

PDEA'S
Mamasahab Mohol College, Paud Road, Pune-38

T.Y. B.Com.
Compulsory Paper

Subject Name -: Business Regulatory Framework (Mercantile Law)

Objectives:-

- To acquaint students with the basic concepts, terms & provisions of Mercantile and Business Laws.
- To develop the awareness among the students regarding these laws affecting business, trade and commerce.

Course outcomes:-

- CO1** Getting the knowledge of various concepts of Mercantile and Business Laws.
- CO2** Enable the students to get the knowledge about mercantile laws affecting business, trade and commerce.

TERM – I	Course Specific Outcomes	Methodology	Reference books	No. of Lect
1 Law of Contract - General Principles. (Indian Contract Act, 1872) Definition, Concept and kinds of contract Offer and Acceptance. Capacity of parties. Consideration. Consent and free consent. Legality of object and consideration. Void Agreements. Discharge of contract. Breach of contract and remedies (Including damages, meaning, kinds and rules for ascertaining damages)	To study the relevance of Law of Contract	Lecture & ICT	1) Business and Corporate Law :- Dr. Kaur Harpreet, Lexis Nexis (2013) 2) Laws for Business, Sulphery M.M.&Basheer, PHI Learning Pvt. Ltd., Delhi. (2013) 3) An Introduction to Mercantile Laws :-N.D.Kapoor	20
Law of Partnerships: 2.1. Indian Partnership Act 1932: Partnership; Definition and Characteristics, Types of	To make the students aware about Law of Partnership	Lecture & group discussion	1)Company Law :- Avtar Singh 2)Business Laws :- N.M.Wechlekar	04

Partners, Rights, Duties and Liabilities of Partners, Dissolution of Partnership. 2.2. Limited Liability Partnership Act 2008: Limited Liability Partnership (LLP); Concept, Nature and Advantages, Difference between LLP and Partnership Firm, Difference between LLP and company, Partners and designated partners, Incorporation of LLP, Partners and their relations, Liability of LLP and Partners (Section 27). Financial Disclosure by LLP, Contributions (Section 32), Assignments and Transfer of Partnership Rights (Section 42) Conversion to LLP (Section 55), Winding-up and dissolution (Section 63 & 64)				05
Sale of Goods.(Sale of Goods Act,1930) Contract of sale-Concept and Essentials. Sale and agreement to sale. Goods-Concept and kinds. Conditions and warranties. (Definition, Distinction, implied conditions and warranties)Transfer by non-owners. Rights of Unpaid Seller and Remedial Measures.	To familiarize the students with Sale of Goods	Lecture & Group discussion	1)Business Laws :- N.M.Wechlekar 2) Company Law :- Avtar Singh	14
E-Contracts (E- Transactions/E-Commerce.): Significance of E-Transactions	To study the format E- Contracts	Lecture & ICT	Cyber Laws :- Krishna Kumar	05

/E-Commerce. Nature. Formation. Legality. Recognition. (Chapter 4.Sec.11-13 of I T Act,2000 relating to attribution, acknowledgement, dispatch of E-Records) Digital Signatures –Meaning & functions, Digital Signature certificates [Sections 35-39] Legal issues involved in E- Contracts.				
The Consumer Protection Act, 1986 Salient features of the C.P. Act. Definitions-Consumer, Complainant, Services, Defect & Deficiency, Complainant, unfair trade practice, restrictive trade practice. Consumer Protection Councils. Procedure to file complaint & Procedure to deal with complaint & Reliefs available to consumer.(Sec.12 to14) Consumer Disputes Redressal Agencies. (Composition, Jurisdiction, Powers and Functions.)	To know the Procedure to file complaint & Procedure to deal with complaint &Reliefs available to consumer.	Lecture & Group discussion	1)Consumer Protection Act In India :-Niraj Kumar 2)Consumer Grievance Redressal under CPA :-Deepa Sharma.	12
Intellectual Property Rights : (IPRs) WIPO: Brief summary of objectives, organs, programmes & activities of WIPO.TRIPS: As an agreement to protect IPR- Objectives &	To avail the knowledge about Patent, Copyright, Trademark, Design & Geographical Indications.	Lecture & ICT	Intellectual Property Law:- P.Narayan	14

<p>categories of IPR covered by TRIPS.</p> <p>Definition and conceptual understanding of following IPRs under the relevant Indian current statutes.</p> <p>Patent: Definition & concept, Rights & obligation of Patentee, its term.</p> <p>Copyright: Characteristics & subject matter of copyright, Author & his Rights, term.</p> <p>Trademark: Characteristics, functions, illustrations, various marks, term, internet domain name- Rights of trademark holder.</p> <p>Design: Importance, characteristics, Rights of design holder.</p> <p>Geographical Indications, Confidential Information & Trade Secrets, Traditional knowledge— Meaning & scope of these IPRs.</p>				
<p>Negotiable Instruments Act, 1881:</p> <p>Concept of Negotiable Instruments: Characteristics, Meaning</p> <p>Important relevant definitions under the Act</p> <p>Definitions, Essentials of promissory note, bill of exchange and cheque. Distinction between these instruments. Crossing of cheques</p> <p>– It's meaning and types.</p> <p>Holder and holder in due course, Privileges of holder in due</p>	<p>To Enable the students to get knowledge about Negotiable Instruments</p>	<p>Lecture & Group discussion</p>	<p>Negotiable Instruments Act :- Khergamwala</p>	<p>16</p>

<p>course.</p> <p>Negotiation, endorsement, kinds of endorsement.</p> <p>Liabilities of parties to negotiable instruments.</p> <p>Dishonor of N. I., kinds, law relating to notice of dishonor.</p> <p>Dishonor of cheques.</p>				
<p>Arbitration & Conciliation:</p> <p>Concept of Arbitration & Conciliation.</p> <p>Definition & Essentials of Arbitration Agreement.</p> <p>Power and Duties of Arbitration.</p> <p>Conciliation proceeding.</p> <p>(Provisions of Arbitration & Conciliation Act, 1996 in nutshell to be covered.)</p>	<p>With the help of Provisions of Arbitration & Conciliation Act, 1996 study the Power and Duties of Arbitration.</p>	<p>Lecture & Group discussion</p>	<p>Business Law – Dilip Shinde, Kiran Nerkar, Shantnu Jog, Anant Deshmukh (Sai Jyoti Publication)</p>	<p>06</p>

Subject: Business Communication

Objectives:-

- To understand the concept, process and importance of communication.
- To develop awareness regarding new trends in business communication.
- To provide knowledge of various media of communication.
- To develop business communication skills through the application and exercises.

Course Outcomes:-

- CO1** Getting the conceptual knowledge about business communication
CO2 To study New Technologies in Business Communication
CO3 Study the process of communication.
CO4 Getting practical knowledge about to develop business communication skill

TERM – I	Course Specific Outcomes	Methodology	Reference books	No. of Lect.
Introduction of Business Communication: Introduction, Meaning, Definition, Features, Process of Communication, Principles, Importance, Barriers to Communication & Remedies.	To make known the students with concept of Business Communication	Lecture & group discussion	1. Asha Kaul (1999), “Business Communication”, Prentice Hall of India, New Delhi. 2. Chaturvedi P. D. & Chaturvedi Mukesh (2012), “Managerial Communication”, Pearson, Delhi	12
Methods and Channels of Communication: Methods of Communication- Merits and Demerits & Channels of Communication in the Organisation and their Types, Merits & Demerits	To study the various Methods and Channels of Communication	Lecture & group discussion	1) Nawal Mallika (2012), “Business Communication”, Cengage Learning, Delhi. 2) Rajendra Pal & Korlahalli (2007), “Essentials of Business Communication”, Sultan Chand & Sons, New Delhi.	10

Soft Skills: Meaning, Definition, Importance of Soft Skills Elements of Soft Skills: 1) Grooming Manners and Etiquettes 2) Effective Speaking 3) Interview Skills 4) Listening 5) Group Discussion 6) Oral Presentation	Helps to gather knowledge of soft skills and using its practical point of view	Lecture & Group discussion use of ICT	1) Sharma R. C. & Krishan Mohan, "Business Correspondence & Report Writing", Tata McGraw Hill Publishing Co. Ltd. 2) Sinha K. K. (2003), "Business Communication", Galgotia Publishing Company, New Delhi.	16
Business Letters: Meaning, Importance, Qualities or Essentials, Physical Appearance, and Layout of Business Letter	To facilitate the idea of Business Letters	Lecture & Demonstration	1) Mamoria C. B. & Gankar S. V. (2008), "Personnel Management", Himalaya Publishing House, Mumbai.	10
Types and Drafting of Business Letters: 1) Enquiry Letters 2) Replies to Enquiry Letters 3) Order Letters 4) Credit and Status Enquiries 5) Sales Letters 6) Complaint Letters 7) Collection Letters 8) Circular Letters	To help students to know the Types of Business Letters	Lecture Demonstration & Assignment	1. Asha Kaul (1999), "Business Communication", Prentice Hall of India, New Delhi. 2. Chaturvedi P. D. & Chaturvedi Mukesh (2012), "Managerial Communication", Pearson, Delhi	16
Job Application Letters: Meaning, Types & Drafting of Job Application Letters, Bio-Data/Resume/ Curriculum Vitae	To study different types of Job Application Letters	Lecture Demonstration & Assignment	1) Mamoria C. B. & Gankar S. V. (2008), "Personnel Management", Himalaya Publishing House, Mumbai.	08
Internal and other Correspondence: 1) Office Memo (Memorandums) 2) Office Orders 3) Office Circulars 4) Form Memos or Letters	Develop the knowledge about Internal and other Correspondence	Lecture Demonstration & Assignment		12

5) Press Releases				
New Technologies in Business Communication: Internet: Email, Websites, Electronic Clearance System, Writing a Blog Social Media Network: Twitter, Face book, LinkedIn, YouTube, Cellular Phone, Whats App, Voice Mail Short Messaging Services, Video Conferencing, Mobile	To study New Technologies in Business Communication	Lecture & Group discussion & ICT	Sinha K. K. (2008), “Business Communication”, Galgotia Publishing Company, New Delhi. Vasishth Neeru & Rajput Namita (2006), “Business Communication”, Kitab Mahal, Allahabad.	12

B.C.A. Semester I

Subject Name -: Principles of Management

Objectives:

- To provide the fundamental knowledge about working of business organization.
- To make students well acquainted with management process, functions and principles.
- To make the students familiar with recent trends in management.

Course Outcomes:

CO1 Study the fundamental knowledge about working of business organization

CO2 Learn the primary functions and importance of management

CO3 Know the recent Trends in Management

Topic	Outcomes	Methodology	Reference books	No. of Lect.
Term I				
Nature of Management 1. Meaning, Definition, Nature, Importance & Functions 2. Management an Art, Science & Profession- Management as social System 3. Concept of Management- Administration- Organization- Universality of management	Learn the primary functions and importance of management	Lecture & group discussion, assignments	Principles & Practice of management – Dr. L.M. Prasad, Sultan Chand & Sons – New Delhi	08
Evolution of management Thoughts 2.1 Contribution of F.W.Taylor, Henri Fayol, Elton Mayo	Describe the work of major contributors to the field of management.	Lecture & assignments	Management Theory & Practice – J.N. Chandan	08
Functions of Management: Part – I 3.1 Planning – Meaning – Need & Importance, types levels – advantages & limitations;	Study how managers align the planning process	Lecture & Group discussion use of ICT, assignments	Business Organization & management – Dr. Y.K. Bhushan. Principles of Management, By Tripathi, Reddy Tata	08

3.2 Forecasting- Need & Techniques; 3.3 Decision making – Types - Process of rational decision making & techniques of decision making. 3.4 Organizing – Elements of organizing & process Types of organizations, 3.5 Delegation of authority – Need, difficulties in delegation – Decentralization. 3.6 Staffing – Meaning & importance	Learn the process and techniques of individual and group decision-making.		McGraw Hill	
Functions of Management : Part –II 4.1 Direction - Nature – Principles 4.2 Motivation - Importance – Theories 4.3 Leadership – Meaning - qualities of effective Leadership & functions of leader 4.4 Co-ordination - Need – Importance 4.5 Controlling – Need, nature, Importance, Process & techniques	Recognize the importance of employee motivation and how to promote it. Recognize good and poor leadership and the varieties of leadership. Know the methods and need for control within an organization.	Lecture & assignments	Principles of Management, By Tripathi, Reddy Tata McGraw Hill	08
Strategic Management 5.1 Definition, 5.2 Classes of Decisions 5.3 Levels of Decisions 5.4 Strategy 5.5 Role of Strategic Management and its benefits	To study the role of strategic management and its benefits	Lecture, use of ICT & Assignment	Business Environment and policy – A book on Strategic Management/ Corporate Planning Management: Concept and Strategies by J.S. Chandan, Vikas	08

5.6 Strategic Management in India			Publishing.	
Recent Trends in Management 6.1 Management of change 6.2 Disaster Management 6.3 Total Quality Management 6.4 Stress Management 6.5 Social Responsibility of management	Know the recent Trends in Management	Lecture & use of ICT & Assignment	Corporate Planning By Francis Cherunilam, Himalaya Publishing House.	08