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28/6/23

CC118
31/7/23



Dr. Mukesh Kumar Jain

Dean

Faculty of Commerce & Business Administration
C.S. University, Meerut-250004



Officiating Principal & Professor
Faculty of Commerce & Business Administration
M.M.H. College, Ghaziabad
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A++

Ref. No.

वाणिज्य स्वयं व्यावसायिक प्रशासन की पाठ्यसमिति

BOS की बैठक (26/06/23 समय 5 बजे अपराह्न Zoom App)

Dated 26-06-23

का कार्यवृत्त:-

श्री ० चरण सिंह विश्वविद्यालय, मेरठ के पत्रांक : परीक्षा / ए० आर० / 7987
दिनांक 07/06/2023 के अनुपालन में वाणिज्य स्वयं व्यावसायिक
प्रशासन की पाठ्यसमिति (BOS) की बैठक 26/06/23, समय 5 बजे
अपराह्न, CCS University, Meerut द्वारा विभिन्न Zoom App.
पर आयोजित की गई। [Meeting ID 89896386983
Passcode : 817937] जिसमें NEP-2020 के अन्तर्गत
वाणिज्य संकाय के अतिरिक्त अन्य संकायों (U.G) के
छात्र/छात्राओं के लिए I, II, III & IV semester के minor
विषयों के पाठ्यक्रम पर विचार विमर्श किया गया स्वयं सर्वसम्मति
से अनुमोदन किया गया। बैठक में श्री ० प्रो० भीष्म कपूर [संकाय कोष अधिकारी] को चौकसर सत्री
सदस्य उपस्थित रहे।

AVC 6256
30/6/23

- ① संकायाध्यक्ष - वाणिज्य स्वयं व्यावसायिक प्रशासन
- ② पाठ्यक्रम समिति संयोजक - श्री ० अमित शर्मा आई.पी. कॉलेज बुलन्दशहर
- ③ श्री ० दीपक कुमार अशपाल कार्यवाहक प्राचार्य, एम.एम. कॉलेज मीरिनगर
- ④ श्री ० उमेश डौलानी Ex PVC, जीवाजी विश्वविद्यालय, जवाहर
- ⑤ श्री ० वी.बी. मेहता, वाणिज्य, AMU women college, Aligarh.
- ⑥ श्री ० एम. सी. जैन, वाणिज्य, सेवामिषुत प्राचार्य, राजकीय स्नातकोत्तर कॉलेज
अलीगढ़
- ⑦ श्री ० ए. आर० जैन, वाणिज्य, प्राचार्य, DAV college, देहरादून उत्तराखण्ड
- ⑧ श्री ० विजय कुमार गंगूल, संकायाध्यक्ष, वाणिज्य DEU, आगरा
- ⑨ श्री ० अश्व गार्ग, संयोजक-III, अर्धशास्त्र पाठ्यक्रम समिति, श्री ० चरण सिंह विश्वविद्यालय मेरठ

पाठ्यक्रम समिति की बैठक में सर्वसम्मति से सहमति व्यक्त की जाय वाणिज्य संकायाध्यक्ष स्वयं वाणिज्य पाठ्यक्रम समिति संयोजक को अधिकृत किया गया कि पाठ्यक्रम पर हस्तक्षर करके विश्वविद्यालय की AC & EC में प्रस्तुत करने हेतु आवश्यक कार्यवाही की जाए। अन्त में श्री ० अमित शर्मा, पाठ्यक्रम संयोजक ने सभी कार्यसमाप्त किया।

संलग्नक: वाणिज्य स्वयं व्यावसायिक प्रशासन संकाय का ~~...~~ minor papers for U.G. [NEP-2020] का अन्य संकाय छात्र/छात्राओं के लिए पाठ्यक्रम (Syllabus) की प्रति।

- प्रतिलिपि सूचनायें स्वयं आवश्यक कार्यवाही हेतु
- ① कुलसचिव, श्री ० चरण सिंह विश्वविद्यालय मेरठ
 - ② सचिव, कुलपति को माननीय कुलपति महोदय के सूचनायें
 - ③ सहायक कुलसचिव (श्री ०) श्री ० चरण सिंह विश्वविद्यालय मेरठ
 - ④ सहायक कुलसचिव (कैम्पस लेट) श्री ० चरण सिंह विश्वविद्यालय मेरठ।

(Prof. AMIT SHARMA)
Convener

AR (Convener)
कुलसचिव

Registrar

M. Jain
26/6/23
Dr. MUKESH KUMAR JAIN
Dean & Convener
Faculty of Commerce & Business Administration

श्री ० चरण सिंह विश्वविद्यालय

चौधरी चरण सिंह विश्वविद्यालय, मेरठ
Chaudhary Charan Singh University, Meerut




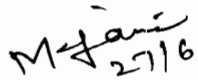
चौधरी चरण सिंह विश्वविद्यालय, मेरठ
Chaudhary Charan Singh University, Meerut
(Formerly, Meerut University) | NAAC A++ Accredited

Syllabus of
Minor Papers for UG students of other than
Commerce and Business Administration
(For University Campus & Affiliated Colleges)

(As per National Education Policy 2020)


(w.e.f. the session 2023-24)

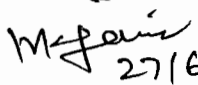

[Prof. AMIT SHARMA]


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Members of the Board of Studies

S. No.	Name	Designation	College/University
1	Prof. Mukesh Kumar Jain	Dean, Faculty of Commerce & Business Administration	C.C.S. University, Meerut
2	Prof. Amit Sharma	Convener-II (Commerce)	I. P. College, Bulandshahr
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5	Dr. Ajit Singh	Associate Professor	SSV College, Hapur
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8	Prof. B. B. Mansoori	Professor	AMU Women College, Aligarh.
9	Prof. K. R. Jain	Principal	DAV College, Dehradun, U.K.
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{ Prof. AMIT SHARMA }


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Minor Paper

Subject: Commerce

Year	Semester	Course Code	Paper Title	Theory/Practical	Credits
1	I	QC010103T	Business Communication	Theory	6
	II	QC010201T	Business Management	Theory	6
2	III	QC010303T	Any One From the Following Business Regulatory Framework	Theory	6
		QC010304T	Inventory Management	Theory	6
	IV	QC010405T	Tourism and Travel Management	Theory	6

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Subject: Commerce

Semester: First

Course Title: Business Communication

Subject Code: QC010103T

Credits: 6

Max. Marks: 25+75

Unit	Topics	No. of Lectures
I	Introduction : Process and Importance of Communication, Types of Communication (verbal & Non Verbal), Different forms of Communication. Barriers to Communication: Effective Listening: Principles of Effective listening.	24
II	Role, effects and advantages of technology in Business Communication Strategic importance of e- communication. Modern forms of communicating: like email, textmessaging, instant messaging and modern techniques like videoconferencing, social networking.	20
III	Business language and presentation Importance of Business language, Vocabulary Words often confused Words often misspelt, Common errors in English. Oral Presentation Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.	21
IV	Report Writing Identify the types of reports, define the basic format of a report, identify the steps of report writing, write a report meeting the format requirements, determine the process of writing a report, importance of including visuals such as tables, diagrams and charts in writing report. Interviewing skills: Appearing in interviews, Writing resume and letter of application.	25



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Subject: Commerce

Semester: Second

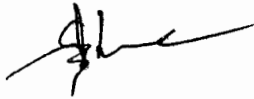
Course Title: Business Management

Subject Code: QC010201T

Credits: 6

Max. Marks: 25+75

Unit	Topics	No. of Lectures
I	Introduction: Concept, Characteristics, Nature, Process and Significance of Management; An overview of functional areas of Management	23
II	Planning: Concept, Characteristics, Process, Importance and Types, Criteria of effective planning. Decision Making: Concept, Process, Types and Importance. Organisation: Concept, Nature, Process and Significance.	22
III	Authority and Responsibility Relationships. Centralization and Decentralization. Direction: Concept and Techniques, Coordination as an Essence of Management.	21
IV	Controlling: Meaning, Importance and Process, Effective Control System. Techniques of Control. Motivation- Concept, Types, Importance, Financial and Non-Financial Incentives. Leadership: Meaning, Concept, Functions and Leadership styles,	24



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Subject: Commerce

Semester: Third

Course Title: Business Regulatory Framework

Subject Code: QC010304T

Credits: 6

Max. Marks: 25+75

Unit	Topics	No. of Lectures
I	Indian Contract Act, 1872: Definition & Nature of Contract, Classification; Offer & Acceptance; Capacity of Parties; Free Consent; Consideration.	24
II	Void Agreements; Performance of Contracts; Discharge of Contract; Contingent Contracts; Quasi Contracts.	21
III	Remedies for Breach of Contract, Special Contracts: Indemnity & Guarantee; Bailment & Pledge; Contract of Agency.	23
IV	Negotiable Instrument Act: Cheque, Crossing of Cheque, Dishonour of Cheque, Payment in due Course.	22



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Subject: Commerce

Semester: Third

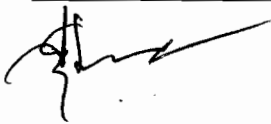
Course Title: Inventory Management

Subject Code: QC010304T

Credits: 6

Max. Marks: 25+75

Unit	Topics	No. of Lectures
I	Inventory Management: Concept, meaning, Inventory Management Process, Why inventory management is important? Principles of Inventory Management, Role of Inventory Management, Methods of Inventory Management, Benefits of good Inventory Management	22
II	Concept and Valuation of Inventory: Concept and Objectives of Inventory, Need for holding Inventory, Planning and controlling Inventory levels, Effects of excess inventory on business.	25
III	Management of Working Capital: Concept, Meaning, Classification, Factors determining Working Capital requirements, Sources of Working Capital, Need of Working Capital, Working Capital Ratio- current ratio, quick ratio, absolute liquid ratio, cash ratio and working capital turnover ratio.	22
IV	Inventory Control: Concept and Meaning of Inventory Control, Objectives and Importance and Essentials of Inventory Control, Types of Inventory, Techniques of Inventory Control – EOQ, ABC, VED, JIT	21



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Subject: Commerce

Semester: Fourth

Course Title: Tourism and Travel Management

Subject Code: QC010405T

Credits: 6

Max. Marks: 25+75

Unit	Topics	No. of Lectures
I	Introduction to Travel: Meaning and definitions of tourism, traveler, excursionist, tourists- objectives, nature and classification of tourism and tourists, Growth and Development of Tourism.	21
II	The Modern Tour Industry: Package Tours- Custom Tours- Tour wholesalers- Types of Package tours: Independent Package, Hosted Tour, Escorted Tour, Sightseeing Tour Group, Incentive and Convention Tour- Man Market Package Holidays.	23
III	Tour Operations and Documentation: Functions Sources of Income, How to set up a Travel Agency: Procedures for approval of a Travel Agency and Tour Operator, Travel Documentation: Passports- various types and requirements- Procedure to apply for Passports: VISA- various types and requirements- Documents required for Foreigners to visit India, Health Check Documents and Process for Encashment of Foreign Currency.	25
IV	Impact of Tourism and Tourism Organizations: Tourism Impacts: Economic impact, Social Impact, Cultural Impact and Environmental Impact- Strategies to overcome or reduce the negative Impact of Tourism.	21



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