur.
- शर्मा, शर्मा, सुराणा, मानव संसाधन प्रबंध, रमेश बुक डिपो, जयपुर।
- सुधा जी.एस., क्रियात्मक प्रबंध, रमेश बुक डिपो, जयपुर।
- अग्रवाल, कोटारी, विपणन प्रबंध, कॉलेज बुक डिपो, जयपुर।
- अग्रवाल, अग्रवाल, वित्तीय प्रबंध, रमेश बुक डिपो, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - V)

Entrepreneurship
Paper 502

Unit-I
Entrepreneurship: Concept, Origin and Development of Entrepreneurship, Functions of an Entrepreneur, Types of Entrepreneurship, Start up vs. Corporate Entrepreneurship.

Unit- II
Role of Entrepreneurship, Importance and Benefits of Entrepreneurship, Entrepreneurship Traits, Entrepreneurship and Manager, Problems of Entrepreneurship: Environmental, Organizational and Personal Entrepreneurship Problems.

Unit-III

Suggested Readings:
- Sudha G.S., Entrepreneurship and Small Business Management, Ramesh Book Depot, Jaipur.
- Sharma, Sharma, Nagar, Jain, Bakshi, Entrepreneurship and Small Business Management, Ajmera Book Company, Jaipur.
- Tandon, Environment & Entrepreneur, Chug Publication, Allahabad.
- Desai Vasant, Dynamics of Entrepreneurial Development and Management, Himalaya Publishing House, Mumbai.
- सुधा जी.एस., व्यावसायिक उद्यमिता, रमेश बुक डिपो, जयपुर।
- नौलखा आर. एल., उद्यमिता एवं लघु व्यवसाय प्रबंध, रमेश बुक डिपो, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - V)

Organisational Theory and Practices
Paper 503

Unit-I

Unit-II

Unit-III

Suggested Readings:
- चन्द्रप्रकाश, बालेश्वर पाण्डेय, संगठनात्मक व्यवहार, उत्तर प्रदेश हिंदी संस्थान, लखनऊ।
- सुधा जी.एस., प्रबंध अवधारणा एवं संगठनात्मक व्यवहार, समेश बुक डिपो, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - V)

Labour Legislation
Paper 504

Unit-I

Unit-II

Unit-III
The Indian Trade Union Act: 1926.

Suggested Readings:
• Nolakha R.L., Industrial Relations and Social Security, Ramesh Book Depot, Jaipur.
• Nolakha R.L, Industrial Law and Industrial Relations, Ramesh Book Depot, Jaipur.
• Somani, Mishra, Industrial and Labour Law, Ramesh Book Depot, Jaipur.
• शर्मा, सक्सेना, पोरवाल, ओम्बोगिक सन्नियम, रमेश बुक डिपो, जयपुर।
• कुमावत, ओम्बोगिक सन्नियम, साहित्य भवन, आगर।
• नौलखा आर.एल. ओम्बोगिक सन्नियम, रमेश बुक डिपो, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - VI)

Production & Material Management
Paper 601

Unit-I

Unit-II

Unit-III

Suggested Readings:
• Sudha G.S., Functional Management, Ramesh Book Depot, Jaipur.
• Murthy P.Rama, Production and Operations Management, New Age, New Delhi.
• Dutta A.K., Material Management, Prentice Hall of India, New Delhi.
• सुधा जी.एस., क्रियात्मक प्रबंध, रमेश बुक डिपो, जयपुर।
• पोरवाल सुधार, उत्पादन प्रबंध, रमेश बुक डिपो, जयपुर।
Small Business Management  
Paper 602

Unit-I

Unit-II

Unit-III

Suggested Readings:
- Sudha G.S., Entrepreneurship and Small Business Management, Ramesh Book Depot, Jaipur.
- Tandon, Environment & Entrepreneur, Chug Publication, Allahabad.
- Desai Vasant, Dynamics of Entrepreneurial Development and Management, Himalaya Publishing House, Mumbai.
- सुधा जी.एस., व्यवसायिक उद्योग, रमेश बुक डिपो, जयपुर।
- नैलखा आर.एल., उद्योग एवं लघु व्यवसाय प्रबंध, रमेश बुक डिपो, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - VI)

Organisational Change & Development
Paper 603

Unit-I

Unit-II
Organisational Culture and Climate: Concept and Determinants of Organisational Culture. Developing Organizational Culture. Power: Sources, Tactics. Conflict: Meaning, Type, Consequences, Sources and Strategies of Conflicts Management.

Unit-III
Organisational Development: Concept, Characteristics, Stress Management, Individual and Organisational Factors to Stress; Work Stressors, Consequences of Stress on Individual and Organization; Prevention and Management of Stress.

Suggested Readings:
- चन्द्रप्रकाश, बालेश्वर पाण्डेय, संगठनात्मक व्यवहार, उत्तर प्रदेश हिंदी संस्थान, लखनऊ।
- सुधा जी.एस., प्रबंध अवधारणा एवं संगठनात्मक व्यवहार, संभेश बुक डिपो, जयपुर।
B.Com. Hons. (Bus. Admn.)

(Semester - VI)

Industrial Laws
Paper 604

Unit-I
The Industrial Disputes Act: 1947.

Unit-II
The Payment of Bonus Act: 1965, Workman's Compensation Act: 1923

Unit-III

Suggested Readings:
- Nolakha R.L, Industrial Law and Industrial Relations, Ramesh Book Depot, Jaipur.
- Somani, Mishra, Industrial and Labour Law, Ramesh Book Depot, Jaipur.
- शर्मा, सक्सेना, पोरवाल, औद्योगिक सन्न्यास, रमेश बुक डिपो, जयपुर।
- कुमावत, औद्योगिक सन्न्यास, साहित्य भवन, आगरा।
- नौलखा आर.एल. औद्योगिक सन्न्यास, रमेश बुक डिपो, जयपुर।