

# Course Curriculum

for

# Bachelor of Commerce

## (B. Com)

(Faculty of Commerce)

B. Com Semester I, II (2023-24)



**MAHARAJA GANGA SINGH UNIVERSITY**

**BIKANER - RAJASTHAN**

## **Program Outcomes (POs)**

On successfully completing the program the student will be able to:

1. Acquire the essential knowledge on the successful prospects of business.
2. Understand the practical issues and challenges that the trade world encounters.
3. Apply concepts, principles and procedures in transacting business effectively.
4. Gain analytical skill in undertaking commercial ventures and evaluate the pros and cons of embarking on trade and trade related activities based on their in-depth knowledge.
5. Pursue CA, CMA, ACS, CFA, M.Com. MBA and other career-oriented programmes.
6. Be employable, exhibit entrepreneurial drive and be a model of principled and ethically sound business professionals

## **Program Specific Outcomes (PSOs):**

1. Understand the concepts, principles and practices involved in undertaking business ventures.
2. Develop financial, cost, auditing, entrepreneurial, marketing and managerial skills.
3. Understand the legal guidelines relating to the business activities.
4. Gain expertise and exhibit professionalism in Business Accounting,
5. Income Tax assessment and GST calculations.
6. Acquire and apply ICT skills in business operations.
7. Be an expert in business correspondence and effective in communication.

## **Program Structure:**

Bachelor of Commerce (B. Com) Program is a three-year course divided into six-semester. For the award of degree, a student will be required to complete the credits as per the University norms.

## Semester Wise Course Details

Semester I										
Paper Code	Paper name	Code	L	T	P	Total Credits	Maximum Marks			Total
							Internal	External	Practical	
BCM4.5AECCT11	General English/Hindi/MIL	AECC	2	0	0	2	0	100	0	100
Any three of the following courses										
BCM 4.5DCCT12	Financial Accounting (ABST Group)	DCC	5	1	0	6	30	120	0	150
BCM 4.5DCCT13	Principles of Business Management (Buss. Admin. Group)	DCC	5	1	0	6	30	120	0	150
BCM 4.5DCCT14	Business Economics (EAFM Group)	DCC	5	1	0	6	30	120	0	150
BCM 4.5DCCT15	Tourism Management (TTM Group)	DCC	5	1	0	6	30	120	0	150
BCM 4.5DCCT16	Computer Fundamentals (Vocational Computer Application Group)	DCC	3	0	3	6	30	80	40	150
<b>Total</b>						<b>20</b>	<b>Total</b>			<b>450</b>

Semester II										
Paper Code	Paper name	Code	L	T	P	Total Credits	Maximum Marks			Total
							Internal	External	Practical	
BCM 4.5AECCT21	Environment Studies	AECC	2	0	0	2	0	100	0	100
Any Three: Corresponding to same group as Semester I										
BCM 4.5DCCT22	Business Statistics (ABST Group)	DCC	5	1	0	6	30	120	0	150
BCM 4.5DCCT23	Business Laws (Buss. Admin. Group)	DCC	5	1	0	6	30	120	0	150
BCM 4.5DCCT24	Economic Environment in India (EAFM Group)	DCC	5	1	0	6	30	120	0	150
BCM 4.5DCCT25	Hospitality Management (TTM Group)	DCC	5	1	0	6	30	120	0	150
BCM 4.5DCCT26	Database Management System (Vocational Computer Application Group)	DCC	3	0	3	6	30	80	40	150
<b>Total</b>						<b>20</b>	<b>Total</b>			<b>450</b>

## Testing and Evaluation

There will be Internal Assessment for 30 marks and Final Semester-End Examination (External) will be for 120 marks in each course/paper except Vocational Computer Application Group. For Vocational Computer Application Group Course, the Internal Assessment will be of 30 marks, Practical Examination will be of 40 Marks and the Final Semester-End Examination (External) will be for 80 marks.

### Evaluation

**Internal Assessment:** 30 Marks

- a. Midterm Examination: 3 Exams of 10 Marks each to be conducted by the Institution. Best marks obtained in two such exams for every course to be counted.
- b. Students' Participation in curricular, extra-curricular activities, class participation, attendance etc. shall account for 10 Marks.

**External Assessment:** 120 Marks / 80 Marks

#### **Semester End Examination Paper Pattern: ABST, BA, EAFM and TTM Courses (120 Marks)**

There shall be three Sections:

- Section A: Shall contain 10 questions of 2 marks each. All questions will be compulsory. Minimum Two questions must be set from each Unit. Answer should not exceed 50 words.
- Section B: Shall contain 5 questions (two from each unit with internal choice). Each Question shall be of 8 marks. The candidate is required to answer all 5 questions. The answers should not exceed 200 words.
- Section C: Shall contain 5 Questions, one from each Unit. Each Question shall be of 20 marks. The candidate is required to answer any three from different units. The answers should not exceed 500 words.

#### **Semester End Examination Paper Pattern: Vocational Computer Application Group (80 Marks)**

There shall be three Sections:

- Section A: Shall contain 10 questions of 01 mark each. All questions will be compulsory. Minimum Two questions must be set from each Unit. Answer should not exceed 50 words.
- Section B: Shall contain 5 questions (two from each unit with internal choice). Each Question shall be of 5 marks. The candidate is required to answer all 5 questions. The answers should not exceed 200 words.
- Section C: Shall contain 5 Questions, one from each Unit. Each Question shall be of 15 marks. The candidate is required to answer any three from different units. The answers should not exceed 500 words.

Unless specifically mentioned for a particular course, the above Scheme of Internal and External Evaluation shall remain constant.

Courses BCM4.5AECCT11 and BCM4.5AECCT21 are mandatory for all. The Course wise content for these courses shall remain common for all students of Undergraduate Programmes. There will be an External Examination of 100 Marks for these courses. Credits earned for passing these courses will not be counted for calculation of SGPA / CGPA.

The duration of External examination shall be 3 hours.

On the basis of total marks (Internal and External) obtained, the student shall be awarded SGPA and CGPA under the formula specified for CBCS.

## Course Wise Contents for B. Com Programme

### Semester I: Ability Enhancement Compulsory Course

<b>BCM4.5AECCT11: General English / Hindi / MIL</b>
Common Curriculum for all Under Graduate Students

## Semester I: Discipline Centric Courses

### BCM4.5DCCT12: Financial Accounting (Accountancy and Business Statistics Group)

#### Objectives:

It will help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions. It will help students gain knowledge and techniques for preparing accounts in different business organizations. The student will be in position to understand treatment of specific transaction like royalty, departments and branches etc. This will also help in gaining knowledge and applying accounting techniques and methods for the nonprofit organizations.

#### Course Outcomes:

The successful completion of this course shall enable the learner:

This course will enable the students to combine practice and theoretical knowledge of financial accounting. The students of this course will be active learners and develop awareness of emerging trends in financial accounting. The course will provide decision making skills to the students in the financial analysis context. The students of this course will have the ability to identify and analyze financial accounting problems and opportunities in real life situations.

#### **Contents**

##### Unit - I

History and development of Accounting in India since Kautilya. Generally Accepted Accounting Principles, Conventions and Concepts. Insurance Claims for loss of stock and consequential loss policy.

##### Unit – II

Issue, forfeiture and reissue of Shares. Underwriting of Shares and Debentures.

##### Unit - III

Acquisition of business including profit prior to incorporation and post incorporation. Voyage Accounts.

##### Unit - IV

Royalty Accounts – Mining royalty, patent royalty and copyright royalty (Excluding sub lease), Sectional balancing and Self balancing ledgers

##### Unit - V

Departmental Accounts. Branch accounts - Debtors method, Branch Personal Account method, Stock and Debtors Method.

#### Readings:

- Jangid, Suthar, Agrawal, Mathur, Saxena, Khatri, Mujral- Financial Accounting (वित्तीय लेखांकन) (Ramesh Book Depot, Jaipur)
- M.C.Shukla, T.S. Grewal and S.C.Gupta. Advanced Accounts. Vol.-I. S. Chand & Co., New Delhi.
- S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.
- Jain, Khendelwal, Pareek, Maheshwari, Modi, Dave: Financial Accounting (Ajmera Book Co.)
- Shukla M.C. And Grewal T.S. Advanced Accounts (S. Chand & co.)

- Agarwal B.D. Company Accounts (Pitamber Publishing House, Delhi)
- राव एन.एस., हेड़ा एम. डी., गुप्ता एस.एल.–वित्तीय लेखांकन (अल्का पब्लिकेशन)
- Chakraborty, H. Advanced Accountancy (Oxford University Press, New Delhi)
- Jain & Narang – Advanced Accounting (Kalyani Publication, Delhi)
- Sehgal & Sehgal – Advanced Accounting (Taxman)
- Bhushan Kumar Goyal and HN Tiwari, Financial Accounting, International Book House
- Goldwin, Alderman and Sanyal, Financial Accounting, Cengage Learning.
- Tulsian, P.C. Financial Accounting, Pearson Education



**BCM4.5DCCT13: Principles of Business Management  
(Business Administration Group)**

**Objectives:**

To describe the four management functions of planning, organizing, leading, and controlling. To outline the historical evolution of management theories. To explain how decisions are made within an organization and how those decisions are communicated to the various stakeholders. To relate the basic concepts of planning: the importance of planning, strategic planning, and the types of objectives and plans developed by organizations. To describe the control process including: the importance of control, tools for measuring organizational performance, and managerial actions. To understand analytical, developmental, managerial and technical skills related to Managing an organization.

**Course Outcomes:**

The successful completion of this course shall enable the learner:

To recognize the theory of management and manager's role in organization. To list managerial roles and managerial functions. To name the core dimensions of organization and organizational design. To describe the decision-making process in organization. To build critical thinking method relevant to the managerial problems and issues in organization. To evaluate different approaches for organizational control.

**Contents**

**Unit - I**

Introduction: Meaning, Nature, Principles & Importance of Management, Schools of Management Thought.

**Unit – II**

Coordination: Meaning, Need and Techniques.

Planning: Meaning, Importance, Types and Process. Decision- and decision-making process.

**Unit - III**

Organization: Meaning, Importance, Types, structure of organization. Forms of organization and span of control. Elementary knowledge of organizational behaviour. Decentralization and Delegation of Authority.

**Unit - IV**

Directing: Meaning, Importance and Techniques with special emphasis on communication, Controlling. Meaning. Importance Techniques and process.

**Unit - V**

Leadership - Meaning, Kind, Style, Merits of a successful leader.

Motivation - Meaning, Importance, Approaches.

Management by Change.

Elementary Knowledge of Stress and Stress Management.

**Readings:**

- सेन, जैन, गुप्ता – व्यावसायिक संगठन
- Ramaswamy, I. (2011). Principles of Business Management, (8th Ed.), Himalaya Publishing House, New Delhi.
- Koontz, H, & Weihrich, H (2016). Essentials of Management: An International

Perspective (8th ed.), Tata McGraw Hills, New Delhi.

- Ghuman, K & Aswathapa, K, (2017). Management concepts and Cases (10th ed.), Tata McGraw Hills, New Delhi.
- Telsan, M.T. (2016). Industrial and Business Management, (4th ed.), S. Chand, New Delhi.
- Mathur, B. S.: Principles of Management
- Agarwal R. D.: Organisation and Managemen
- राजपुरोहित, गुप्ता: प्रबंध, अजमेरा बुक कम्पनी, जयपुर
- Newman and Summer: Process of Management
- Rajpurohit, Gupta: Management
- Koont'z and O'Donnell: Management, PHI
- आर. एल. नौलखा-प्रबन्ध के सिद्धान्त
- जी. एस. सुधा - प्रबन्ध
- अग्रवाल आर. सी. साहित्य भवन, आगरा - व्यवसाय प्रबन्ध के सिद्धान्त

**BCM4.5DCCT14: Business Economics**  
**(Economic Administration and Financial Management Group)**

Objectives:

To brief the students with concepts of business economics. To enable the student, choose the right demand forecasting technique based on the imparted knowledge about demand and supply concepts. To enable the student to specify the importance of cost and output relationships to take production decisions. To analyze the market structures under different competitive conditions. To apply relevant information for business decisions by gaining knowledge about various macro-economic aspects.

Course Outcomes:

The successful completion of this course shall enable the learner:

Understand and discuss the application of a wide range economic principles to decisions made by managers to enable them to maximize profits. Understand the importance of taking into account rivals' reactions to a manager's decisions when he or she is planning strategies. Understand and evaluate certain government micro-economic policies, such as competition policies and regulatory policies, which will affect the results of, or impose constraints on, managerial decisions. Critically evaluate the effectiveness of different economic principles when applied to managerial decision making. Describe various macroeconomic indicators. Explain various methods of measuring national income.

**Contents**

Unit - I

Introduction- Meaning and Definition of Business Economics. Its Role in Business Decisions. Micro and Macro Economics, the Economic Problem and Functions of Economic System. Consumption- Traditional Theory of Consumer's Equilibrium.

Unit – II

Demand and Law of Demand. Elasticity of Demand: Its Measurement and Uses of the Concept of Elasticity of Demand. Indifference Curve: Meaning, Characteristics, Consumer's Equilibrium, Income Effect, Price Effect.

Unit - III

Production- Production Function: Laws of Returns, ISO- Product Curve, Least Cost Combination of Factors, Returns to Scale, Cost Concepts and Classification, Importance of Costs in Decision making, Cost Function in Short Run and Long Run, Law of Supply and Elasticity of Supply.

Unit - IV

Market: Meaning, Definition and Classification. Revenue Analysis, Price and output Determination under Perfect Competition, Imperfect Competition (Monopolistic Competition), Monopoly and Oligopoly.

Unit - V

Theories of Rent, Wages, Interest and Profit, National Income: Basic Concepts, Measurement, National Income and Economic Welfare.

Readings:

- Agarwal M.D. & Som Deo- Business Economics (Ramesh Book Depot, Jaipur)
- Mithani D.M – Fundamentals of Business and Managerial Economics. (Himalaya,

Publishing House, Bombay)

- Paul A. Samuelson – Economics (McGraw Hill, New York)
- Seth M.L – Principles of Economics.
- Stonier and Hauue- A text Book of Economic Theory.
- Saraswat, Lodha, Sharma, Godha- Business Economics (Ajmera Book Co. Jaipur)
- Rudiger Dornbusch, Stanley Fischer, and Richard Startz, Macroeconomics. McGraw-Hill Education
- Oliver J. Blanchard, Macroeconomics, Pearson Education
- G. S. Gupta, Macroeconomics: Theory and Applications, McGraw-Hill Education
- सारस्वत, लोढा, शर्मा, गोघा–व्यावसायिक अर्थशास्त्र (अजमेरा बुक कम्पनी, जयपुर)
- व्यावसायिक अर्थशास्त्र: माथुर, गुप्ता (शिवम् बुक हाउस, जयपुर)

**BCM4.5DCCT15: Tourism Management  
(Tourism and Travel Management Group)**

**Objectives:**

To understand the concept of tourism, basic about tourism industry. To access and appropriately disseminate accurate and detailed product knowledge and destination information about different types of tourists. To discuss and various terms and terminologies associated with tourism industry. To evaluate about the different stakeholders and relevant agencies in the tourism industry and how these stakeholder plays their functions.

**Course Outcomes:**

The successful completion of this course shall enable the learner:

To analyze the concept of tourism and tourism industry. To develop an understanding of the theoretical concepts and their implication related to tourism industry. To understand the basic foundations of tourism industry. To analyze various factors that control the tourism industry and how these factors interplay in India and abroad. To develop understanding of various terminologies associated with tourism industry.

**Contents**

**Unit - I**

Introduction to Tourism and Tourism Industry. Definitions: Tourism, Tourist, Traveler, Excursion, Tourist Definition. Tourism Products and their Features, Types of Tourists.

**Unit – II**

Brief History and Development of Tourism in India & Abroad. Reasons for Growth of Tourism. Tourism Terminology.

**Unit - III**

Frontier Travel Formalities; Passport, VISA, Custom Clearance, Currency Regulation, Health Regulation, etc. Issuing of Passport, VISA and its Types. Hurdles in Tourism Industry.

**Unit - IV**

Tourism Organizations: Introduction and Functions. International Organization like W.T.O, P.A.T.A, I.A.T.A, I.C.A.O.

Domestic Tourism Organization like I.T.D.C., T.A.A.I, I.A.T.O, etc.

**Unit - V**

Tourism Measurement: Meaning, Need and Importance. Methods of Measurement in International Tourism, Problems in measurement and their solutions. Important Tourism. Abbreviations used in Tourism Literature like Apt., Svc, Hlth., etc. Airport codes and city codes.

**Readings:**

- Burkhardt and Madlik "Tourist Past, Present and Future"-Butterworth Heinemann
- McIntosh, Goldner, Ritchie "Tourism: Principles, Practices, Philosophy"- John Wiley, New York
- Dr. Ashok Sharma: Tourism Development, RBSA Publishers, Choura Rasta, Jaipur
- J.M.S. Negi: Passport and Principles of Tourism, Gitanjali Publications.
- J. Christopher Holloway "The Business of Tourism.
- David W. Howell: Passport: An Introduction to the Travel and Tourism Ohio, 1989
- Shuita Chopra: Tourism Development in India, New Delhi, 1992
- Virendra Kaul: Tourism and the Economy, New Delhi 1994
- IITM: Tourism as an Industry, Monograph, IITM, New Delhi

**BCM4.5DCCT16: Computer Fundamentals  
(Vocational Computer Application Group)**

Common Course Content for all Undergraduate Academic Programs offering Computer Vocational Application Group.

## **Semester II: Ability Enhancement Compulsory Course**

<b>BCM4.5AECCT21: Environment Studies</b>
Common Curriculum for all Under Graduate Students

## Semester II: Discipline Centric Courses

### BCM4.5DCCT22: Business Statistics (Accountancy and Business Statistics Group)

#### Objectives:

To expose students to basic Statistical concepts. To inculcate an analytical approach to the subject matter. To stimulate the students' interest by showing the relevance and use of statistical knowledge. To study and critically analyze statistical reasoning to problems of business. To boost quantitative thinking and develop numerical abilities. To enlighten the student abilities to apply the statistical concepts to real life problems in Commerce, Economics, Management and Social sciences. To improve their logical reasoning ability and interpretation of various statistical results.

#### Course Outcomes:

The successful completion of this course shall enable the learner:

To understand basic Statistical components in Business. To understand the role of Statistics in taking various commercial decisions. To understand the role of various statistical tools and techniques for taking various decisions in business. To compare the current trends in business with that in the past. To measure changes in the value of money at different places and times.

### Contents

#### Unit - I

Meaning and definition of Statistics. Functions, importance. Limitations and Distrust of Statistics. Statistical investigation- Meaning, types and various stages of statistical investigation. Methods of collection of primary and secondary data. Schedule & questionnaire. Meaning and definition of Tabulation- objectives, importance & limitations of tabulation, difference between classification & tabulation, essentials of a good table. Kinds of table.

#### Unit – II

Meaning & definitions of classification, characteristics of classification, objectives and types of classification, statistical series. Measures of central tendency, meaning and definition of central tendency, utility & importance, determination of statistical averages, essential properties of an ideal average. Types of statistical averages. Arithmetic Mean, Median (including Quartiles, Deciles and Percentiles), Mode, limitations of averages.

#### Unit - III

Measures of Dispersion & Skewness: Meaning & definition of Dispersion- Objectives and importance of measuring dispersion, absolute & relative measures of dispersion, essential characteristics of a good measure of dispersion, inter-relationship between different measures of dispersion, Selection of an appropriate measure of dispersion. Skewness, Meaning, Test of Skewness, Measures of Skewness, Methods of measuring Skewness, difference between dispersion and Skewness.

#### Unit - IV

Correlation and Regression: Meaning & definition of Correlation- types of correlation, methods of determining correlation, measurement of correlation in time series, lag and lead in correlation. Regression analysis: concept, meaning, Utility, types, difference between correlation & regression, linear correlation & regression, standard error of estimates, methods of computing regression lines, conceptual framework & their application in business.

#### Unit - V

Index Number: concept, utility, methods, simple and weighted average of relatives and



aggregative index numbers. Analysis of Time Series: theories of time series, decomposition of time series, analysis of trend (excluding seasonal variations), application of time series in business.

Readings:

- Gupta S.R. – Statistical Methods, Sultan Chand & Sons, New Delhi
- Gupta S.N. Statistical Methods, Sahitya Bhawan, Agra
- Aczel, A. D., Sounder Pandian, J. Saavanan, P. & Joshi, R. (2012), Complete Business Statistics. McGraw Hill Education (India) Pvt. Ltd.: New Delhi.
- Anderson, D. R., Sweeney, D. J., Williams, T. A., Camm, J. D. and Cochran, J. J. (2014) Statistics for Business & Economics, CENGAGE Learning Custom Publishing.
- Black, K. (2012). Applied Business Statistics, 7ed. Wiley
- Levin, R. I. & Rubin, D. S. (1997). Statistics for Management, Prentice-Hall of India
- ओसवाल, जांगिड़, अग्रवाल, सुथार, गर्ग–व्यावसायिक सांख्यिकी, रमेश बुक डिपो, जयपुर
- नागर के एन.: सांख्यिकी के मूल तत्व, मीनाक्षी प्रकाशन, मेरठ
- गोयल के.सी., रंगा आर.के., बी.एल., गोयल आर.के. – सांख्यिकीय विधियां, अजमेरा बुक कम्पनी, जयपुर

**BCM4.5DCCT23: Business Laws  
(Business Administration Group)**

**Objectives:**

To understand the role and importance of Indian Contract Act, 1872 and its implications. To understand laws of sales of goods and legal rights associated with purchasing of goods. To understand the importance of LLP act in Business. To familiarize with the rights and duties of Consumers. To understand the Information Technology Act, 2000 and its implications.

**Course Outcomes:**

The successful completion of this course shall enable the learner:

To appraise the needs of better understanding about the need of Indian Contract Act, 1872 and its legal implications. To apply and practice the law of sales of goods in commercial business. To formulate a clear idea and expert view on LLP Act. To evaluate and analyze Consumer Protection Act and Information Technology Act in current perspective.

**Contents**

Unit - I

Law of Contract (1872): Nature of Contract, Classification, Offer and Acceptance, Capacity of Parties to Contract, Free Consent, Consideration, Legality of Object.

Unit – II

Performance of contract, Discharge of contract, Remedies for breach of contract. Agreement Declared Void.

Unit - III

Special Contracts: Indemnity, Guarantee, Bailment and Pledge, Agency.

Unit - IV

LLP Act, 2008 and Sale of Goods Act, 1930.

Unit - V

Consumer Protection Act 1986, Information Technology Act, 2000.

**Readings:**

- Bare Acts
- Elements of Mercantile Law. N.D. Kapoor, Sultan Chand & Sons
- Business Law. N.D. Kapoor, Sultan Chand & Sons
- Legal Aspects of Business. Akhileshwar Pathak, Tata McGraw Hill
- Kuchchal M.C, Mercantile Law, Vikas Publishing House (P) Ltd.
- Pathak Akhileshwar, Legal Aspects of Business, Tata McGraw Hill Pub. Company Ltd.
- Sheth Tejpal, Business Law, Pearson Education
- O.P. Gupta, Business Regulatory Framework, Sahitya Bhawan, Agra
- Arya, Gupta: Business Law, Ajmera Book Company, Jaipur
- आर. एल. नोलखा, व्यापारिक सन्नियम
- आर्य, शर्मा – व्यापारिक विधि, अजमेर बुक कम्पनी, जयपुर
- अग्रवाल, कोठारी: व्यापारिक सन्नियम

**BCM4.5DCCT24: Economic Environment in India  
(Economic Administration and Financial Management Group)**

Objectives:

To provide the students an insight into the multifaceted economic environment and to sensitize the students on issues and problems of the Indian economy. The course involves the understanding of economic planning, population, agriculture and small-scale industries, foreign trade of India. To provide basic understanding of Entrepreneurship and its role.

Course Outcomes:

The successful completion of this course shall enable the learner:  
Student will gain knowledge on economy and its determinants. To analyze the economic environment and the factors affecting economic environment in India. To evaluate new developments in the various sectors of an economy- agriculture, industry, foreign trade, etc. To develop ability to understand Entrepreneurship. To analyze the constraints in economic development and its remedies.

**Contents**

Unit - I

Economic Environment - Meaning, Factors Affecting Economic Environment, Economic Planning – Meaning, Importance and Objectives. Main Features of Indian Planning with Special Reference to 10th, 11th and 12th Five Year Plans.

Unit – II

Population - Characteristics, Causes of Growth, New Population Policy, Major Problems of Indian Economy: Unemployment, Poverty and Disparity of Income and Wealth.

Unit - III

Agriculture and Small-Scale Industries - Role of Agriculture in Indian Economy, Land Reforms, New Agricultural Strategy and Green Revolution, Agricultural Credit, Agricultural Productivity in India. Small Scale Industries - Meaning, Importance, Problems and Remedial Measures.

Unit - IV

Industrial Policy and Recent Changes. Entrepreneurship & Entrepreneur: Meaning, Definition, Features, Functions and Types. Economic Growth and Development: Meaning, Measurement and Determinants.

Unit - V

Foreign Trade of India – Volume, Composition and Direction, Export Promotion, Investment of Foreign Capital in India. Role of Multinational Corporations in Indian Economy. Role of Public Sector in India and its Problems.

Readings:

- Agarwal A.N: Indian Economy.
- Mishra and Puri: Indian Economy.
- Dewet K.K: Indian Economy.
- Rudradutta and Sundram: Indian Economy.
- Planning Commission: Various Plans and Reports,
- Swami and Gupta- Economic Environment in India, Ramesh Book Depot, Jaipur
- Vashistha, Bhinda, Sharma, Lodha, Sharma- Economic Environment in India, Ajmera Book Co. Jaipur

- N.D Mathur- Economic Environment in India (Shivam Book House Jaipur)
- Directorate of Economics & Statistics: Economic Review of Rajasthan.
- Directorate of Economics & Statistics: Basics Statistics of Rajasthan
- अग्रवाल एवं गुप्ता – भारत में आर्थिक पर्यावरण, रमेश बुक डिपो
- वशिष्ठ, भिण्डा, शर्मा, लोढ़ा, शर्मा – भारत में आर्थिक पर्यावरण, अजमेरा बुक क.

**BCM4.5DCCT25: Hospitality Management  
(Tourism and Travel Management Group)**

**Objectives:**

This subject aims to provide students with an overview of hospitality and services offered in Tourism Sector. To incorporate the theoretical frameworks and concepts required in the hospitality industry. To help understand the various requirements of the Hotel Industry Front Office and understand the terminologies involved. To help understand various modes of Hotel reservations, billings and currency management.

**Course Outcomes:**

The successful completion of this course shall enable the learner:  
To explain the core concepts underlying hospitality industry. To operate the Front Office of Hotels and understand related customer requirements. To learn various terms related to the hospitality industry and use them efficiently and improve service quality. To understand communication and reservation system in Hotel Industry.

**Contents**

**Unit - I**

Hospitality Management - Meaning and Types. Profit Oriented & Non-Profit Oriented Welfare Services. Hotel - Meaning & Classifications. Hotel Terminology.

**Unit – II**

Plans - Definitions, Types and Their Applicability. Clientele - Definitions & Types. Type of Accommodation. Telephone Courtesy. Telephone System (PBX, EAPBX etc.).

**Unit - III**

Tariff Card - Definition, Planning of Tariff Card. Room Rates - Types, Fixing of Room Rates, Hubbart Formula. Check - in & Check - out Procedure. Front Office Department- Introduction and Functions.

**Unit - IV**

Mails in Hotel - Types and Handling. Messages - Sources, Handling and Delivering. Paging System - Meaning and Procedure. Transcript Report - Introduction and Preparation.

**Unit - V**

Reservations - Modes, Sources, Charting and Cancellation. Billing System - Types, Methods of Billing, Procedure. Duties and Responsibilities of Front Office Staff. Handling Foreign Currency and Credit Card in Hotels.

**Readings:**

- A Manual of Hotel Reception JKS Beavis van S. Medlik, Hejneman, Hotel Reception, H. Backley and Whit, Edward Anali
- Hotez Front Office Training Manual, Sudhir Andrews, TMH.
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**BCM4.5DCCT26: Database Management System  
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