

(PGDBM)

**MAHARAJA SUHEL DEV UNIVERSITY
AZAMGARH (U.P.) – 276128, INDIA**



राष्ट्रीय शिक्षा नीति – 2020 आधारित

Choice Based Credit system (C.B.C.S.)

[पाठ्यक्रम : 2024-25]

FACULTY OF COMMERCE & MANAGEMENT

1 YEARS 2 SEMESTER POST GRADUATE DIPLOMA

IN

BUSINESS MANAGEMENT

Prepared By:

Dr. Dinesh Kumar Tiwari

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Dean and Convenor (Commerce)

Faculty of Commerce and Management

MSDU, Azamgarh (U.P.)

[EFFECTIVE : 2025-26 ONWARDS]

Name of Programme: Post Graduate Diploma in Business Management (PGDBM)

Programme Code: PGDBM

Programme Objectives: To provide students with essential managerial knowledge and skills across key business functions including marketing, finance, human resources, and operations. The course is designed to prepare graduates for entry-level management positions and to develop entrepreneurial capabilities in a competitive business environment.

Programme Outcomes: On successful completion of the programme, students will be able to understand core principles of business and management, analyse financial and economic data, develop marketing strategies, and apply human resource practices effectively. The programme enhances communication skills, decision-making ability, leadership potential, and provides a foundation for both professional roles and further academic pursuits.

Jobs future prospects: Business Development Executive, Marketing Associate, HR Assistant, Operations Analyst, Customer Relationship Executive, Management Trainee, Entrepreneur, Administrative Manager

Course Intake : 60

Duration: ONE YEAR (TWO SEMESTERS)

Eligibility: Graduate in any stream from a recognized university

Medium of instructions: English & Hindi

Programme Details

Semester I

Course Code	Course Title	Credits	Internal Assessment	External Assessment	Max Marks
BM0101T	Principles of Management	04	25	75	100
BM0102T	Business Economics	04	25	75	100
BM0103T	Business Communication	04	25	75	100
BM0104T	Financial Accounting	04	25	75	100
BM0105P	Survey Research Project in Area of Specialisation (Finance, HR, Marketing) + Viva	04			100

Semester II

Course Code	Course Title	Credits	Internal Assessment	External Assessment	Max Marks
BM0201T	Organisational Behaviour	04	25	75	100
BM0202T	Human Resource Management	04	25	75	100
BM0203T	Financial Management	04	25	75	100
BM0204T	Business Law	04	25	75	100
BM0205P	Internship/Training (4 to 6 Weeks) in the Specialised Area	04			100

Note:

- Internal Assessment of 25 marks shall consists of 10 Marks on Sessional Test (Two Sessional Test), 10 Marks on Assignment and 05 Marks on Attendance & Discipline.
- Each student is required to choose one specialization area (Marketing, HR, or Finance) in the First Semester. The **Survey Research Project and Viva (BM0105P)** shall be conducted based on the selected specialization, and shall be evaluated by an **External Examiner** appointed by the University.
- Each student shall undergo an **internship of 4 to 6 weeks** in the same specialization area selected in Semester I. A formal **internship report** must be submitted and will be evaluated under **Paper Code BM0205P**.

Resolution

The meeting of the Board of Studies (BoS) of **Management** was held on **03/05/2025** to consider and approve the **Post Graduate Diploma Business Management (PGDBM)** under the NEP-2020 framework with a Choice-Based Credit System (CBCS).

The proposed structure, content, and syllabus were developed in alignment with the guidelines of the **National Education Policy 2020**, and in accordance with the official communication received from the University via letter no. **6019 / कु०शै० / 2025** dated **16.04.2025**.

The program is designed as a **1-year diploma course** (2 semesters) with a total of **40 credits** and a combination of theory and practical learning including a **Project** and **VIVA-VOCE**. The Board appreciated the practical orientation of the program and its alignment with employability and industry needs.

S. No.	Name	Designation	Capacity
1	Dr. Dinesh Kumar Tiwari	Associate Professor, Faculty of Commerce and Management, DAV PG College, Azamgarh	Dean & Convenor, Faculty of Commerce and Management
2	Prof. Alok Singh	Professor, Faculty of Commerce, Shri Ganesh Rai PG College, Dobhi, Jaunpur	External Member PG (BoS)
3	Prof. Shivanand Pandey	Professor, Faculty of Commerce, Shri Mahant Ramashray Das PG College, Bhurkuda, Gazipur	External Member PG (BoS)
4	Dr. Zubair Ahmad	Assistant Professor, Faculty of Commerce, Shibli National PG College, Azamgarh	Internal Member PG (BoS)
5	Shri. Chandan Kumar Gautam	Assistant Professor, Faculty of Commerce, DAV PG College, Azamgarh	Internal Member PG (BoS)
6	Shri. Pran Nath Singh Yadav	Assistant Professor, Faculty of Commerce, Rajkiya PG College, Ahiraula, Azamgarh	Internal Member UG (BoS)
7	Dr. Dilip Kumar Verma	Assistant Professor, Faculty of Commerce, Rajkiya PG College, Ahiraula, Azamgarh	Internal Member UG (BoS)

After detailed discussion, the **BoS of Management** unanimously approved the **Post Graduate Diploma in Business Management (PGDBM)** curriculum and recommended its implementation from the **academic session 2025–26** onwards

External Member (PG) External Member (PG) Internal Member (PG) Internal Member (PG) Internal Member (UG) Internal Member (UG) Dean & Convenor

First Semester of PG Diploma in Business Management (PGDBM)

Course Structure

Code	Paper Name	Compulsory/Elective	Credit	Marks		
				Internal Assessment	External Assessment	Max. Marks
BM0101T	PRINCIPLES OF MANAGEMENT	Compulsory	04	25	75	100
BM0102T	BUSINESS ECONOMICS	Compulsory	04	25	75	100
BM0103T	BUSINESS COMMUNICATION	Compulsory	04	25	75	100
BM0104T	FINANCIAL ACCOUNTING	Compulsory	04	25	75	100
BM0105P	SURVEY RESEARCH PROJECT IN AREA OF SPECIALISATION (Finance, HR, Marketing) + VIVA	Compulsory	04			100
Total Credit and Marks			20			500

Note:

- a) Internal Assessment of 25 marks shall consists of 10 Marks on Sessional Test (Two Sessional Test), 10 Marks on Assignment and 05 Marks on Attendance & Discipline.
- b) Each student is required to choose one specialization area (Marketing, HR, or Finance) in the First Semester. The **Survey Research Project and Viva (BM0105P)** shall be conducted based on the selected specialization, and shall be evaluated by an **External Examiner** appointed by the University.

Programme/Class: Diploma in Business Management	(Year – 1) First Semester	Max. Marks: 25+75 Min. Passing Marks: 40
Credit – 04 (Compulsory)	Total No. of Lectures = 60 (in hours per week): L-5/w	
Code:BM0101T	PRINCIPLES OF MANAGEMENT	

Course Objective: To provide students with a comprehensive understanding of management principles, processes, and practices. The course emphasizes the development of managerial skills required for planning, organizing, leading, and controlling business operations in a dynamic environment.

UNIT	TOPICS	NO. OF LECTURES
1	Introduction to Management Definition, nature, purpose, and significance of management. Roles and responsibilities of a manager. Evolution of management thought: Classical, Behavioural, and Contemporary approaches. Management functions overview.	12
2	Planning and Decision Making Concept, nature, and importance of planning. Types of plans: Strategic, Tactical, Operational. Steps in planning process. Decision making: Meaning, process, and techniques (Decision Tree, Cost-Benefit Analysis).	12
3	Organizing Organization structure and design. Formal vs Informal organization. Types of organizational structures: Functional, Divisional, Matrix, Project-based. Departmentalization, Authority and Responsibility, Delegation and Decentralization.	12
4	Staffing and Leading Importance of staffing, Recruitment and selection process, Training and development. Leadership: Theories and styles (Autocratic, Democratic, Laissez-Faire). Motivation: Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory.	12
5	Controlling Meaning, nature, importance of control. Control process. Techniques of managerial control: Budgetary Control, MIS, Auditing, Statistical Quality Control. Emerging trends in management: Knowledge Management, Globalization, Digitalization.	12

Suggested Readings:

- *Principles of Management – Harold Koontz & Heinz Weihrich*
- *Essentials of Management – Stephen Robbins*
- *Management: A Global Perspective – Heinz Weihrich*
- *Fundamentals of Management – Ricky Griffin*
- *Principles and Practice of Management – L.M. Prasad*

Programme/Class: Diploma in Business Management	(Year – 1) First Semester	Max. Marks: 25+75 Min. Passing Marks: 40
Credit – 04 (Compulsory)	Total No. of Lectures = 60 (in hours per week): L-5/w	
Code:BM0102T	BUSINESS ECONOMICS	

Course Objective: To impart fundamental knowledge of microeconomic and macroeconomic principles essential for business decision-making. The course focuses on applying economic theories to real-world business scenarios, helping students understand market mechanisms, demand-supply dynamics, pricing strategies, and economic policy impacts on business operations.

Unit	Topics	No. of Lectures
Unit 1	Introduction to Business Economics Nature, Scope and Importance of Business Economics. Basic economic problems: scarcity and choice. Difference between Microeconomics and Macroeconomics. Fundamental principles: Opportunity cost, Marginal analysis, Equi-marginal principle. Applications of economics in business decision-making.	12
Unit 2	Demand and Supply Analysis Law of Demand and Law of Supply: meaning, determinants, and exceptions. Elasticity of Demand and Supply: Price, Income, Cross Elasticity. Measurement and applications of elasticity. Market Equilibrium: Changes in Demand, Changes in Supply, Simultaneous shifts. Demand forecasting techniques for business planning.	12
Unit 3	Production and Cost Analysis Production function: Short-run and Long-run production. Law of Variable Proportions. Law of Returns to Scale. Cost concepts: Fixed, Variable, Total, Marginal and Average costs. Short-run and Long-run Cost Curves. Economies and Diseconomies of Scale.	12
Unit 4	Market Structures and Pricing Practices Perfect Competition, Monopoly, Monopolistic Competition, and Oligopoly: Features and Pricing Decisions. Price discrimination. Cartels and Price Leadership. Pricing strategies in the real world: Penetration pricing, Skimming pricing, Competitive pricing.	12
Unit 5	Macroeconomic Environment of Business Concepts of GDP, GNP, National Income and their measurement. Inflation: types, causes, effects, and control measures. Unemployment: types and consequences. Fiscal Policy, Monetary Policy and Industrial Policy: Basic framework and their implications for businesses.	12

Suggested Readings:

- **D.M. Mithani** – *Business Economics* (Himalaya Publishing House)
- **Dr. P.K. Mehta & Dr. M.M. Agarwal** – *Business Economics* (Sahitya Bhawan Publications)
- **Sankaran S.** – *Business Economics* (Margham Publications)
- **M.L. Jhingan** – *Microeconomic Theory* (Vrinda Publications)
- **Dr. S. Shankaran** – *Managerial Economics* (Margham Publications)
- **Truett & Truett (Adapted by Indian Authors)** – *Managerial Economics* (Wiley India Pvt Ltd)
- **D.N. Dwivedi** – *Managerial Economics* (Vikas Publishing House)

Programme/Class: Diploma in Business Management	(Year – 1) First Semester	Max. Marks: 25+75 Min. Passing Marks: 40
Compulsory	Total No. of Lectures = 60 (in hours per week): L-5/w	
Code:BM0103T	BUSINESS COMMUNICATION	

Course Objective: The course aims to develop essential communication skills required for effective professional interactions. Students will learn the fundamentals of verbal and non-verbal communication, business writing, public speaking, and digital communication necessary for success in the corporate environment.

Unit	Topics	No. of Lectures
Unit 1	Fundamentals of Communication Definition, nature, process, and importance of communication. Types of communication: Verbal and Non-verbal, Formal and Informal, Upward and Downward, Horizontal communication. Communication barriers and ways to overcome them.	12
Unit 2	Business Correspondence Principles of effective writing. Formats and styles of business letters. Writing business emails, memos, circulars, office orders, and notices. Importance of clarity, conciseness, and tone in business writing.	12
Unit 3	Presentation and Public Speaking Skills Preparation, structure, and delivery of effective presentations. Use of visual aids in presentations. Techniques for confident public speaking. Handling audience questions and overcoming stage fear.	12
Unit 4	Interpersonal and Group Communication Effective interpersonal communication skills: Listening skills, empathy, assertiveness. Techniques for participating in group discussions, meetings, and interviews. Negotiation skills and conflict resolution basics.	12
Unit 5	Digital and Social Media Communication Etiquettes for email, telephone, and video conferencing. Professional use of LinkedIn, WhatsApp, and other platforms. Basics of netiquette. Impact of social media on business communication. Virtual collaboration tools: Overview of Zoom, MS Teams, Google Meet.	12

Suggested Readings:

- *Rajendra Pal and J.S. Korlahalli* – Essentials of Business Communication (*Sultan Chand & Sons*)
- *K.K. Sinha* – Business Communication (*Taxmann Publications*)
- *M.K. Sehgal and Vandana Khetarpal* – Business Communication (*Excel Books*)
- *P.D. Chaturvedi and Mukesh Chaturvedi* – Business Communication: Concepts, Cases and Applications (*Pearson Education India*)
- *C.S.G. Krishnamacharyulu and Lalitha Ramakrishnan* – Business Communication (*Himalaya Publishing House*)
- *Harvard Business Essentials* – Business Communication (*Harvard Business Press*)

Programme/Class: Diploma in Business Management	(Year – 1) First Semester	Max. Marks: 25+75 Min. Passing Marks: 40
Credit – 04 (Compulsory)	Total No. of Lectures = 60 (in hours per week): L-5/w	
Code:BM0104T	FINANCIAL ACCOUNTING	

Course Objective: The course aims to introduce students to the fundamental principles and practices of financial accounting. It equips learners with the skills to systematically record, classify, and summarize business transactions, and prepare essential financial statements that reflect the true and fair view of business operations.

Unit	Topics	No. of Lectures
Unit 1	Introduction to Accounting Meaning, objectives, and scope of accounting. Types of accounting (Financial, Cost, Management). Basic accounting concepts and conventions. Accounting Standards: An overview. Double-entry system: Principles and process.	12
Unit 2	Recording of Transactions Understanding the accounting cycle. Preparation of Journal entries and Ledger accounts. Types of accounts: Personal, Real, Nominal. Cash Book and Subsidiary Books: Purchase Book, Sales Book, Journal Proper.	12
Unit 3	Trial Balance and Rectification of Errors Meaning, objectives, and preparation of Trial Balance. Types of errors: Errors of omission, commission, principle, and compensating errors. Methods of rectifying errors before and after the preparation of Trial Balance. Suspense Account.	12
Unit 4	Preparation of Final Accounts (Sole Proprietorship) Preparation of Trading Account, Profit and Loss Account, and Balance Sheet. Adjustment Entries: Outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts and provision for doubtful debts.	12
Unit 5	Depreciation Accounting and Introduction to Company Accounts Meaning and causes of depreciation. Methods of calculating depreciation: Straight Line Method and Written Down Value Method. Introduction to Company Accounts: Meaning of shares and debentures (basic conceptual framework only, no detailed journal entries).	12

Suggested Readings:

- T.S. Grewal – *Double Entry Book Keeping – Accounting for Class XI and XII* (Sultan Chand & Sons)
- S.N. Maheshwari & S.K. Maheshwari – *Financial Accounting* (Vikas Publishing House)
- P.C. Tulsian – *Financial Accounting* (Tata McGraw-Hill Education)
- R.L. Gupta and V.K. Gupta – *Principles and Practice of Accounting* (Sultan Chand & Sons)
- M.C. Shukla, T.S. Grewal and S.C. Gupta – *Advanced Accounts – Volume 1* (Sultan Chand & Sons)
- Ashok Sehgal and Deepak Sehgal – *Fundamentals of Financial Accounting* (Taxmann Publications Pvt Ltd)

Second Semester of PG Diploma in Business Management (PGDBM)

Course Structure

Code	Paper Name	Compulsory/ Elective	Credit	Marks		
				Internal Assessment	External Assessment	Max. Marks
BM0201T	ORGANISATIONAL BEHAVIOUR	Compulsory	04	25	75	100
BM0202T	HUMAN RESOURCE MANAGEMENT	Compulsory	04	25	75	100
BM0203T	FINANCIAL MANAGEMENT	Compulsory	04	25	75	100
BM0204T	BUSINESS LAW	Compulsory	04	25	75	100
BM0205P	INTERNSHIP/TRAINING (4 TO 6 WEEKS) in the Area of Specialisation	Compulsory	04			100
Total Credit and Marks			20			500

Note:

- Internal Assessment of 25 marks shall consist of 10 Marks on Sessional Test (Two Sessional Test), 10 Marks on Assignment and 05 Marks on Attendance & Discipline.
- Each student shall undergo an **internship/training of 4 to 6 weeks** in the same specialization area selected in Semester I. A formal **internship report** must be submitted and will be evaluated under **Paper Code BM0205P**.

Programme/Class: Diploma in Business Management	(Year – 1) Second Semester	Max. Marks: 25+75 Min. Passing Marks: 40
Credit – 04 (Compulsory)	Total No. of Lectures = 60 (in hours per week): L-5/w	
Code:BM0201T	ORGANISATIONAL BEHAVIOUR	

Course Objective: The course aims to introduce students to the principles and concepts of Organizational Behaviour (OB). It covers the behaviour of individuals and groups within organizational settings and emphasizes how understanding OB can help managers improve organizational effectiveness, employee motivation, and leadership efficiency.

Unit	Topics	No. of Lectures
Unit 1	Introduction to Organizational Behaviour Definition, nature, and scope of OB. Disciplines contributing to OB. Importance of OB in management. Models of OB: Autocratic, Custodial, Supportive, Collegial. Contemporary challenges and opportunities for OB.	12
Unit 2	Individual Behaviour and Personality Understanding individual differences. Personality: Meaning, determinants, and major theories (Big Five Model, MBTI overview). Perception and attribution theory. Attitudes and job satisfaction. Emotional Intelligence: Importance in organizations.	12
Unit 3	Group Behaviour and Teamwork Group formation and types. Stages of group development (Tuckman's model). Team building and team effectiveness. Group decision-making techniques. Communication: Process, barriers, and effective communication methods in organizations.	12
Unit 4	Motivation and Leadership Motivation theories: Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory, McClelland's Needs Theory. Leadership: Traits, styles (autocratic, democratic, laissez-faire), Transformational and Transactional leadership, Leadership in the digital era.	12
Unit 5	Organizational Culture, Change and Ethics Organizational culture: Elements, types, and importance. Organizational change: Forces for change, resistance to change, change management models (Lewin's Change Model). Managing stress at the workplace. Ethics and corporate social responsibility (CSR) in OB.	12

Suggested Readings:

- *Stephen P. Robbins and Timothy A. Judge* – Organizational Behavior (Pearson Education India)
- *Fred Luthans* – Organizational Behavior (McGraw-Hill Education India)
- *Dr. Niraj Kumar* – Organizational Behavior: A New Look (Himalaya Publishing House)
- *K. Aswathappa* – Organizational Behavior (Himalaya Publishing House)
- *Udai Pareek* – Understanding Organizational Behavior (Oxford University Press India)
- *P. Subba Rao* – Organizational Behavior (Himalaya Publishing House)

Programme/Class: Diploma in Business Management	(Year – 1) Second Semester	Max. Marks: 25+75 Min. Passing Marks: 40
Credit – 04 (Compulsory)	Total No. of Lectures = 60 (in hours per week): L-5/w	
Code:BM0202T	HUMAN RESOURCE MANAGEMENT	

Course Objective: The course is designed to introduce students to the core concepts, processes, and practices of Human Resource Management (HRM). It provides insights into how HRM contributes to organizational effectiveness through workforce planning, recruitment, training, development, and employee engagement.

Unit	Topics	No. of Lectures
Unit 1	Introduction to Human Resource Management Meaning, objectives, functions, and importance of HRM. Evolution of HRM. Distinction between Personnel Management and HRM. Role of HR Manager. Challenges in HRM: Technological change, workforce diversity, globalization.	12
Unit 2	Human Resource Planning, Recruitment, and Selection Concept and objectives of Human Resource Planning (HRP). Steps in HRP process. Recruitment: Meaning, sources (internal and external). Selection: Process and techniques. Recent trends in talent acquisition.	12
Unit 3	Training and Development Training vs. Development. Importance of employee training. Training methods: On-the-job and Off-the-job. Evaluation of training effectiveness. Management Development Programs (MDPs). Career Planning and Succession Planning basics.	12
Unit 4	Performance Management and Compensation Performance appraisal: Concept, objectives, and methods (360-degree feedback, MBO, Rating Scales). Challenges in appraisal. Compensation: Meaning and types. Factors influencing wage and salary structure. Incentives and employee benefits overview.	12
Unit 5	Industrial Relations and Labour Laws Basics of Industrial Relations. Causes of Industrial Disputes. Methods of dispute resolution: Conciliation, Arbitration, Adjudication. Overview of major labor laws in India: Industrial Disputes Act, Factories Act, Payment of Wages Act (Basic introduction only).	12

Suggested Readings:

- **K. Aswathappa** – *Human Resource Management* (McGraw-Hill Education India)
- **Gary Dessler** – *Human Resource Management* (Pearson Education India)
- **Seema Sanghi** – *Human Resource Management* (Vikas Publishing House)
- **V.S.P. Rao** – *Human Resource Management: Text and Cases* (Excel Books)
- **P. Subba Rao** – *Essentials of Human Resource Management and Industrial Relations* (Himalaya Publishing House)
- **C.B. Mamoria and S. Mamoria** – *Personnel Management* (Himalaya Publishing House)

Programme/Class: Diploma in Business Management	(Year – 1) Second Semester	Max. Marks: 25+75 Min. Passing Marks: 40
Credit – 04 (Compulsory)	Total No. of Lectures = 60 (in hours per week): L-5/w	
Code:BM0203T	FINANCIAL MANAGEMENT	

Course Objective: This course is designed to introduce students to the fundamental principles and techniques of financial management. It aims to develop the ability to make sound financial decisions related to investment, financing, and working capital management in an organizational context.

Unit	Topics	No. of Lectures
Unit 1	Introduction to Financial Management Meaning, nature, scope, and objectives of financial management. Functions of finance manager. Role of financial management in wealth maximization. Relationship with other functional areas of business. Emerging trends in financial management.	12
Unit 2	Time Value of Money and Capital Budgeting Concept of Time Value of Money: Present Value and Future Value techniques. Capital Budgeting: Meaning, significance, and techniques (Payback Period, Net Present Value, Internal Rate of Return, Profitability Index). Simple numerical problems.	12
Unit 3	Capital Structure and Leverage Capital Structure: Meaning, factors affecting capital structure decisions. Concepts of Business Risk and Financial Risk. Leverage: Operating leverage, Financial leverage, Combined leverage – Meaning and simple calculations.	12
Unit 4	Working Capital Management Meaning, types, and importance of working capital. Factors affecting working capital requirement. Management of cash, receivables, and inventories (basic concepts). Working capital financing: Trade credit, Bank finance overview.	12
Unit 5	Financial Analysis using Ratios Meaning and objectives of financial statement analysis. Types of Ratios: Liquidity ratios, Solvency ratios, Profitability ratios, Activity ratios. Interpretation and importance of ratios in business decisions (simple numerical problems included).	12

Suggested Readings:

- *I.M. Pandey* – Financial Management (*Vikas Publishing House*)
- *M.Y. Khan and P.K. Jain* – Financial Management: Text, Problems, and Cases (*McGraw Hill Education*)
- *Prasanna Chandra* – Financial Management: Theory and Practice (*McGraw Hill Education India*)
- *R.P. Rustagi* – Financial Management: Theory, Concepts and Problems (*Taxmann Publications*)
- *Eugene F. Brigham and Joel F. Houston* – Fundamentals of Financial Management (*Cengage India Edition*)
- *P.V. Kulkarni and B.G. Satyaprasad* – Financial Management (*Himalaya Publishing House*)

Programme/Class: Diploma in Business Management	(Year – 1) Second Semester	Max. Marks: 25+75 Min. Passing Marks: 40
Credit – 04 (Compulsory)	Total No. of Lectures = 60 (in hours per week): L-5/w	
Code:BM0204T	BUSINESS LAW	

Course Objective: The course aims to familiarize students with the fundamental principles of business law applicable to business operations in India. It covers essential acts, rights, duties, and obligations necessary for legally sound decision-making in commercial activities.

Unit	Topics	No. of Lectures
Unit 1	Law of Contract - Indian Contract Act, 1872 Nature of contract, types of contracts, essentials of a valid contract. Offer and acceptance, consideration, capacity to contract, free consent, legality of object. Discharge of contract and remedies for breach of contract.	12
Unit 2	Law of Sale of Goods - Sale of Goods Act, 1930 Contract of sale, essentials of a valid sale, difference between sale and agreement to sell. Conditions and warranties. Transfer of ownership and delivery of goods. Rights of an unpaid seller.	12
Unit 3	Consumer Protection Law - Consumer Protection Act, 2019 Introduction to Consumer Protection Act. Rights and responsibilities of consumers. Redressal mechanisms under the Act: Consumer Forums and Commissions. Types of consumer disputes and recent case laws.	12
Unit 4	Introduction to Intellectual Property Rights (IPR) Meaning and importance of IPR in business. Basics of Copyrights, Trademarks, Patents, Trade Secrets, and Geographical Indications. Procedures for protecting intellectual property. Overview of penalties for infringement.	12
Unit 5	Basics of Company Law - Companies Act, 2013 Definition and characteristics of a company. Types of companies. Incorporation of a company: Steps and legal formalities. Memorandum of Association (MOA) and Articles of Association (AOA). Concept of Directors, Shareholders, and Meetings.	12

Suggested Readings:

- **N.D. Kapoor** – *Elements of Mercantile Law* (Sultan Chand & Sons)
- **Avtar Singh** – *Business Law* (Eastern Book Company)
- **P.P.S. Gogna** – *Business Laws* (Sultan Chand & Sons)
- **S.S. Gulshan** – *Business Law* (New Age International Publishers)
- **M.C. Kuchhal** – *Business Law* (Vikas Publishing House)
- **Dr. Vinod K. Sinha** – *Business Law Simplified* (Taxmann Publications)

