

Course Name: Basics of Commerce & Management (MDC -1)

Course Code:

Nature of the Course:

Multidisciplinary course

Total Credit:

03 Credits

Contact Hours:

45 Hours

Course Objective: The course aims to introduce students to the concepts of commerce and management that can complement their entrepreneurial orientation.

Course Learning Outcome:

CO1: Understand the fundamental understanding of business, trade and commerce.

CO2: Identify the various environmental factors that can impact business activities.

CO3: Understand the significance of public, private and global enterprises in economic development.

CO4: Acquire knowledge on the concept, nature and importance of management in business organizations.

Unit 1: Foundations of Business- Business; Trade and Commerce; Forms of Business Organization; Private; Public and Global Enterprises; Business Services; Emerging modes of business; Social Responsibilities of Business. (15 hrs)

Unit 2: Business Environment: meaning and features; Importance of business environment; Dimensions of business environment – Economic environment, Social environment, Technological environment, Political environment and Legal environment; Economic environment in India – Impact of Government Policy changes on business and industry. (15 hrs)

Unit 3: Management – Meaning and significance of management; Nature of management – as science, as an art and as a profession; Levels of management – Top, Middle and Lower/Supervisory; Principles of management; Management functions – Planning, Organizing, Staffing, Directing and Controlling. (15 hrs)

Recommended Books:

- Business Organisation and Management by P.C. Tulsian ; Pearson Education.
- Business Environment by V. C. Sinha & Ritika Sinha; SPBD Publishing House.
- Business Environment by Amit Kumar; Sahitya Bhawan Publications.
- Principles and Practice of Business Management by L M Prasad; Sultan Chand & Sons.

Course Name: Personal Financial Management (MDC-2)

Course Code:

Nature of the Course:

Multidisciplinary course

Total Credit:

03 Credits

Contact Hours:

45 Hours

Course Objective: The course aims to provide students with the basic concepts and knowledge of various financial avenues to help them manage their personal finances more efficiently.

Course Learning Outcome:

CO1: Understand the basic difference between savings and investments.

CO2: Learn the various opportunities that can enable greater financial productivity.

CO3: Acquire the knowledge of the financial market structure in India.

CO4: Develop the fundamental understanding of banking functions and their services.

Unit 1: Basics of Personal Finance: Financial Goals – Short-term and long term; Income and Expenditure Planning; Life-time financial planning; Investment Goals; Return and Risk in Investment; Avenues of Investment – Investment in Physical Assets and Financial Assets; Fixed income investments; investment in New Issue Market and stock market; Investment in Insurance; annuities and Pension funds; Investment in Gold and Bullions; Investment in Real Assets. (15 hrs)

Unit 2: Financial Markets and Instruments: Money Market; Capital Market; Forex Market and Derivative Market; Money Market Instruments and features; Capital Markets and Features; New Issue Market and Stock Market; New Issue market- Issue Mechanism; Market Players; Understanding and Analyzing a Prospectus; Secondary Market – Equity and Debentures; BSE and NSE; Index and its uses; Basics of Insurance and Mutual Funds. (15 hrs.)

Unit 3: Banks: Meaning and types of banks; Reserve Bank of India and its Functions; Commercial banks and its functions; Types of Bank Accounts; Loans and advances; Banking services. (15 hrs.)

Recommended Books:

- The Investment Game: How to Win; Prasanna Chandara; tata McGrawHill.
- Security Analysis and Portfolio Management; S. Kevin; Prentice Hall India.
- Fundamentals of Insurance; Inderjit Singh; Rakesh Kayal; S Kaur and S Arora; Kalyani Publishers.
- Principles of Insurance; C Krishnaswamy; Excel Books.
- Indian Financial System; Bharati Pathak; Pearson Education.