

NEP-2020 Based Curricula and Examination  
Scheme, University of Kota, Kota  
Academic year 2023-24



*Bachelor of Commerce(Business Administration)*

*Semester I & II – 2023-24*

*Semester III, IV – 2024-25*

*Semester V, IV – 2025-26*

**UNIVERSITY OF KOTA**

*MBS Marg, Swami Vivekanand Nagar,*

*Kota - 324 005, Rajasthan, India*

*Website: [uok.ac.in](http://uok.ac.in)*

# **B.Com (Business Administration)**

## **Session 2023-24**

The B.Com is a Three-year full-time course. The course has been organized in six semesters in three years. Each year will comprise of two semesters.

- 1. Course Code: BADM**
- 2. Type of the Course:** Generic
- 3. Title of the Course:** B.Com
- 4. Level of the Course:** UG level
- 5. Credit of the Course:** 36
- 6. Delivery Sub-type of the Course:** Theory
- 7. Pre-requisite of the Course:** Senior Secondary/12<sup>th</sup> Pass from any recognized board/as per Rajasthan Government/University norms.
- 8. Course Objectives:**
  - To enhance the students' knowledge and understanding on the basic concepts of Business and acquire the ability to apply such knowledge in practical context.
- 9. Syllabus:** Attached
- 10. Scheme of end-of-semester examination:** Attached
- 11. Suggested Books & References:** Attached
- 12. Hyperlinks of suggested e-sources on University site and web**

| <b>E-Sources</b>         | <b>Hyperlinks</b>                               |
|--------------------------|---|
| SWAYAM Online Courses    | <a href="#"><u>SWAYAM</u></a>                   |
| MOOCs                    | <a href="#"><u>MOOCs</u></a>                    |
| SWAYAMPBHA               | <a href="#"><u>SWAYAMPBHA</u></a>               |
| CEC-UGC YouTube Channel  | <a href="#"><u>CEC-UGC</u></a>                  |
| National Digital Library | <a href="#"><u>National Digital Library</u></a> |
| Vidwan                   | <a href="#"><u>Vidwan</u></a>                   |
| EBSCO ebooks             | <a href="#"><u>EBSCO e-books</u></a>            |

### **13. Course Learning Outcomes:**

- Students will generate eligibility for research work, NET/SET etc.
- Students will gain comprehensive understanding of Business, Management and other complex concepts related to management which will increase his employability in corporate sector.
- Students will develop a continuous learning mindset, adapting to new technologies, methodologies, and industry trends to ensure their professional relevance in the dynamic world.
- The program will prepare students for diverse career paths in Business organizations, helping them grow and contributing to every stakeholders life.

## **B.Com EXAM**

### **SCHEME OF EXAMINATION**

The examination shall be divided into two parts in each semester, in which first part is continuous assessment or internal assessment and second part is semester assessment or external assessment. The schemes for the internal and external examinations shall be as under:

- a) The assessment of the student for theory shall be divided into two parts in which first part is continuous assessment or internal assessment (50 marks out of 150 marks) and second part is semester assessment or external assessment (100 marks out of 150 marks).
- b) The internal assessment for each theory paper shall be taken by the teacher concerned in the Department during each semester. Internal assessment scheme is as follows:

| Continuous Assessment Weightage |                                     |                 |           |       | External Assessment Weightage                             | Total Marks (Total Credits) |
|---------------------------------|-------------------------------------|-----------------|-----------|-------|---|-----------------------------|
| Regular Student                 |                                     | Private Student |           | Total | Paper based on External Evaluation (End term examination) |                             |
| Mid-Term                        | Seminar/project report/presentation | Report writing  | Viva-Voce |       |   |                             |
| 30                              | 20                                  | 30              | 20        | 50    | 100   | 150 (06)                    |

For internal/continuous assessment of 50 marks

- For regular students test of 30 marks shall be conducted of one hour duration for each paper and shall be taken according to academic calendar notified by the college and remaining 20 marks will be assessed on the basis of Seminar/Project Report/PPT presentation or Assignment on any topic of each paper given by the teacher concerned.
- Each private student will prepare a report/writeup on any topic of each course in minimum 1000 words from the prescribed syllabus of the concerned theory, paper or course. The student needs to deposit the report in the concerned college as per the time schedule prescribed by the college to submit the report and the college will arrange a viva voice on that report. It is proposed that the engaged teacher will be paid at the rate of per answer book per student charges. The examination section will generate an option of bill when the teacher fills the continuous assessment marks on examination portal (like done for external answer book evaluation).

The various components of the report may be:

- Name of the Course/Class:
- Name of the Student:
- Father's/Husband Name:
- Examination Form No.:
- Enroll. No.:
- Name of College (Center):
- Name of Paper:

- Title of the Report:
  - Introduction about the topic:
  - Details/Analysis about the topic:
  - Conclusion of the topic:
  - References:
- If any student remains absent (defaulter) or fails or wants to improve his/her marks, one chance of continuous assessment (mid-term) will also be given to the student in the same semester with a fee of Rs. 250/- per paper, after the approval of the competent authority of Department/College.
- c) External examination scheme for semester end assessment will comprise of two Sections A and B from session 2023-24 i.e. Section C will not be appeared in the external examination evaluation (as being used in session 2022-23). And marks will be distributed as per CBCS scheme. Further, the scheme of the examination paper of external component is also discussed and the proposed details are as under.

| <b>Section</b> | <b>100 marks for theoretical paper</b>   |
|----------------|--|
| Section-A      | There will be one question with 10 parts having two parts from each unit with no internal choice. The weightage of each part is 2 marks. Hence, the total weightage of this section is 20 marks (20×1).              |
| Section-B      | There will be five questions with one question from each unit with internal choice (may have subdivisions). The weightage of each question is 16 marks. Hence the total weightage of the section is 80 marks (16×5). |

- d) Student should qualify both internal and external assessment separately to pass the paper i.e. if candidate passes an external and fails an internal; the candidate has to reappear in both internal and external exam of that paper next year. But if candidate passes in the internal and fails in the external, then candidate has to reappear in external exam of that paper and in internal examination he has option either to forward the obtained internal marks of that paper in the previous attempt (on the basis of the application submitted by the candidate and approval of the head of the department for the same) or can reappear in the internal examination if he wants to improve his marks in that paper.
- e) The pattern of question paper of internal and external shall be as follows:

**Proposed Examination Scheme for 50 marks theory paper for internal examination of Category B**

**Internal Test 20.....**

**Duration of Exam: 1.00 Hr**

**Max. Marks: 30**

**Class: B.Com**

**Semester:**

**Subject:**

**Paper:**

**No.**

**of**

**Students:**

**Teacher:**

**Note:** The question paper contains two sections as under:

Section-A: One compulsory question with 05 parts. Please give short answers in 30 words for each part.

Section-B: 04 questions to be attempted having answers approximately in 300 words.

| <b>SECTION A</b> |  |   |
|------------------|--|---|
| Q.1              |  | 2 |
| (a)              |  |   |
| (b)              |  | 2 |
| (c)              |  | 2 |
| (d)              |  | 2 |
| (e)              |  | 2 |
| <b>SECTION B</b> |  |   |
| Q.2              |  | 5 |
| Q.3              |  | 5 |
| Q.4              |  | 5 |
| Q.5              |  | 5 |

**Proposed Examination Scheme for 100 marks theory paper for external examination of Category B**

Duration of Examination: 3 Hours  
100

Max. Marks:

**SECTION-A 10x2= 20**

**(Answer all questions -Two question from each unit with no internal choice)**

Q. No. 1

|       |       |        |
|-------|-------|--------|
| i.    | ..... | 2 Mark |
| ii.   | ..... | 2 Mark |
| iii.  | ..... | 2 Mark |
| iv.   | ..... | 2 Mark |
| v.    | ..... | 2 Mark |
| vi.   | ..... | 2 Mark |
| vii.  | ..... | 2 Mark |
| viii. | ..... | 2 Mark |
| ix.   | ..... | 2 Mark |
| x.    | ..... | 2 Mark |

**SECTION-B: 5x16= 80**

**(Answer all questions) (One question from each unit with internal choice) (Maximum two sub-divisions only)**

|                |    |          |
|----------------|----|----------|
| Q. No. 2 ..... | Or | 16 Marks |
| Q. No. 3 ..... | Or | 16 Marks |
| Q. No. 4 ..... | Or | 16 Marks |
| Q. No. 5 ..... | Or | 16 Marks |
| Q. No. 6.....  | Or | 16 Marks |

| Year/<br>Semester       | Code        | Category | Nomenclature                                | Duration<br>of Exam | Teaching<br>Hrs/Week & |   |   | Distribution of Marks |                 |               | Min. Pass<br>Marks |                 |
|-------------------------|-------------|----------|---|---------------------|------------------------|---|---|-----------------------|-----------------|---------------|--------------------|-----------------|
|                         |             |          |   |                     | L                      | P | C | Cont.<br>Assess.      | Sem.<br>Assess. | Total<br>Mark | Cont.<br>Assess.   | Sem.<br>Assess. |
| I Year<br>I Semester    | BADM<br>1.1 | DCC      | Business Law                                | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |
| I Year<br>II Semester   | BADM<br>2.1 | DCC      | Business Communication                      | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |
| II Year<br>III Semester | BADM<br>3.1 | DCC      | Company Law and<br>Secretarial Practice     | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |
| II Year<br>IV Semester  | BADM<br>4.1 | DCC      | Human Resource<br>Management                | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |
| III Year<br>V Semester  | BADM<br>5.1 | DSE      | Insurance and Risk<br>Management            | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |
|                         |             |          | Fundamentals of<br>Entrepreneurship         | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |
|                         |             |          | Business Ethics and<br>Corporate Governance | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |
|                         |             |          | Fundamentals of<br>Marketing                | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |
| III Year<br>VI Semester | BADM<br>6.1 | DSE      | E-Commerce                                  | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |
|                         |             |          | Retail Management                           | 3 Hrs               | 6                      | - | 6 | 50                    | 100             | 150           | 20                 | 40              |

**B.com (First Year - Semester -I)**  
**Business Administration**

***Paper BADM 1.1 (DCC) - Business Law***

Paper-I  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note :** The question paper will contain three sections as under-

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 400 words.

**Total Marks: 80**

**Unit-I**

**The Indian Contract Act, 1872**

- Meaning and Essentials of a valid contract
- Proposal and Acceptance
- Capacity to contract of the parties
- Consideration
- Free Consent

**Unit-II**

- Void Agreements
- Performance and Discharge of Contract
- Contingent Contracts

**Unit-III**

- Quasi Contracts
- Remedies for breach of contract
- Contract of Indemnity and Guarantee

**Unit-IV**

- Contract of Bailment
- Contract of Pledge
- Contracts of Agency

**Unit-V**

**The Consumer Protection Act, 1986**

- Meaning and Definitions
- Rights of a consumer
- District Consumer Forum
  - Establishment and composition
  - Complaint Redressal Procedure
- State and National Commission
  - Establishment and composition
  - Complaint Redressal Procedure and appeal

Text Readings:

- |                     |   |   |
|---------------------|---|---|
| 1. N.D.Kapoor       | — | Mercantile Law, S. Chand, New Delhi.            |
| 2. Chawla & Garg    | — | Mercantile Law, Kalyani Publication, New Delhi. |
| 3. Nolakha, R.L     | — | Business Law, Ramesh Book Depot, Jaipur.        |
| 4. नौलखा, आर.एल.    | — | व्यापारिकसन्धियम, रमेषबुकडिपो, जयपुर।           |
| 5. सुधा, जी.एस.     | — | व्यापारिकसन्धियम, रमेषबुकडिपो, जयपुर।           |
| 6. सिंहल, जे.पी.    | — | व्यापारिकविधि, अजमेराबुककम्पनी, जयपुर।          |
| 7. शर्मा, जैन, दयाल | — | व्यापारिकविधि, एपेक्सपब्लिकेशन, उदयपुर।         |

**B.com (First Year - Semester - II)**  
**Business Administration**

***Paper BADM 2.1 (DCC) - Business Communication***

Paper-II  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note : The question paper will contain three sections as under-**

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 400 words.

**Total Marks: 80**

**UNIT I**

Business Communications: - Meaning, Nature, Importance Objectives, Types of Business Communication, Process of Communication, Essentials & Importance of Effective Communication, Factors Affecting Business Communication.

**UNIT II**

Principles of Effective Communication (7C), Necessary Conditions and Requisites for Effective Communication. Effective Listening:- Meaning, Definition, Principles, Elements And Barriers Affecting The Listening.

**UNIT III**

Barriers And Remedies Of Business Communication. Meaning, Definition and objectives of Self- Development. Meaning Definition of Inter Dependence, Attitude, Development of Positive Personal Attitudes.

**UNIT IV**

Writing Skills:- Appearance Request Letters. Business Letters- Inquiries, Orders& Complaints. Drafting Press Note, CV and Resume Writing, Writing Report.

**UNIT V**

Digital Communication- Internet, Fax, E-Mail, Social Media, Video Conferencing, SMS, Advantages of Modern Communication, Problems In Modern Communication.

**Books Recommended**

1. Diwan parag: Business Communication, MP Excel, Book

2. Goyal, Dayal, Singh and Dev.: Business Communication, Ramesh Book Depot, Jaipur  
(English and Hindi)
3. Chaturvedi & Chaturvedi: Business Communication, Pearson Education, New Delhi

**B.Com (Second Year - Semester - III)  
Business Administration**

***Paper BADM 3.1(DCC) - Company Law and Secretarial  
Practice***

Paper-II  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note : The question paper will contain three sections as under-**

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 400 words.

**Total Marks: 80**

**B.Com (Second Year - Semester - IV)  
Business Administration**

***Paper BADM 4.1 (DCC) - Human Resource Management***

Paper-II  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note : The question paper will contain three sections as under-**

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 400 words.

**Total Marks: 80**

B.Com (Third Year - Semester - V)  
Business Administration

***Paper BADM 5.1(A)(DSE) -Insurance and Risk Management***

Paper-II  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note : The question paper will contain three sections as under-**

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 400 words.

**Total Marks: 80**

B.Com (Third Year - Semester - V)  
Business Administration

***Paper BADM 5.1(B) (DSE) -Fundamentals of  
Entrepreneurship***

Paper-II  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note : The question paper will contain three sections as under-**

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 250 words.

**Total Marks: 80**

B.Com (Third Year - Semester - V)  
Business Administration

***Paper BADM 5.1(C)(DSE) - Business Ethics and Corporate  
Governance***

Paper-II  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note : The question paper will contain three sections as under-**

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 400 words.

**Total Marks: 80**

## B.Com (Third Year - Semester - VI) Business Administration

### ***Paper BADM 6.1(A) (DSE) -Fundamentals of Marketing***

Paper-II  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note : The question paper will contain three sections as under-**

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 400 words.

**Total Marks: 80**

### ***Paper BADM 6.1(B) (DSE) -E-Commerce***

Paper-II  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note : The question paper will contain three sections as under-**

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 400 words.

**Total Marks: 80**

## B.Com (Third Year - Semester - V) Business Administration

### ***Paper BADM 6.1(C)(DSE)- Retail Management***

Paper-II  
Max Marks: 100 Marks

Duration: 3hrs.  
Min. Pass Marks: 40

**Note : The question paper will contain three sections as under-**

Section-A: One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. **Total Marks: 20**

Section-B: 10 question, 2 question from each unit, 5 questions to be attempted, talking one from each unit, answer approximately in 4000 words.

**Total Marks: 80**