

### Category III

**Commerce Courses for Undergraduate Programme of study with discipline as one of the Core Disciplines  
(B.A. Programmes with Commerce (Entrepreneurship and Small Business) as non-Major or Minor discipline)**

#### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Organisation BAC:DSC-1.1 (Major)	4	3	1	0	PASS IN XII	NIL
Fundamentals of Business organisation for Entrepreneurs (Major/ Minor) BAC: Discipline (ESB): 1	4	3	1	0	PASS IN XII	NIL

#### DISCIPLINE SPECIFIC CORE COURSE (DSC-1): BUSINESS ORGANISATION (Major)

#### Learning Objectives

The course aims to familiarize the students with the forms of business organisation and contemporary issues.

#### Learning outcomes

The Learning Outcomes of this course are as follows:

1. analyse the dynamics of business organisations
2. describe the various forms of business organisations
3. examine varied perspectives related to the business environment and entrepreneurship.
4. evaluate the change in the working pattern of modern organisations.
5. explore contemporary issues in business organizations.

#### Course Contents:

Unit	Unit wise weightage of marks (in %)	C&K*	A&A**

Unit 1:Introduction	15	√	√
Unit 2: Business Enterprises	25	√	√
Unit 3: Business Environment	20	√	√
Unit 4: Entrepreneurship: Founding the Business	25	√	√
Unit 5: Contemporary Issues of Business Organisations	15	√	√

\*C&K- Comprehension & Knowledge

\*\*A&A – Analysis & Application

## SYLLABUS OF DSC-1

### Unit 1: Introduction

Business – Concept, nature and scope, business as a system, business objectives, business and environment interface, distinction between business, commerce and trade, Business ethics, social responsibilities of Business

### Unit 2: Business Enterprises

Forms of Business Organisation: Sole Proprietorship, Partnership firm, Joint Stock Company, One Person Company, Cooperative society; Limited Liability Partnership; Multinational Corporations; Choice of Form of Organisation; Business Combination: Need and Objectives, Forms: Mergers, Takeovers and Acquisitions

### Unit 3: Business Environment

Meaning and significance of Business environment, Internal and external environment, Dimensions of Business Environment; Uncertainty and business; Environmental Analysis and Diagnosis, Environment scanning techniques: SWOT and ETOP

### Unit 4: Entrepreneurship: Founding the Business

Entrepreneur- Entrepreneurship- Enterprise; entrepreneurial ideas and opportunities in the contemporary business environment; Process of entrepreneurship; Forms of entrepreneurship; Skill India, Startup India, Make in India, Globalisation.

### Unit 5: Contemporary Issues of Business Organisations

Emerging Issues and Challenges; Innovation in Organisational Design; Learning Organisations, Workforce Diversity, Franchising, Outsourcing, and E-commerce; Government and business interface; Sustainability; Digitalisation and Technological innovations

### Practical Exercises:

The learners are required to

1. complete the exercise wherein they are given different situations and scenarios to start their own business (in terms of capital, liability, the scale of operations, etc.) and are asked to select the most suitable form of business and justify the same highlighting the advantages and disadvantages of their choice.
2. identify various elements affecting the business environment and conduct a SWOT analysis for the company identified.

3. visit different enterprises and present a report on business models followed by them through a comparative analysis.
4. record and report their observations regarding the Emerging Issues and Challenges of Business Organisations
5. identify changes in the working pattern of modern organisations.

**Suggested Readings:**

- Basu, C. (2017). Business Organisation and Management. McGraw Hill Education.
- Chhabra, T. N. (2020). Business Organisation and Management. Sun India Publications. New Delhi.
- Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.
- Kaul, V. K. (2012). Business Organisation Management. Pearson Education.
- Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.
- Laasch, O. (2022), Principles of Management, 2e, Sage Textbook
- Singh, B. P., & Singh, A. K. (2002). Essentials of Management. New Delhi. Excel Books Pvt. Ltd.

**Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website.**

**Note: Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.**

## DISCIPLINE CORE: FUNDAMENTALS OF BUSINESS ORGANISATION FOR ENTREPRENEURS (Major/ Minor)

### Learning Objectives

The purpose of this course is to facilitate awareness about the nature of the business activity, ownership types and the dynamic environment in which the business operates.

### Learning outcomes

The Learning Outcomes of this course are as follows:

1. summarize the relationship between business and the environment.
2. analyze the environmental factors affecting business with special reference to SWOT analysis.
3. interpret various forms of business organisations.
4. analyze the principles of business management.

<b>Course Contents: Unit</b>	<b>Unit-wise weightage of marks (in %)</b>	<b>C&amp;K*</b>	<b>A&amp;A*</b>
<b>Unit 1: Introduction</b>	25	√	√
<b>Unit 2: The Environment of Business</b>	25	√	√
<b>Unit 3: Forms of Business Organisations</b>	25	√	√
<b>Unit 4: Principles of Business Management</b>	25	√	√

\*C&K- Comprehension & Knowledge

\*\*A&A – Analysis & Application

#### **Unit I: Introduction**

Concept of business, industry & commerce and their interrelationship in today's environment; MSME- definitions; Profile of activities; Role of MSMEs in Indian economy (national and state- level)

#### **Unit II: Organizational Structures**

Line organization, staff organization, functional organization, product organization, project organization, matrix organization, network organization, team-based organizational structure; Difference between Hierarchical and flat structure.

### **Unit III: Establishing different forms of business organization**

Legal aspects of establishing – sole proprietorship, partnership, limited liability partnership, private limited company, public limited company, cooperatives & self-help groups, HUF and family business; Different reporting requirements of above forms of business.

### **Unit IV: Principles of Business Management**

Evolution of management; Principles of management - concept, nature and significance; Fayol's principles of management; Taylor's scientific management-principles and techniques; Role of management in our lives; Functional areas of management – an overview

### **Practical Exercise:**

The learners are required to:

1. Compare various kinds of business organisations and justify how suitable they are to achieve sustainability.
2. Chose five businesses and make their SWOT analysis.
3. Visit the business houses following different forms of business organisations and make a comparative analysis on their organisational structure.
4. After visiting the business organisations, make a report on the extent of following of business management principles.

### **Suggested Readings:**

- Basu, C. (2017). *Business Organisation and Management*. McGraw Hill Education.
- Burton, G., & Thakur, M. (1998). *Management Today: Principles and Practice*. New Delhi. Tata McGraw Hill.
- Gupta, C. B. (2011). *Modern Business Organisation*. New Delhi. Mayur Paperbacks.
- Kaul, V. K. (2012). *Business Organisation Management*. Pearson Education.
- Koontz, H., & Weihrich, H. (2012). *Essentials of Management: An International and Leadership Perspective*. Paperback.
- Singh, B. P., & Singh, A. K. (2003). *Essentials of Management*. New Delhi. Excel Books Pvt. Ltd.

### **Additional Resources**

- Buskirk, R. H., et al. (1972). *Concepts of Business: An Introduction to Business System*. New York. Dryden Press.
- Griffin, R. W. (2009). *Management Principles and Application*. Cengage Learning.
- Griffin, R. W., Phillips, J. M., & Gully, S. M. (2019). *Organisational Behavior: Managing People and Organisations*. Biztantra publishers.

**Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website.**

## B.A. Programmes with Commerce (Accounting and Finance) as non-Major or Minor discipline

### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Organisation BAC:DSC-1.1 (Major)	4	3	1	0	PASS IN XII	NIL
Fundamentals of Financial management (Major/ Minor) BAC: Discipline (A&F): 1	4	3	1	0	PASS IN XII	NIL

### DISCIPLINE CORE: FUNDAMENTALS OF FINANCIAL MANAGEMENT (Major/ Minor)

#### Learning Objectives

To familiarize the students with the principles and practices of financial management.

#### Learning outcomes

The Learning Outcomes of this course are as follows:

1. explain the financial environment within which the organization must operate
2. analyze the finances of individual corporations both in terms of their performance and capital budgeting
3. relate the importance of cost of capital within the context of financial decision making
4. access financial information from a wide variety of sources and use this information
5. estimate working capital requirement in a firm along with an understanding of cash management.

#### Course Contents:

Units	Unit-wise weightage of marks (in %)	C&K*	A&A**
<b>Unit 1: Financial Management: An Overview</b>	<b>15</b>	√	√
<b>Unit 2: Time Value of Money</b>	<b>15</b>	√	√
<b>Unit 3: Investment Decisions</b>	<b>35</b>	√	√
<b>Unit 4: Cost of Capital &amp; Financing Decisions</b>	<b>20</b>	√	√
<b>Unit 5: Dividend Decisions</b>	<b>15</b>	√	√

\*C&K- Comprehension & Knowledge

\*\*A&A – Analysis & Application

### **Unit 1: Financial Management: An Overview**

Meaning, Importance, and Scope of Financial Management. Traditional and Modern Approach, Objectives and Functions of Financial Management, An Overview of Finance and Others Discipline, Role of Finance Manager, Agency Problem.

### **Unit 2: Time Value of Money**

Time Value of Money- Concept and Rationale, Valuation Techniques- Discounting and Compounding. Practical Applications of Time Value of Money, Concept of Risk and Return.

### **Unit 3: Investment Decisions**

- (a) *Capital Budgeting Decisions*- Capital Budgeting Process, Cash flow estimation. Techniques of Capital Budgeting- Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and Profitability Index.
- (b) *Working Capital Decisions* - Concept of Working Capital, Operating & Cash Cycles, Risk-return Trade-off, Sources of short-term Finance, Working Capital Estimation.

### **Unit 4: Cost of Capital & Financing Decisions**

Sources of Long-Term Financing, Components of Cost of Capital, Method for Calculating Cost of Equity, Cost of Retained Earnings, Cost of Debt, Cost of Preference Capital and Weighted Average Cost of Capital. Operating and Financial Leverage. An Overview of Theories of Capital Structure, Determinants of Capital Structure.

### **Unit 5: Dividend Decisions**

Introduction, Theories of Dividend – Irrelevance and Relevance, Types of Dividend Policies and Determinants of Dividend policy. Bonus Share (Stock Dividend) and Stock (Share) Splits.

### **Practical Exercises:**

The learners are required to:

1. analyse and interpret case studies on capital budgeting, financial structure and working capital of a company based on annual reports and other information.
2. determine the operating cycle of the manufacturing company.
3. use excel for evaluating various financing decisions.
4. determine the capital structure of various companies from their annual reports.
5. determine the working capital of various companies from their annual reports.

### Suggested Readings:

- Kothari, R. (2016). *Financial Management: A Contemporary Approach*. Sage Publications Pvt. Ltd. New Delhi.
- Pandey, I.M. (2011). *Essentials of Financial Management*. Vikas Publications. New Delhi
- Rustagi, R. P. (2019). *Basic Financial Management* Sultan Chand, New Delhi
- Sharma, S. K., & Sareen, R. (2018). *Fundamentals of Financial Management* Sultan Chand & Sons (P) Ltd. New Delhi.
- Singh, J. K. (2016). *Basic Financial Management: Theory and Practice*. Galgotia Publishing House New Delhi
- Singh, P. (2011). *Financial Management*. Ane Books Pvt. Ltd. New Delhi
- Singh, S., & Kaur, R. (2020). *Basic Financial Management*. Kitab Mahal. New Delhi
- Tulsian, P.C., & Tulsian, B. (2010). *Financial Management*. S.Chand. New Delhi.

### Additional Readings:

- Chandra, P. (2011). *Financial Management: Theory and Practice*. Tata McGraw Hills, New Delhi.
- Horne, J. C. V., & Wachowicz, J. M. (2010). *Fundamentals of Financial Management*. Pearson Education
- Khan, M. Y., & Jain, P. K. (2007). *Financial Management: Text and Problems*. Tata McGraw Hills, New Delhi.

### Assessment Method:

- (1) There shall be 3 credit hours for lectures + one credit hour for tutorials (per group).
- (2) The theory exam shall carry 100 marks (including an Internal Assessment of 25 Marks). The theory exam will be for 3 hours.

**Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website.**



**B.A. Programmes with Commerce (BANKING AND INSURANCE) as non-Major or Minor discipline**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Organisation BAC:DSC-1.1	4	3	1	0	PASS IN XII	NIL
<b>Introduction to Insurance</b>  BAC: Discipline (B&I):1	4	3	1	0	PASS IN XII	NIL

**DISCIPLINE CORE: INTRODUCTION TO INSURANCE (Major/ Minor)**

**Learning Objectives**

The course aims to familiarise the students with different aspects of insurance to develop an understanding of the basic concepts, nature and principles of insurance.

**Learning outcomes**

The Learning Outcomes of this course are as follows:

1. Describe the basic concept of Insurance;
2. Analyse the different Principles of Insurance;
3. Interpret the nature of the Insurance Contract;
4. Summarise the various types of documentation processes related to Insurance;
5. Describe the Emerging Trends in Insurance Industry

**Course Contents:**

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
<b>Unit 1: Introduction to Insurance</b>	20	√	√
<b>Unit 2: Principles of Insurance</b>	20	√	√
<b>Unit 3: Nature of Insurance Contract</b>	20	√	√
<b>Unit 4: Documentations</b>	20	√	√
<b>Unit 5: Emerging Trends in Insurance Industry</b>	20	√	√

\*C&K- Comprehension & Knowledge

\*\*A&A – Analysis & Application

### **Unit 1: Introduction to Insurance**

Insurance – Growth, Origin and History of Insurance, Purpose and Need, Meaning and Definition of Insurance, Characteristics of Insurance, Benefits of insurance, Functions of Insurance.

### **Unit II: Principles of Insurance**

Principle of Utmost good faith (Uberrimae Fidei), Principle of Indemnity, Principle of Contribution, Principle of Mitigation of Loss, Principle of Subrogation, Principle of Proximate Cause, Principle of Insurable Interest.

### **Unit III: Nature of Insurance Contract**

Salient features of a contract of insurance under Section 10 of Indian Contract Act 1872, Types of insurance contract – Personal, Property, Liability, and Guarantee Insurance, Insurance contract vs Wagering agreement, Assurance vs Insurance, Gambling vs Insurance.

### **Unit IV: Documentation and Claim Settlement**

Proposal Forms, Policy Bonus, Cover Note, Certificate of Insurance, Nomination and assignment comparison. Claim settlement procedure - Death claim and Maturity claim, documents required for claim settlement.

### **Unit V Emerging Trends in Insurance Industry**

Reforms in Indian Insurance Sector, Malhotra Committee, Liberation and Globalisation of Insurance Sector: Future Trends, Opportunities ahead, Macro Insurance, Major Players in Indian Insurance Industry, Bancassurance

### **Practical Exercises:**

#### **The learners are required to:**

1. Organise various group discussions and case studies related to basic aspects of insurance.
2. Disseminate the experiences and apply the knowledge among peer groups, friends and relatives about the principles of insurance.
3. Conduct a small survey in their locality about different dimensions of an insurance contract.
4. Analyse and interpret the various aspects of Documentation and Claim Settlement.
5. Examine the Emerging Trends in Insurance Industry through Case Studies.

### **Suggested Readings:**

- Chaturvedi, D. D., & Mittal, A. (2021). Banking and Insurance, Scholar Tech Press, New Delhi.
- Kumar, S. (2019). Fundamentals of Insurance & Risk Management, JSR Publications, New Delhi.
- Sethi, J., & Bhatia, N. (2012). Elements of Banking and Insurance, PHI learning Pvt. Ltd., New Delhi.

#### **Additional Readings:**

- Banking and Insurance- Law & Practice, The Institute of Company Secretaries of India, New Delhi
- Imam, A. (2011). Principles and Practice of Life Insurance in India. Anmol Publications Pvt. Ltd., New Delhi
- Loomba, J. (2014). Risk Management and Insurance Planning. PHI Learning Private Limited, New Delhi.
- Singh, I., & Katyal, R. (2014). Insurance Principles and Practice. Kalyani Publishers, New Delhi

**Note: Latest edition of the readings should be used.**

**B.A. Programmes with Commerce (ADVERTISING, SALES PROMOTION A SALES MANAGEMENT) as non-Major or Minor discipline**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Organisation BAC:DSC-1.1	4	3	1	0	PASS IN XII	NIL
<b>Principles of Management</b> BAC: Discipline (ASPSM)- 1	4	3	1	0	PASS IN XII	NIL

**DISCIPLINE CORE: PRINCIPLES OF MANAGEMENT (Major/ Minor)**

**Learning Objectives**

The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing and to provide knowledge about various developments in marketing.

**Learning outcomes**

The Learning Outcomes of this course are as follows:

1. develop an understanding of basic concepts of marketing, marketing philosophies and environmental conditions affecting the marketing decisions of a firm.
2. explain the dynamics of consumer behaviour and the process of market selection through STP stages.
3. analyze the process of value creation through marketing decisions involving product development.
4. identify and analyze the marketing decisions involving product pricing and its distribution.
5. explore the marketing decisions involving product promotion and also equip them with the knowledge of various developments in the marketing area that may govern the marketing decisions of a firm.

**Course Contents:**

Unit	Unit Wise Weightage of Marks (in %)	C&K*	A & A**

<b>Unit 1: Introduction to Marketing and Marketing Environment</b>	20	√	√
<b>Unit 2: Consumer Behaviour and Market Selection</b>	20	√	√
<b>Unit 3: Product Decisions and New Product Development</b>	20	√	√
<b>Unit 4: Pricing Decisions and Distribution Decisions</b>	20	√	√
<b>Unit 5: Promotion Decisions and Developments in Marketing</b>	20	√	√

\*C&K- Comprehension & Knowledge

\*\*A&A – Analysis & Application

### **Unit 1: Introduction to Marketing**

Meaning, Scope and Importance; Marketing Philosophies; Marketing Mix for goods and services

#### **Marketing Environment**

Need for studying marketing environment; Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics; Macro environmental factors – demographic, economic, natural, technological, politico-legal and socio-cultural.

### **Unit 2: Consumer Behaviour**

Need for studying consumer behaviour; Stages in Consumer buying decision process; Factors influencing consumer buying decisions.

#### **Market Selection**

Market Segmentation: Concept and Bases. Market Targeting, Product Positioning – concept and bases.

### **Unit 3: Product Decisions**

Concept and classification; Levels of Product. Product- mix; Branding- concept, types, significance, qualities of the good brand name; Packaging and Labeling-types and functions; Product support service; Product life cycle.

### **Unit 4: Pricing Decisions**

Objectives, Factors affecting the price of a product; Skimming and Penetration pricing.

#### **Distribution Decisions**

Channels of distribution- types and functions; Distribution logistics decisions.

## Unit V: Promotion Decisions

Communication process; Importance of Promotion. Promotion mix tools: Distinctive characteristics of advertising, personal selling, sales promotion, public relations, and direct marketing.

### Developments in Marketing

Sustainable Marketing, Rural marketing, Social marketing, Digital marketing – an overview.

### Practical Exercises:

The learners are required to:

1. Submit a report on the marketing mix of a good and/or service of your choice.
2. Examine the stages of the buyer decision process in a recent purchase done by you and detail your experiences in each stage. What could the seller have done to make your buying experience better?
3. Select any five consumer products of your choice and examine their current stage in the product life cycle.
4. Draft a report on the promotion mix strategy for any five products of your choice.
5. Identify 5 real-life products each that have been using penetration pricing and market-skimming pricing.
6. Identify 10 social marketing initiatives that can be currently observed in the environment.
7. Identify 20 brand names of real-life products of your choice and justify why they are good brand names.

### Suggested Readings

- Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). *Marketing (14th ed.)*. Mc Graw Hill.
- Grewal, D., & Levy, M. (2022). *Marketing (8th ed.)*. McGraw-Hill Education.
- Kapoor, N. (2021) *Principles of Marketing*, Prentice Hall of India.
- Kotler, P., Keller, K L., & Chernev, A. (2022). *Marketing Management (16th Edition)*. Pearson Education.
- Kotler, P., Armstrong, G. & Agnihotri, P. (2018). *Principles of Marketing (17th Edition)*, Pearson Education. Indian edition.
- Sharma, K., & Swati Aggarwal. (2021). *Principles of Marketing*. Taxmann Publications.

**Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website.**

**B.A. Programmes with Commerce (HUMAN RESOURCE MANAGEMENT) as non-Major or Minor discipline**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Organisation BAC:DSC-1.1	4	3	1	0	<b>PASS IN XII</b>	<b>NIL</b>
Human Resource Management BAC: Discipline (HRM)- 1	4	3	1	0	<b>PASS IN XII</b>	<b>NIL</b>

**DISCIPLINE CORE: HUMAN RESOURCE MANAGEMENT (Major/ Minor)**

**Learning Objectives**

The course aims to acquaint the students with the importance, techniques, and principles of human resources in the workplace.

**Learning outcomes**

The Learning Outcomes of this course are as follows:

1. explicate the importance of human resource management.
2. analyze the concept and sources of the recruitment and selection process.
3. design performance appraisal techniques.
4. devise effective compensation schemes that enhance employee satisfaction and promote retention.
5. cater to the dynamics of the business environment.

**Course Contents:**

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
<b>Unit 1:Introduction to Human Resource Management</b>	20	√	√
<b>Unit 2:Acquisition of Human Resources</b>	20	√	√
<b>Unit 3:Training and Development</b>	20	√	√
<b>Unit 4:Compensation and</b>	20	√	√

<b>Maintenance</b>			
<b>Unit 5:Performance Appraisal</b>	20	√	√

\*C&K- Comprehension & Knowledge

\*\*A&A – Analysis & Application

### **Unit 1: Introduction to Human Resource Management**

Basic concepts and significance of HRM, Role and Functions of an HR manager. Emerging issues in human resource management: Workplace diversity, employee empowerment, downsizing, VRS, work-life balance, and work from home.

### **Unit 2: Acquisition of Human Resources**

Job analysis, concept and sources of recruitment, selection, placement, induction and socialization.

### **Unit 3: Training and Development**

Concept and importance; Role-specific and competency-based training; Training methods - Apprenticeship, understudy, job rotation, vestibule training, Development methods - case study, role-playing, sensitivity training, In-basket, management games, conferences and seminars, coaching and mentoring, management development programs; Training process outsourcing.

### **Unit 4: Compensation and Maintenance**

Compensation- concept administration and methods - time and piece wage system; Fringe benefits; Employee stock option, pay band compensation system; Maintenance- concept and rationale of employee health, safety, welfare and social security (excluding legal provisions); Grievance handling procedure.

### **Unit 5: Performance Appraisal**

Performance appraisal system - nature and objectives; methods of performance appraisal - ranking, graphic rating scale, checklist, management by objectives, 360-degree appraisal; HRIS ( Human Resources Information System) - concept, functioning and application of computerized HRIS.

### **Practical Exercises:**

The learners are required to:

1. design a human resource plan.
2. conduct orientation cum induction programme.
3. hold mock counselling sessions.
4. design team building activities.
5. devise incentive plans for a diverse workforce.

### **Suggested Readings:**

- Aswathappa, K., & Dash, S (2021). Human Resource Management-Text and cases, Ninth Edition, Tata McGraw-Hill.
- Chhabra, T. N., & Chhabra M. (2020). Essentials of Human Resource Management, Sun India Publications.
- Decenzo, D.A., & Robbins, S. P. (2009). Fundamental of Human Resource Management. New Jersey; Wiley.



- Dessler G, & Varrkey B. (2020). Human Resource Management, Sixteenth Edition By Pearson Paperback.
- Gupta, C. B. (2018). Human Resource Management. Delhi: Sultan Chand & Sons.
- Prasad, L. M. (2018). Human Resource Management, Delhi: Sultan Chand & Sons
- Rao, V. S. P. (2020). Human Resource Management. Delhi: Second edition, Taxmann.

***Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website..***

**B.A. Programmes with Commerce (COMMERCIAL LAWS AND CORPORATE GOVERNANCE) as non-Major or Minor discipline**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Organisation BAC:DSC-1.1	4	3	1	0	PASS IN XII	NIL
<b>Limited Liability Partnership: Law and Practice</b> BAC: Discipline (CLCG)- 1	4	3	1	0	PASS IN XII	NIL

**DISCIPLINE CORE: Limited Liability Partnership: Law and Practice (Major/ Minor)**

**Learning Objectives**

The course aims to impart knowledge of provisions of law and corresponding rules related to Limited Liability Partnership. Case studies and problems involving issues in LLP are required to be discussed.

**Learning outcomes**

The Learning Outcomes of this course are as follows:

1. explain the benefits available to partners in carrying out business in the LLP form of business
2. describe the process and effect of registration of LLP
3. explain the relationship of partners inter se and the relationship of partners with LLP
4. comprehend various provisions related to contribution and financial disclosures
5. enumerate the process of conversion of existing business entities into LLP

**Course Contents:**

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
Unit 1: Nature of Limited Liability Partnership	20	√	√
Unit 2: Incorporation of LLP	25	√	√

Unit 3: Partners, their relations and liabilities	20	√	√
Unit 4: Contribution and Financial Disclosures	15	√	√
Unit 5: Conversion into LLP, Winding up and Dissolution	20	√	√

Comprehension & Knowledge

\*\*A&A – Analysis & Application

### **Unit 1: Nature of Limited Liability Partnership**

Introduction to LLP, administrative mechanism, salient features, small LLP, the difference between LLP and partnership firm, the difference between LLP and company.

### **Unit 2: Incorporation of LLP**

Incorporation by registration, incorporation document, LLP agreement, online registration of LLP, the effect of registration, name of LLP and change therein, rectification of name, registered office and change therein.

### **Unit 3: Partners, their relations and liabilities**

Eligibility to be a partner, eligibility to be a designated partner, relationship of partners, cessation of the partnership interest, registration of changes in partners, extent of liability of LLP, extent of liability of partner, whistleblowing.

### **Unit 4: Contribution and Financial Disclosures**

Form of contribution, obligation to contribute, maintenance of books of accounts, other records and audit, statement of accounts and solvency, and annual return.

### **Unit 5: Conversion into LLP, Winding up and Dissolution**

Process of conversion of a firm, a private company, unlisted public company into LLP, winding up and dissolution, winding up by the tribunal

### **Practical Exercises:**

The learners are required to:

- 1) prepare a list of factors which make LLP a hybrid form of organization
- 2) (a) check availability of name using 'check LLP name service' on the MCA portal.
- 3) examine the FiLLiP web form from notification on the MCA portal and enlist the mandatory fields.
- 4) explore the significance of designated partner identification number (DPIN) and examine various fields in relevant forms.
- 5) enlist mandatory fields related to accounts and solvency from form 'Statement of Account and Solvency and Charge filing' accessed from notification on MCA portal
- 6) collect data related to conversion from latest monthly information bulletin available on MCA portal.

### **Suggested Readings:**

- Jain, D. K., & Jain, I. (2021). *Law & Procedure of Limited Liability Partnership*. Bharat Law House Pvt Ltd.
- Kuchhal, M. C. (2018). *Business Laws*. New Delhi. Vikas Publishing House.

- Sharma, J. P., & Kanojia, S. (2019). *Business Laws*. New Delhi. Bharat Law House Pvt. Ltd.
- Singh, A. (2008). *The Principles of Mercantile Law*. Lucknow. Eastern Book Company.
- Tulsian, P. C., & Tulsian, B. (2017). *Business Law*. New Delhi. Tata McGraw Hill.

### **Additional Readings**

- Maheshwari, S.K., & Maheshwari, S. N. (2014). *Business Law*. Himalaya Publication House-New Delhi.

***Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website.***

**B.A. Programmes with Commerce (TAX PROCEDURES & PRACTICES) as non-Major or Minor discipline**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Organisation BAC:DSC-1.1	4	3	1	0	PASS IN XII	NIL
<b>Income Tax Law and Practice</b> BAC: Discipline (TPP)- 1	4	3	1	0	PASS IN XII	NIL

**DISCIPLINE CORE: INCOME TAX LAW AND PRACTICE (Major/ Minor)**

**Learning Objectives**

This paper aims to provide comprehensive knowledge of various heads of income and focuses on the computation of the total income and tax liability of an individual as per the Income Tax Act 1961.

**Learning outcomes**

The Learning Outcomes of this course are as follows:

1. explain the basic concepts, residential status of the assessee and incidence of tax.
2. develop an understanding of the nuances of the salaries, various allowances and perquisites available under the head income from Salaries.
3. develop an understanding of the concept of self-occupied and let out property under the head income from house property.
4. compute the income under the head profits and gains of business or profession and capital gains.
5. compute incomes covered under the head income from other sources.
6. explore the concept of including the income of other persons in the assessee's income.
7. compute the total tax liability of an individual after allowing for permissible deductions and exemptions.

**Course Contents:**

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
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<b>Unit 1: Basic concepts and Residential Status</b>	20	√	√
<b>Unit 2: Income under the head Salaries and House Property</b>	40	√	√
<b>Unit 3: Income under the head Profits and Gains of Business or Profession</b>	10	√	√
<b>Unit 4: Income under the head of Capital Gains and Other Sources</b>	15	√	√
<b>Unit 5: Computation of Total Income and Tax Liability of an Individual</b>	15	√	√

\*C&K- Comprehension & Knowledge

\*\*A&A – Analysis & Application

### **Unit 1: Basic concepts and Residential Status**

Basic concepts: person, assessee, income, previous year, assessment year and PAN; structure to compute tax liability; residential status and tax incidence.

### **Unit 2: Income under the head Salaries and House Property**

Computation of income under the head salaries including various allowances and perquisites, computation of income of self-occupied and let out property; unrealised rent.

### **Unit 3: Income under the head Profits and Gains of Business or Profession**

Computation of income from business or profession, expenses specified and disallowed while computing such incomes.

### **Unit 4: Income under the head of Capital Gains and Other Sources**

Meaning of capital assets, long term and short term capital gains; computation of capital gains.

Computation of taxable income from other sources;

### **Unit 5: Computation of Total Income and Tax Liability of an Individual**

Clubbing of income; set off and carry forward of losses, permissible deductions under section 80C to 80U; computation of taxable income and tax liability of an individual.

### **Practical Exercises:**

The learners are required to:

1. identify and educate the individuals not having PAN Card and help them understand the crucial relevance of holding a PAN Card. Help them in filling out the online application for the PAN Card and prepare the summarised report for the same.

2. identify the relevance of various allowances and deductions in the present context and give a presentation for the same.
3. identify and evaluate the tax liability of some individuals having income under different heads of income and present a case of the deductions and exemptions availed by each assessee.
4. go through the e-filing website of the Government of India.

**Suggested Readings:**

- Ahuja, G., & Gupta, R. (2022). *Simplified Approach to Income Tax*. Flair Publications Pvt. Ltd., Delhi.
- Mittal, N. (2019). *Concept Building Approach to Income Tax Law & Practice*. Cengage Learning India Pvt. Ltd., Delhi.
- Singhanian, V. K., & Singhanian, M. (2022). *Student's Guide to Income Tax*. Taxmann Publications Pvt. Ltd., Delhi.

**Additional Resources:**

- Income tax Act 1961
- [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)

**Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website..**

**B.A. Programmes with Commerce (MODERN OFFICE MANAGEMENT) as non-Major or Minor discipline**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Organisation BAC:DSC-1.1	4	3	1	0	<b>PASS IN XII</b>	<b>NIL</b>
<b>Business Communication</b> BAC: Discipline (MOM)- 1	4	3	1	0	<b>PASS IN XII</b>	<b>NIL</b>

**DISCIPLINE CORE: Business Communication (Major/ Minor)**

**Learning Objectives**

The course aims to prepare the Executive Secretary with proper knowledge of different types of communication and correspondence, presentation skill along with effective reports. This paper intends to acquaint the learners with communication theory and provide them ample exercise in communication through business correspondence.

**Learning outcomes**

The Learning Outcomes of this course are as follows:

1. summarise the different concepts of Business Communication.
2. interpret the vocabulary to be used in business.
3. demonstrate the different types of Correspondence or letter writing skills.
4. describe the different approaches to report writing.
5. demonstrate the Business presentation.

**Course Contents:**

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
<b>Unit 1: Introduction</b>	25	√	√
<b>Unit 2: Communication Technology</b>	15	√	√
<b>Unit 3: Modern Office Correspondence</b>	30	√	√
<b>Unit 4: Report Writing</b>	20	√	√



<b>Unit 5: Oral/Visual Presentation</b>	10	√	√
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\*C&K- Comprehension & Knowledge

\*\*A&A – Analysis & Application

### **Unit I: Introduction**

Meaning, process, characteristics, objectives, importance, methods/types of communication: based on relationship (internal & external); based on expressions (verbal & Non-verbal) and the basis of flow (downward, upward, horizontal and diagonal/crosswise), Persuasive Communication, 7Cs of Communication, Barriers to Effective Communication and tips to overcome the barriers.

### **Unit II: Communication and Technology**

Communication through modern technology – different apps, virtual and online video conferences - Google Meet, Zoom, Microsoft team etc., netiquettes.

### **Unit III: Modern Business Correspondence**

Internal: Formal & Informal Correspondence -- Memorandum, Office Order, Circular, Meeting, Notice, Agenda & Minutes. External: Formal Correspondence- Routine letters (enquiry, quotation, orders and acceptance, release of payment), Sales Letters (a proposal, promotional, follow-up, mailshots), Agency Letters (status enquiries, seeking finance), Problem letters (complaint, collection/dunning, concession). Personnel: Job Application letter, Preparing the Resume, CV and Portfolio. E-Correspondence: Emails, Blogs, Chat Rooms, Discussion Forums, Social Networking, Online news releases, and Company newsletters.

### **Unit IV: Report Writing**

Meaning, Types of Business Reports, characteristics, importance, the structure of a report, Organization of Report –Long reports & Short reports (letter form, memorandum form, minutes form).

### **Unit V: Oral/Visual Presentation**

Importance, Characteristics, Presentation Plan, Visual Presentation – diagram/flowchart.

### **Practical Exercises:**

The learners are required to:

- 1) Practice learning the use of different types of communications conducting their class meetings online/offline.
- 2) Learn the different rules of vocabulary to be used in Business Communication.
- 3) Practice making the drafts of all types of letters for correspondence including agenda, minutes etc.
- 4) Prepare at least one report as per your choice relating to any business/college event.
- 5) Present diagram/piktochart/flowchart on any relevant topic of this paper in the class.

### **Suggested Readings:**

- Bhatia, R.C.(2018). Business Communication, New Delhi: Anne Books Pvt. Ltd.

- Gupta, C.B. (2019) Essential Business Communication, New Delhi: Cengage Learning India Pvt. Ltd.
- Khanna, P. (2016). English Communication New Delhi: Vikas Publishing House Pvt. Ltd.
- Lehman, C. M., D. D., & Sinha., M. (n.d.). Business Communication. Cengage Learning India Pvt. Ltd.
- R. P., & Korlahalli, J. S. (2008). Essentials of Business Communication. New Delhi: Sultan Chand & Sons.
- Taylor, S., & Chandra, V. (2005). Communication for Business. New Delhi: Pearson Education Ltd.

**Additional Readings:**

<https://www.youtube.com/embed/6llh9trXgyQ> (Source: epg pathshala)

<https://www.youtube.com/embed/t-DzqqlaiM8> (Source: epg pathshala)

**Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website.**