

S. S. JAIN SUBODH P.G. COLLEGE, JAIPUR
(Autonomous)



Faculty of Commerce
Three/Four Year Undergraduate Program
B. Com.
Subject/ Discipline: Business Administration

Syllabus as per NEP- 2020 and Choice Based Credit System

Academic Session 2025-2026

Department of Business Administration

Examination Pattern & Marking Scheme for B.Com. (Subject: B.Admn)
Session 2025-2026

Total Time allowed in semester end examination: 3 hrs

Total End Sem. Exam 105

Internal Assessment 45

Maximum Marks 150

Examination Question Paper Pattern for all Semester Exams

I 7/10 Questions (very short answer questions) 7 * 3 Mark	21
II 2/4 Questions (short answer questions) 2 * 10 Mark	20
III 4/8 Questions (attempt 1 question /unit with internal choice) 4 * 16 Marks	64

Programme Name: Three/Four Year Bachelor of Commerce B.Com.

Name of College	S.S. Jain Subodh P.G.College
Affiliating University	University of Rajasthan, Jaipur
Name of Faculty	Commerce
Name of Programme	B.Com.

PROGRAMME PREREQUISITES

12 th Standard pass from CBSE, RBSE or a recognized board of education in any stream.
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PROGRAMME OUTCOMES (POs)

This program is structured to provide students with a robust foundation and specialized knowledge in Business Administration, Business Laws, Business Organisation, Business Combination, Business Ethics Company Law, Human Resource Management, Marketing , Skills of Entrepreneurship etc. through papers like Business Organisation, Business Laws, Company Law, Entrepreneurship, Marketing, Human Resource Management students will develop a deep understanding of core concepts.
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Scheme of Examination-

1 credit = 25 marks for examination/evaluation

Continuous assessment, in which sessional work and the terminal examination will contribute to the final grade. Each course in Semester Grade Point Average (SGPA) has two components: Continuous Assessment 30% weightage and EoSE (End of Semester Examination) 70% weightage.

1. Sessional work will consist of class tests, mid-semester examination(s), homework assignments, etc., as determined by the faculty in charge of the courses of study.
2. Each Paper of EoSE shall carry 70% of the total marks of the course/subject. The EoSE will be of 3 hours duration. Each question will carry equal marks and have three parts as:-
 - Part-A of the paper shall have 10 very short answer type questions of 3 marks each out of which 7 have to be attempted.
 - Part B of the paper shall consist of the 4 short answer type questions selecting one question from each unit. The student shall attempt any 2 questions of 10 marks each.
 - Part C of the paper shall consist of the 4 questions, the four questions will be set with one from each of the unit with internal choice, each question carries 16 marks.
3. 75% Attendance is mandatory for appearing in EoSE.
4. To appear in the EoSE examination of a course/subject student must appear in the mid-semester examination and obtain at least a “C” grade in the course/subject.
5. Credit points in a Course/Subject will be assigned only if, the student obtains at least a C grade in midterm and EoSE examination of a Course/Subject.

Contact Hours-

15 Weeks per Semester

L – Lecture	(1 Credit = 1 Hour/Week)
T – Tutorial	(1 Credit = 1 Hour/Week)
S – Seminar	(1 Credit = 2 Hours/Week)
P – Practical	(1 Credit = 2 Hours/Week)
F – Field Practice/Projects	(1 Credit = 2 Hours/Week)
SA – Studio Activities	(1 Credit = 2 Hours/Week)
I – Internship	(1 Credit = 2 Hours/Week)
C – Community Engagement and Service	(1 Credit = 2 Hours/Week)

Exit and Entrance Policy

1. Students who opt to exit after completion of the first year and have secured 48 credits will be awarded a **UG Certificate** if, in addition, they complete one internship of 4 credits during the summer vacation of the first year. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.
2. Students who opt to exit after completion of the second year and have secured 96 credits will be awarded the UG diploma if, in addition, they complete one internship of 4 credits during the summer vacation of the second year. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.
3. Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major discipline after successful completion of three years, securing 150 credits and satisfying the minimum credit requirement.
4. A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 200 credits and have satisfied the minimum credit requirements.
5. Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline. The students who secure 200 credits, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with Research).

Letter Grades and Grade Points

Letter Grade	Grade Point	Marks Range (%)
O (outstanding)	10	91 – 100
A+ (Excellent)	9	81 – 90
A (Very good)	8	71 – 80
B+ (Good)	7	61 – 70
B (Above average)	6	51 – 60
C (Average)	5	40 – 50
P (Pass)	4	
F (Fail)	0	
Ab (Absent)	0	

Semester wise Paper Titles

Programme Name: Three/Four Year Bachelor of Commerce								
				B.Com.	Credits			
S. N.	Level	Semester	Type	Title	L	T	P	Total
1	5	I	MJR	Principles of Business Management	6	0	0	6
2	5	II	MJR	Business Laws	6	0	0	6
3	6	III	MJR	Company Law	6	0	0	6
4	6	IV	MJR	Fundamentals of Entrepreneurship	6	0	0	6
5	7	V	MJR	Principles of Marketing	6	0	0	6
6	7	VI	MJR	Fundamentals of Human Resource Management	6	0	0	6

S. S. JAIN SUBODH P. G. COLLEGE, JAIPUR
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BACHELOR OF COMMERCE
SUBJECT : B.Admn
SYLLABUS

Eligibility: 10+2 with 48% from Rajasthan Board/CBSE in Rajasthan State or 60% from CBSE or any other equivalent recognized Board from other State.

Semester-I

Level	Course Code	Course Title	Course Category	Credit	ESE Marking Scheme		
					ESE	Internal	Total
5		Principles of Business Management	Major/DCC	6	105	45	150

Semester-II

Level	Course Code	Course Title	Course Category	Credit	ESE Marking Scheme		
					ESE	Internal	Total
5		Business Laws	Major/DCC	6	105	45	150

S.S. Jain Subodh P.G. (Autonomous) College, Jaipur
Department of Business Administration
B.Com Pass Course
Principles of Business management
Semester I
Paper I

Syllabus

Objectives of the Course:

1. To make the students aware of the universality of management and need for formal management education
2. To enable them to appreciate the evolutionary process of management thought.
3. To introduce them to the various managerial functions and the principles behind practicing them.

UNIT- I : Introduction, Concept, Nature, Process and Significance of Management ; Managerial Roles (Mint berg); An overview of functional areas of management, Development of Management Thoughts – Classical, Neo-Classical and Contingency approaches. Planning; Concept, Process, Types Levels, Advantages, Disadvantages and Principles of Planning.

UNIT-II: Decision Making; Concept and Process; Management by Objectives(MBO). Organisation; Concept, Nature Process and Significance. Authority and Responsibility Relationships. Centralisation and Decentralisation; Span of Management. Coordination; Meaning, Importance, Principles and Techniques.

UNIT-III : Direction; Meaning and Principles, Motivation and Leading people at work, Motivation; Concept, Importance, Theories; Maslow, Herzberg, McGregor, and Ouchi. Leadership; Concept and Styles, Likert's system of management.

UNIT-IV : Managerial Control; Concept and Process; Effective control System; Techniques of Control, Management of Change; Concept, Nature, Types of Changes and process of Planned Change, Resistance to change and methods of reducing resistance to change.

Suggested Books and References:

- Harold Knootz & Heinz Weihrich : Essentials of Management, Tata McGraw Hill, Delhi
- Vijay Kumar Kaul : Business Management, Vikas Publishing House, Noida
- R.D.Agrawal; Organisation and Management, Tata McGraw Hill, New Delhi

Course Outcomes:

- This course improve the managerial skills of the students.
- This course explained the functions and principles of management which are very useful for students in every field.

S.S. Jain Subodh P.G. (Autonomous) College, Jaipur
Department of Business Administration
B.Com Pass Course
Business Laws
Semester II
Paper I

Syllabus

Objectives of the Course :

1. To gain knowledge of the branches of law which relate to business transaction, certain corporate bodies and related matters
2. To understand the applications of these laws to practical commercial situations.

Unit I: The Indian Contract Act 1872, Section 1 to 75

Unit II : Special Contracts ; Indemnity, Gurantee, Bailment and Pledge, Agency

Unit III : Indian Sale of goods Act, 1930

Unit IV : The Limited Liability Partnership Act.2008

Suggested Books :

- Desai, T.R. : Contract Act, Sale of Goods Act and Partnership Accounts, S.C.Sarkar & Sons PVT. LTD
- Kucchal M.C. and Kucchal Vivek : Business Laws, Vikas Publishing House, Noida
- R.L.Nolkha, Ramesh Book Depot, Jaipur

Out Come of the Course :

- This course develops deep understanding of Contracts and special contract which make students understand the complexities of the contract
- This course is beneficial for those Students who are doing their business .