


Govind Guru Tribal University, Banswara
Details of Discipline Centric Core and Elective Courses for
freshers who will be admitted in the session 2023-24
(Separate sheet to be used for each discipline/subject)

Name of University: Govind Guru Tribal University, Banswara

Name of Faculty(ies) : Commerce

Name of Discipline/Subject: Business Administration

Three- Year Bachelor Degree Program								
#	Level	Semester	Type	Title	Credits			
					L + T	P	Total	
1	5	I	DCC	Business Organisation & Management	5	1	0	6
2	5	II	DCC	Business Laws	5	1	2	6
3	6	III	DCC	Company Law	3	1	2	6
4	6	IV	DCC	Business Communication and Soft Skill	3	1	2	6
5	7	V	DSE	INDUSTRIAL RELATIONS AND LABOUR LAWS	3	1	2	6
6	7	VI	DSE	HUMAN RESOURCE MANAGEMENT	3	1	2	6


Rajendra Prasad Agarwal
Registrar
Govind Guru Tribal University
Banswara (Rajasthan)



GOVIND GURU TRIBAL UNIVERSITY BANSWARA

B.Com **Three Year Graduate Course** **Semester I** **BUSINESS ADMINISTRATION** **DCC** **Business Organisation & Management**

Unit-I

Introduction: Business Organisation Meaning & Objectives, Social Responsibility of Business Objectives & Principles of Organisation, Size of Business Unit, Factors determining Size, Measurement of Size

Forms of Business Organisation: Sole Trade ship, Partnership Firm Business (Public & Private), Definition of Management, Principles & Elements of Management, An overview of functional areas of Management; Development of Management Thought

Unit II


Planning: Concept, nature, Objectives, Principles, Process, tools and techniques. Decision Making: Concept, Types, Process; Management by objectives (MBO) Organising and Staffing: Concept, Nature, Process, Types, Delegation of Authority and Responsibility, Centralization and Decentralisation

UNIT III

Motivation and Leadership: Motivation—Concept; Theories—Maslow, Herzberg,

Leadership—Concept and Leadership Styles; Leadership theories:

Managerial Control- Concept and Process; Principles of Controlling, Types of Controls


Rajendra Prasad Aganwal
Registrar
Govind Guru Tribal University
Banswara (Rajasthan)

Suggested Books:

- *Dr.R.L.Nolakha: Principles of Management (RBD, Jaipur)*
- *Dr. MukeshPrajapat and Dr. Rajiv Gandhi : BusinessOrganisation&Management, Himanshu Publication, Udaipur-Delhi*
- *Dr. Jayant Sharma, Dr. Sachin Gupta, Dr. ShilpaTrivedi, Dr. Kishore Kumar Pahuja, Principles of Management, Himanshu Publications, Udaipur*
- *Sodani&Bangar : Management (Hindi)*
- *Agrawal R.C. : PrabhandhiKeSindhant&Vyavahar*
- *David R: Modern Manaement; McGraw Hill, New York*
- *Fred Luthans: Organizational Behaviour; McGraw Hill, New York*
- *Sharma & Jain : Principle of Management (Hindi)*



Rajendra Prasad Agarwal
Registrar
Govind Guru Tribal University
Banswara (Rajasthan)



GOVIND GURU TRIBAL UNIVERSITY BANSWARA

B.Com

**Three Year Graduate Course
Semester II
BUSINESS ADMINISTRATION
DCC
Business Laws**

UNIT I

Indian Contract Act 1872:

Nature of contract, Classification, Offer and acceptance, Contractual Capacity, free consent, Consideration & legality of object, void agreements, Quasi Contract, Consequences of Breach of Contract

Special type of Contracts: Indemnity and Guarantee

UNIT II

The Sale of Goods Act 1930:

Basic Definitions, Formation of Contract of Sale, Difference between Sale and Agreement to Sale, Perishing of Goods, Conditions and Warranties, Rules of Caveat Emptor, Implied Terms


Transfer of Property in Goods, Transfer of Titles, Performance of the Contract of Sale, Delivery, Unpaid Seller & lien, Sale by Auction, Hire Purchase Agreement

Indian Partnership Act 1932:

Definitions and Necessary Features of Partnership, Types of Partnership

Rights & Duties of Partners, Terms of Implied Authority, Limitations of Implied Authority

Liability of Partners, Entry and Outgoing of Partners and Their Rights, Meaning and Contents of Partnership Deed, Dissolution of Firm, Methods of Dissolution of Firm, Registration of Firm


Rajendra Prasad Agarwal
Registrar
Govind Guru Tribal University
Banswara (Rajasthan)

UNIT III

The Consumer Protection Act 2019:


Background, Department Of Consumer Affairs, Consumer Welfare Fund, Changes In Consumer Market and Need of New Act, Main Definitions, Silent Features Silent Features and Objective Of The Consumer Protection Act 2019, Consumer Protection Council, Consumer Disputes Reader Sale Commission, Establishment of State and National Consumer Disputes Reader Commission, Meditation Cell, Product Liability, Offense and Penalties, Miscellaneous, Power of Central Government to Make Rules, Power of State Government to Make Rules, Power of National Commission to Make Regulations, Power of Central Authority to Make Regulations

Competition Act 2002:

Overview, definitions and ideas of agreement, dominant position combination and effects of anti-competitive activities, Anti-competitive agreements- Concept, forms and treatment in India, Prohibition of Anti-competitive agreement, Pricing strategies and abuse of dominant position

Suggested Books:

- *Dr. MukeshPrajapat, Business Law, Himanshu Publications, Udaipur-Delhi*
- *Dr. Jayant Sharma, Dr. ShilpaTrivedi, Dr. Sachin Gupta, Business Regulatory Framework – Himanshu Publications, Udaipur*
- *Sharma B.P., Jain Rajeev: MercantileLaw (Hindi)*
- *ChandhaP.R.:BusinessLaw, Galgotia, New Delhi*
- *Kapoor N.D.:BusinessLaw; Sultan Chand & Sons, New Delhi*
- *DesaiT.R.:IndianContractAct,SaleofGoodsActandPartnershipAct; 3. S.C. Sarkar& SonsPvt.Ltd.,Kolkata*


Rajendra Prasad Agarwal
Registrar
Govind Guru Tribal University
Banswara (Rajasthan)