

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



Faculty of Commerce
Three/Four Year Undergraduate Program
Specialization in Business Administration
B. Com. (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. (B.Admn)
Specialization in Business Administration
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

Three Types of Question Pattern

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

**Paper wise Titles (Major & Minor) of Three/Four Year B.Com (B.Admn) in
Faculty of Commerce
Semester-Wise Paper Titles (Major& Minor)
B.Com. (B.Admn)**

Semester	Major Papers- B.Admn.	Minor Papers- ABST	Minor Papers- EAFM
I	Business Organisation	Financial Accounting	Business Economics
	Business Laws		
II	Principles of Business Management	Business Statistics	Financial Management
	Company Law		
III	Business Environment	Cost Accounting	Business Budgeting
	Fundamentals of Entrepreneurship		
IV	Principles of Marketing	Income law & Practices	Financial Analysis & Control
	Fundamentals of Human Resource Management		

Programme Name: Three/Four Year Bachelor of Commerce (B.Admn.)

B. Com. (B.Admn.)

Name of College	S.S.Jain Subodh P.G.College, Jaipur
Name of University	University of Rajasthan, Jaipur
Name of Faculty	Commerce
Name of Programme	B.Com. (B.Admn)
Name of Discipline	Major Discipline – B.Admn Minor Discipline – ABST, EAFM

PROGRAMME PREREQUISITES
12 th Standard pass from CBSE, RBSE or a recognized board of education in any stream.
PROGRAMME OUTCOMES (POs)
Program Outcome in B.Com.(B.Admn) with Minor in ABST and EAFM: 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.

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 (End of Semester Examination) EoSE (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 (EAFM)								
				UG0205-B.Com. (EAFM)	Credits			
S N	Level	Seme	Type	Title	L	T	P	Tot al
1	5	I	MJR	Business Organisation	6	0	0	6
2	5	I	MJR	Business Laws	6	0	0	6
3	5	II	MJR	Principles of Business Management	6	0	0	6
4	5	II	MJR	Company Law	6	0	0	6
5	6	III	MJR	Business Environment	6	0	0	6
6	6	III	MJR	Fundamentals of Entrepreneurship	6	0	0	6
7	6	IV	MJR	Principles of Marketing	6	0	0	6
8	6	IV	MJR	Fundamentals of Human Resource Management	6	0	0	6
9	7	V	MJR	Sales Promotion and Sales Management	6	0	0	6
10	7	V	MJR	Production and Operation Management	6	0	0	6
11	7	VI	MJR	International Marketing	6	0	0	6
12	7	VI	MJR	Organizational Behavior	6	0	0	6

S. S. JAIN SUBODH P. G. COLLEGE, JAIPUR
(Autonomous)
BACHELOR OF COMMERCE
Specialization in Business Administration (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		Business Organisation	Major/DCC	6	105	45	150
		Business Laws	Major/DCC	6	105	45	150

Semester-II

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
		Company Law	Major/DCC	6	105	45	150

S.S. Jain Subodh P.G. (Autonomous) College, Jaipur
Department of Business Administration
B.Com Specialisation
Business Organisation
Semester I
Paper I

Syllabus

Objectives of the Course :

- To provide knowledge of the business organisation & overview in practical commercial situation

Unit-1 Introduction: Definition of business, Industry and commerce and their interrelationship in today's environment. MSME-Definition, Profile of activities, Role of MSMEs in Indian Economy

Unit- 2 : The environment of Business, the elements of the environment; Natural, Legal and Political, Technological, Economic, Socio Cultural and international. Business environment interface; SWOT analysis, strategy formulation.

Unit -3 : Forms of Business Organisation; Sole proprietorship, Partnership, Limited Liability Partnership, Private Limited Company, Public Limited Company, Cooperatives and Self Help Groups, HUF and family Business; Criteria for the choice of a suitable form of Business Organisation. Relative suitability of the various forms for MSMEs.

Unit-4 Origin, Development and activities of Stock Exchange in India. A brief study of SEBI, OTCE, and NSE. Need and Importance of Finance, Sources of Finance, A brief study of Rajasthan Finance Corporation

Suggested Books and references:

1. Chhabra T.N., Modern Business Organisation, New Delhi, Dhanpat Rai and Sons
2. Shankar Gauri, Modern Business organisation, Mahavir Book Depot
3. Tulsian P.C. , Business Organisation and Management, Pearson Education, New Delhi

Course Outcomes:

- This course improve the understanding of the students about different forms of business , Business environment and gives the knowledge of Stock Exchange of India.

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

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 : Consumer Protection Act 1986

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.

S.S. Jain Subodh P.G. (Autonomous) College, Jaipur
Department of Business Administration
B.Com Specialisation
Principles of Business Management
Semester II
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 (Mintzberg); 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

Out come of the Course:

- Acknowledge the need for formal management education
- Acquire skills for becoming effective managers
- Practice Management Principles Wherever possible and utilize the available resources more productively.

S.S. Jain Subodh P.G. (Autonomous) College, Jaipur
Department of Business Administration
B.Com Specialisation
Company Law
Semester II
Paper II

Syllabus

Objectives of the Course:

1. The objective of this course is to develop and comprehend business and its processes in accordance with the provision of the Companies Act. 2013.

UNIT-I : Back Ground and the salient features of Companies Act. 2013, Company and its Characteristics, Types of Companies. Difference between Company and Partnership. Lifting of Corporate Veil. Formation and Incorporation of Company- Promoters and their legal position, Pre-incorporation Contract and provisional Contract, Online registration of a Company, Certificate of Incorporation. Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management.

UNIT-II : Prospectus: Meaning and definitions – Contents, Statutory requirements, in relation to prospectus. Deemed Prospectus, Shelf Prospectus, Red herring Prospectus, Mis statement in Prospectus: Civil and Criminal Liability.

Various modes of raising of Capital. Global Depositary Receipt(GDR), Book Building, Issue of Securities, Private Placement, Public Issue, Right Issue, Bonus Shares, Employee Stock option Scheme,(ESOS), Sweat Equity Shares, Buy back of Shares, Allotment of Shares, Forfeiture of Shares and Transfer and Transmission of Securities.

UNIT-III Directors: Classification of Director, Women Director, Independent Director, Shareholder Director, Director Identification Number(DIN), Appointment of Director, Qualification and Disqualifications of Director, Legal Position, Powers and Duties, Removal of Director, Loans and Remuneration of Directors, Various Committees of Board of Directors.

Key managerial Personnel- Managing Director, Whole Time Director, Manager, Company Secretary, Chief Executive Officer, and Resident Director.

UNIT-IV : Meetings: Statutory, Annual General, Extra-Ordinary and Virtual Meeting, Meetings of Share holders.

Winding Up of Company : Meaning of Winding Up, Dissolution of Company, Conceptual Understanding of Winding up by the tribunal, Compulsory winding up, Members' Voluntary Winding up, Creditors Voluntary Winding up

Suggested Books and References:

- Avtar Singh, Indian Company Law, Eastern Book Company
- ¹¹ Roy and Das, Company Law, Oxford University Press.

Outcomes of the course:

- This course will improve the the understanding of core concepts of Company Law which is useful for those who are working in Companies.
- This course is beneficial for CA and CS students.