

SRI VENKATESWARA UNIVERSITY, TIRUPATI

**Model Syllabus for 4-Year UG Honours in B.Com (Banking & Finance) as
Major in consonance with Curriculum framework w.e.f. AY 2025-26**

SINGLE MAJOR PROGRAMME - B.COM (B & F) COURSE STRUCTURE					
Year	Semester	Course	Title of the Course	No. of Hrs/Week	No. of Credits
I	I	1	Business Organization and Management	4	4
		2	Business Environment	4	4
	II	3	Financial Accounting - I	5	4
		4	Business Economics	4	4

SEMESTER-I

COURSE 1: BUSINESS ORGANIZATION AND MANAGEMENT

Theory

Credits: 4

4 hrs/week

Course Objectives

This course is designed to:

- Understand the basics of business, Commerce and trade
- Enlighten the students about the ownership and control structures of different forms of business organizations
- Familiarizing the legal and regulatory requirements for registration of a company
- Grasping the basic concepts, Principles and functions of Management
- Understanding the line and staff relationships and that align with organizational goals

Course Outcomes (COs)

Upon successful completion of this course, students will be able to:

- Gain the knowledge of Business, Commerce and Trade
- Identify and differentiate various forms of business organizations including advantages and disadvantages
- Knowledge of legal procedure and requirements for incorporating a company
- Demonstrate the knowledge, skills and competencies necessary to success as a manager in various organizations
- Ability to adopt plans and set clear, achievable goals and objectives

UNIT -I INTRODUCTION OF BUSINESS: Business – Meaning, Definition, Features and Functions of Business – Trade Classification –Aids to Trade – Industry Classification and Commerce .

UNIT – II FORMS OF BUSINESS ORGANISATIONS: Meaning, Features, Merits and Demerits of sole Proprietor ship ,Features, Merits and Demerits of Partnership Business – Features Merits and Demerits of Joint Stock Companies – Differences between Private Limited Public Limited Company- Concept of One Person Company

UNIT – III COMPANY INCORPORATION: Preparation of Important Documents for Incorporation of Company – Certificates of Incorporation and Certificate of Commencement of Business – Contents of Memorandum and Articles of Association – Contents of Prospectus.

UNIT – IV MANAGEMENT: Meaning, , Nature and scope of Management –Henry Fayol’s 14 Principles of Management- Functions of Management – Administration Vs Management – Levels of Management.

UNIT – V PLANNING and ORGANISING: Meaning – Definition – characteristics Merits and Demerits of Planning – Types of Planning Principles of Organisation – Line and Staff Organisation

Student Activities:

- Assignment on business organizations and modern business.
- Seminars on different topics related to Business organization
- Case studies of successful corporate/business heroes.

Reference Books:

1. Gupta, C. B. (2014). Business organisation. Mayur Publication.
2. Singh, B. P., & Chhabra, T. N. (2014). An introduction to business organisation & management. Kitab Mahal.
3. Sherlekar, S. A., & Sherlekar, V. S. (2000). Modern business organization & management: Systems approach. Himalaya Publishing House.
4. Bhushan, Y. K. (Year Unknown). Business organization. Sultan Chand & Sons.
5. Prakash, J. (Year Unknown). Business organisation and management (Hindi and English ed.). Kitab Mahal Publishers

Format of Model Question Paper

Semester-wise Syllabus under CBCS

(w.e.f. 2025-26 Admitted Batch)

SEMESTER - I

COURSE-I : Business Organisation and Management

Time: 3 hrs

Max. Marks 75

Section A

Answer any Five of the following

5 X 3=15 M

1. What is Business?
2. What is Trade?
3. Sole proprietorship
4. What is a private limited company?
5. One person Company
- 6 Articles of Association
7. What is management?
8. Delegation of Authority
9. What is planning?
10. Different types of Organizational Structures

Section - B

Answer Five Questions. One question from each Unit

5 ×12=60 M

Unit-I

11. Explain how the terms Business, Trade and Commerce are related with each other

OR

12. What is Trade? “Aids to trade are the backbone of trade” Explain this statement.

Unit-II

13. Explain the advantages and disadvantages of Partnership.

OR

14. Write about the classification of companies.

Unit-III

- 15 Explain the process of Incorporation of a company..

OR

16. Explain the Memorandum of Association and its contents

Unit-IV

17. Discuss the Functions of management and their importance in modern business

OR

18. Explain Henry Fayol's 14 principles of Management.

Unit-V

19. Explain the steps involved in planning process..

OR

20. Discuss the importance of organizing in management and its relationship with other management functions