

Proposed Structure of Undergraduate Programme CBCS - B Com

B.Com III & IV Semester Elective\Vis Structure

		Subject I	Subject II	Subject III	Skill Enhancement Course	Ability Enhancement Course	Field Project/ Internship/ Apprenticeship/ Community Engagement & Service	Credits	Qualification title (Credit Requirement)
LEVEL	S.NO	Major (6 credits)	Minor (6 credits)	Generic Elective Subjects (4 credits)	Vocational Course		# Intra/ Inter Faculty		
LEVEL – 5	SEMESTER III	Corporate Accounting	Business Statistics	Applied Economics- I		I(4Credits)		6+6+4+4 = 20	(40) Undergraduate Certificate In Commerce Faculty
				Corporate Law – I					
				Financial Market Operation- I					
				Principle of Management – I					
				Introduction to ASPNET And CSHARP - I					
	SEMESTER IV	Cost Accounting	Goods and services Tax	Applied Economics- II		I(4Credits)		6+6+4+4 = 20	
				Corporate Law – II					
				Financial Market Operation- II					
				Principle of Management – II					
				Introduction to ASPNET And CSHARP - II					



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Session – 2025 - 2026

SUBJECT: CORPORATE ACCOUNTING

B.com-3rd Semester

Paper-Major

CORPORATE ACCOUNTING

CO. No.	Course Outcomes	Cognitive Level
	After completing of this course; the student will be able to -	
CO1	Understand the regulatory environment in which the companies are formed and operate	U
CO 2	Develop a solid foundation in accounting and reporting requirements of the Company Act and Accounting Standards	U & AP
CO 3	Understand the Procedure of calculating Profit and loss prior and post-incorporation	U & AP
CO 4	Use online software to prepare financial statements (Profit & Loss Account, Balance Sheet, etc.).	U
CO 5	Prepare financial statements (Profit & Loss Account, Balance Sheet, etc.) using online software	AP
CO6	Analyse the case study of major amalgamations of companies in India.	AN & AP

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	6	40	60	100
Total	6	100		

Evaluation Scheme

	Marks	
	Internal	External
Theory	40	60





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Content of the Course

Theory

No. of Lectures (in hours per week): 9 Classes per week

Total No. of Lectures: 90 Hrs

Maximum Marks: 60

Units	Topics	No. of Lectures
Unit 1	Share: meaning, types, Issue, Forfeiture, Re-issue of shares Redemption of Preference shares, Corporate Social Responsibility	18
इकाई 1	अंशो का अर्थ, प्रकार, निर्गमन, हरण, पुनर्निगमन, पूर्वाधिकारी अंशो का शोधन, निगमीय सामाजिक उत्तरदायित्व	
Unit 2	Debenture: meaning, types, Issue and Redemption of Debentures, Profit Loss Account and Balance Sheet of the Company	18
इकाई 2	ऋणपत्र का अर्थ, प्रकार, निर्गमन एवं शोधन, कंपनी का लाभ हानि खाता तथा चिट्टा	
Unit 3	Calculations of Profit and loss prior and post incorporation, Liquidation of company, Accounting for liquidation of companies.	18
इकाई 3	समामेलन के पूर्व एवं पश्चात लाभ और हानि की गणना, कंपनी का परिसमापन, कंपनियों के परिसमापन के लिए लेखांकन।	
Unit 4	Goodwill: Concept, types, characteristics, Nature, Valuation of Goodwill, Valuation of shares.	18
इकाई 4	ख्याति की अवधारणा, प्रकार, विशेषताएँ, प्रकृति, ख्याति का मूल्यांकन, अंशो का मूल्यांकन	
Unit 5	Meaning of Holding and Subsidiary Company, preparation of Consolidated Balance sheets. Accounting for Merger as per AS 14, Internal Reconstruction of a company as per Indian accounting Standard 14.	18
इकाई 5	सूत्रधारी एवं सहायक कंपनी का अर्थ, मिश्रित चिट्टा तैयार करना। एएस14 के अनुसार विलय के लिए लेखांकन, भारतीय लेखांकन मानक 14 के अनुसार किसी कंपनी का आंतरिक पुनर्निर्माण।	



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References

Text Books:

- “Corporate Accounting” by Dr. S.M. Shukla Sahitya Bhawan Publications

Reference Books:

- “Corporate Accounting” by Agrawal Mahesh Ramprasad & Sons Bhopal Himalaya Publishing House Mumbai
- “Corporate Accounting” by Sharda Gawar Himalaya Publishing House Mumbai Universal Publication
- “Corporate Accounting” by Ramesh Mangal Himalaya Publishing House Mumbai Universal Publication



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Session – 2025 - 2026

SUBJECT: BUSINESS STATISTICS B.com-3rd

Semester

Paper- MINOR BUSINESS STATISTICS

CO. No.	Course Outcomes	Cognitive Level
	After completion of this course, it is expected that the student will be able	
CO 1	Describe the basic concept of statistics and apply it to business disciplines.	U & AP
CO 2	Explain the process of data collection and compare primary and secondary data, Identify the data series.	U & AN
CO 3	Solve the central tendency.	AN
CO 4	Measure the coefficient of skewness.	EV
CO 5	Calculate and analyze the SD and variance to compare two companies data.	U & AN
CO 6	Demonstrate long-term trends with appropriate graphs.	AP

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	6	40	60	100
Total	6	100		

Evaluation Scheme

	Marks	
	Internal	External
Theory	40	60



Content of the Course



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Session – 2025 -2026

SUBJECT: COMMERCE

B. Com-III Semester

Paper- Minor

Subject - Business Statistics

CO. No.	Course Outcomes	Cognitive Level
	After completing of this course; the student will be able to -	
CO1	Apply a basic knowledge of statistics to business disciplines;	Ap
CO 2	Develop the ability to analyze and interpret data to provide meaningful information to assist in management decision making activities;	Kn
CO 3	Apply appropriate graphical and numerical descriptive statistics for different types of data;	Ap
CO 4	Apply probability rules and concepts relating to discrete and continuous random variables to answer questions within a business context;	Ap
CO 5	Explain and interpret a variety of hypothesis tests to aid decision making in a business context;	An
CO 6	Use simple/multiple regression models to analyze the underlying relationships between the variables.	Ap

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	6	40	60	100
Total	6			

Evaluation Scheme

	Marks	
	Internal	External
Theory	3 Internal Exams of 15 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of the Semester)





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Content of the Course

Theory

No. of Lectures (in hours per week): 9 Classes, per week

Total No. of Lectures: 90 Hrs.

Maximum Marks: 60

Units	Topics	No. of Lectures
I	Statistics: Meaning, Definition, Significance, Scope and Limitations of Statistical investigation, Process of data collection, primary and secondary Data, Methods of sampling, preparation of Questionnaire, Classification and Tabulation of data, preparation of statistical Series and its types, Measurement of Central Tendency- Mean, Mode, Median, Partition Value, Geometric Mean and Harmonic Mean.	18
I	सांख्यिकी: - अर्थ, परिभाषा, महत्व, क्षेत्र और सीमाएं, सांख्यिकीय अनुसन्धान समंक संकलन की प्रक्रिया, प्राथमिक और द्वितीयक समंक, निदर्शन की रीतियाँ, प्रश्नावली की रचना, समंकों का वर्गीकरण एवं सारणीकरण, सांख्यिकीय श्रेणियों की रचना एवं प्रकार केंद्रीय प्रवृत्ति की माप- माध्य, भूयिष्ठिक, माध्यिका, विभाजन मूल्य, गुणोत्तर माध्य एवं हरात्मक माध्य।	
II	Dispersion and Skewness- Range, Lorenz Curve, Quartile Deviation, Mean Deviation, Standard Deviation. Coefficient of Variation, Variance.	18
II	अपकिरण एवं विषमता विस्तार, चतुर्थक विचलन, माध्य विचलन, प्रमाप विचलन, विचरण गुणांक, प्रसरण।	
III	Correlation- Meaning, Definition, Types and Degree of Correlation, Coefficient of Correlation Methods. Regression Analysis—Meaning, Uses, Difference between Correlation and Regression, Regression Equations, calculation of Coefficient of Regression	18
III	सहसंबंध -आशय, परिभाषा, प्रकार, सहसंबंध का परिमाण, सहसंबंध गुणांक की विधियां प्रतीपगमन विश्लेषण - आशय, उपयोग, सहसंबंध एवं प्रतीपगमन में अंतर, प्रतीपगमन समीकरण, प्रतीपगमन गुणांक का परिकलन।	
IV	Analysis of Time Series- Meaning, Importance, Components, Measurement of long-term trends. Measurement of cyclical and Irregular fluctuations.	18





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IV	काल श्रेणी का विश्लेषण-अर्थ, महत्व, संघटक, दीर्घकालीन उपनति के माप, चक्रीय एवं • अनियमित उच्चा वचनों के माप	
V	Index Number- Meaning, Characteristics, Importance and uses, construction of Index number, Cos of living Index, Fisher's ideal Indexnumber, Diagrammatic and Graphical presentation of data. Association of Attribute (only two variab1e), Meaning, Types, Characteristics, Methods of determining Association of Attribute	18
V	निर्देशांक –अर्थ, विशेषताएं, महत्व एवं उपयोग । निर्देशकों की रचना - जीवन निर्वाह निर्देशांक, फिशर का आदर्श सूचकांक । समकों की चित्रमय एवं रेखीय प्रस्तुति गुण संबंध अर्थ, प्रकार, विशेषताएँ गुण संबंध को मापने की पद्धति ।	

References

Text Books:

- “Statistical Analysis” by Dr. K.L. Gupta and Dr. S.M. Shukla Sahitya Bhawan Publications
- “Principles of Statistics” by Dr. Alok Gupta SBPD Publication

Reference Books:

- “Practical Statistics” by Pillai R.S.N. & Bagavathi S. Chand and sons
- “Principles of Statistics” by Dr. Mahesh Agrawal Ram Prasad & Sons

Web Links:

- <https://www.cbic.gov.in/resources//htdocsConcept%20and%20Status01072019n.pdf>
- <https://www.bankbazaar.com/tax/custom-duty.html>
- <https://cbic-gst.gov.in/pdf/ovw-short.pdf>
- <https://www.recmindore.com/wp-content/uploads/2020/12/Goods-Seervice-Tax-Costom-duty-1.pdf>
- <https://www.eshiksha.mp.gov.in>





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Session – 2025 - 2026

SUBJECT:

APPLIED ECONOMICS

B.com-3rd Semester Paper- Elective

Applied Economics

CO. No.	Course Outcomes	Cognitive Level
	After completing of this course; the student will be able to -	
CO1	Define the core concepts and basic characteristics of Applied Economics.	U
CO2	Describe the various components of National Income and explain the methods of calculating national income	U & EV
CO3	Apply economic principles and reasoning to solving business problems.	AN & EV
CO4	Demonstrate the circular flow of income	U & EV
CO5	Propose the solution for short-term and long-term consumption functions. Evaluate the impact of WTO's Trade Policy on the Business Environment in India and States.	U & EV

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	6	40	60	100
Total	6	100		

Evaluation Scheme

	Marks	
	Internal	External
Theory	3 Internal Exams of 20 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of the Semester)





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Content of the Course

Theory

No. of Lectures (in hours per week): 6 classes. per week

Total No. of Lectures: 60 Hrs.

Maximum Marks: 60

Units	Topics	No. of Lectures
Unit 1	Historical Background of Applied Economics, Concept of Applied Economics, Scope, Nature and Importance, Its Limitations Difference between Micro and Macro Economics.	15
इकाई 1	व्यावहारिक अर्थशास्त्र की ऐतिहासिक पृष्ठभूमि, व्यावहारिक अर्थशास्त्र की अवधारणा, क्षेत्र, प्रकृति और महत्व, इसकी सीमाएँ, सूक्ष्म और बृहद् अर्थशास्त्र के बीच अंतर।	
Unit 2	National Income-Concept, Gross National Product, Net National Product & Gross Domestic Product Net Domestic Product, Methods of Measurement of National Income and Problem-related to that.	15
इकाई 2	राष्ट्रीय आय: अवधारणा, सकल राष्ट्रीय उत्पाद, शुद्ध राष्ट्रीय उत्पाद एवं सकल घरेलू उत्पाद, शुद्ध घरेलू उत्पाद, राष्ट्रीय आय के मापन की विधियाँ एवं तत्संबंधी समस्याएँ।	
Unit 3	Income and Consumption Relationship-Principles of Determination of Income. Classical and Keynes's Theory, Solution of short term and long-term consumption function, Consumption function in the Indian economy.	15
इकाई 3	आय और उपभोग संबंध-आय के निर्धारण के सिद्धांत, शास्त्रीय और कीन्स के सिद्धांत अल्पकालचक्र और दीर्घकालचक्र उपभोग कार्य का समाधान, भारतीय अर्थव्यवस्था में उपभोग कार्य।	
Unit 4	Monetary and Fiscal Policies and Developing Countries: Introduction Meaning, and Definition of Monetary Policy, Instruments of Monetary Policy, Role of Monetary Policy in Developing Countries. Fiscal Policy: Meaning and Definition, Components of Fiscal Policy, Role of Fiscal Policy in Developing Countries. Interdependence of Monetary and Fiscal Policy in Economic Stability.	15
इकाई 4	मौहद्रक और राजकोषीय नीतय और विकासशील देश: पररच्, मौहद्रक नीतय का अर्थ और परिभाषा, मौहद्रक नीतय के साधन, विकासशील देशों में मौहद्रक नीतय की भूमिका। राजकोषी नीतय: अर्थ एवं परिभाषा, राजकोषी नीतय के घटक, विकासशील देशों में राजकोषी नीतय की भूमिका आधरथक खप्प्रता में मौहद्रक और राजकोषी नीतय की परस्पर तनभथरता।	



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References

Reference Books:

- “Applied Economics” by Sinha V.C Sahitya Bhavan Publication, Agra.
- “Applied Economics” by Jhigan ML Brinda Publications, New Delhi.
- “Principle of micro Economics” by Sachdeva S.K Laxmi Narayan Publishers Agra.
- “Applied Economics” by Sethi T.T Laxmi Narayan Publishers Agra





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Session – 2025 - 2026

SUBJECT: CORPORATE LAW **B.com-3rd Semester Paper-** **Elective Corporate Law**

CO. No.	Course Outcomes	Cognitive Level
	After completing of this course ; the student will be able to -	
CO1	Explain the process of application and execution of corporate law;	AP
CO2	Classify among companies and their formation procedure.	U & EV
CO3	Explain and demonstrate the formats of MOA, AOA, and Prospectus;	C & AP
CO4	Compare and choose categories of directors and their responsibilities;	U & AN
CO5	Compose a model of CSR for a business.	AN & AP
CO6	Differentiate among various securities and financial investments.	EV

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	4	40	60	100
Total	4	100		

Evaluation Scheme

	Marks	
	Internal	External
Theory	3 Internal Exams of 20 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)





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Content of the Course

Theory

No. of Lectures (in hours per week): 6 lectures. per week

Total No. of Lectures: 60 Hrs.

Maximum Marks: 60

Units	Topics	No. of Lectures
Unit 1	Unit 1 Preliminary to Companies Act 2013: Company- Definition, Characteristics, Types of Company, Formation of Company: - Promotion, Incorporation, and Commencement of Business, Concept, and modes of Winding- up	15
इकाई 1	“कंपनी अधिनियम 2013 के प्रारंभिक खंड”: कंपनी-परिभाषा, विशेषताएं, कंपनी के प्रकार, कंपनी का गठन: प्रवर्तन, सम्मिलन, और व्यापार की शुरुआत, कंपनी के समापन की अवधारणा और प्रकार।	
Unit 2	Memorandum of Association, Articles of Association, and Prospectus	15
इकाई 2	मेमोरंडम ऑफ असोसिएशन, आर्टिकल्स ऑफ एसोसिएशन और प्रोस्पेक्टस	
Unit 3	Directors- Board of Directors, Types of Directors, their qualifications, powers, duties, liabilities.	15
इकाई 3	संचालक- संचालक मंडल, संचालक के प्रकार, उनके योग्यता, शक्तियाँ, कर्तव्य, जिम्मेदारियाँ।	
Unit 4	Declaration and payment of dividends, maintenance and authentication of financial statements, and Corporate Social Responsibility (CSR). Securities and Finance Market: Introduction and basic features.	15
इकाई 4	लाभांश की घोषणा और भुगतान, वित्तीय विवरणों का रखरखाव और प्रमाणीकरण, कॉर्पोरेट सामाजिक जिम्मेदारी (सीएसआर)। प्रतिभूति और वित्त बाजार: परिचय और बुनियादी विशेषताएँ।	

References

Reference Books:

- “Company Law” by Avtar Singh ABC Publication
- “Company Law Procedures” by Bloombury Corporate Law Adviser
- “Company Law” by Brenda Hannigan Eastern Publishers
- “Company Law” by M.C. Kuchhal Mahaveer Publications
- “Introduction to Company Law” by Paul Davies Oxford University Press





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Session – 2025 - 2026

SUBJECT: FINANCIAL MARKET OPERATIONS

B.com-3rd Semester Paper- Elective

Financial Market Operations

CO. No.	Course Outcomes	Cognitive Level
	On successful completion of the course students will be able to:	
CO 1	Describe the Concepts relevant to Indian financial markets and financial. institutions.	AP
CO 2	Understand and analyze the mechanics and regulations of financial instruments and determine how the value of stocks, bonds, and securities are calculated.	U & EV
CO 3	Evaluate empirical evidence of the market performance and the role of regulatory authorities in developing the financial market.	C & AP
CO 4	Research and analyze specific problems or issues related to financial markets and institutions.	U & AN

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	4	40	60	100
Total	4	200		

Evaluation Scheme

	Marks	
	Internal	External
Theory	3 Internal Exams of 20 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)





ST. ALOYSIUS COLLEGE(AUTONOMOUS), JABALPUR

Content of the Course

Theory

No. of Lectures (in hours per week): 6 Lectures. per week

Total No. of Lectures: 60 Hrs.

Maximum Marks: 60

Units	Topics	No. of Lectures
Unit 1	Historical background and Introduction of the financial system in India, formal and informal financial sectors. Financial system and economic growth. An overview of Indian financial system 1951 to 1990. Financial sectors reforms after liberalization in 1990 to 1991 .	18 18
इकाई 1	ऐतिहासिक पृष्ठभूमि और भारत में वित्तीय प्रणाली का परिचय, औपचारिक और अनौपचारिक वित्तीय क्षेत्र. वित्तीय प्रणाली और आर्थिक विकास. 1951 से 1990 तक भारतीय वित्तीय प्रणाली का अवलोकन. 1990 से 1991 में उदारीकरण के बाद वित्तीय क्षेत्रों में सुधार।	
Unit 2	Financial Services- Introduction of the Financial services industry in India. Merchant-Banking meaning and scope, Underwriting and regulatory framework of Merchant Banking in India. Consumers and Housing finance.	18
इकाई 2	वित्तीय सेवाएं- भारत में वित्तीय सेवा उद्योग का परिचय, मर्चेन्ट-बैंकिंग अर्थ और कार्यक्षेत्र, अभिगोपन, भारत में मर्चेन्ट बैंकिंग का नियामक ढांचा। उपभोक्ता और आवास वित्त।	
Unit 3	Leasing and hire purchase, Venture Capital finance, factoring services, Concept function, and types of Credit rating.	18
इकाई 3	पट्टा और क्रय खरीद, उद्यम पूंजी वित्त, फैक्ट्रिंग सेवाएं, संकल्पना कार्य और क्रेडिट रेटिंग के प्रकार।	



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Unit 4	Stock Exchange Board of India- SEBI as capital market regulator. Objectives, functions, powers, and Organizational structure of SEBI. SEBI Guideline on the primary and secondary market. Listing procedure and legal requirements. Public issue pricing and marketing.	18
इकाई 4	स्टॉक एक्सचेंज बोर्ड ऑफ इंडिया- पूंजी बाजार नियामक के रूप में सेबी। सेबी के उद्देश्य, कार्य, शक्तियां और संगठनात्मक संरचना। प्राथमिक और द्वितीयक बाजार पर सेबी दिशानिर्देश। लिस्टिंग प्रक्रिया और कानूनी आवश्यकताएं। सार्वजनिक निर्गम मूल्य निर्धारण और विपणन।	

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- “Financial Markets and Operation” by E. Gordan, K. Natarajan Himalaya Publishing House, New Delhi
- “Financial Markets and Operation” by Alok Goyal, Mridula Goyal V K Global publications, Pvt. Ltd Faridabad
- “Financial Markets and Operation” by Dr. FC Sharma SBPD Publication, Agra





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DST-FIST Supported & STAR College Scheme by DBTT

Session – 2025 - 2026

SUBJECT: PRINCIPLES OF MANAGEMENT

B.com-3rd Semester Paper- Elective

Principles of Management

CO. No.	Course Outcomes	Cognitive Level
	After successful completion of the course, a student will be able to-	
CO 1	Restate the concept of Management and identify the utility of Vedic management in the present era.	U
CO 2	Compare and analyse the various thoughts of management and generalize the process of planning.	U & AP
CO 3	Describes the concept of organizing, staffing, and decision-making.	U & AP
CO 4	Explain the principles and techniques of direction	U & AN

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	4	40	60	100
Total	4	200		

Evaluation Scheme

	Marks	
	Internal	External
Theory	3 Internal Exams of 20 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)





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Content of the Course

Theory

No. of Lectures (in hours per week): 6 Lectures. per week

Total No. of Lectures: 60 Hrs.

Maximum Marks: 60

Units	Topics	No. of Lectures
Unit 1	Management: Concept/meaning -Definition, Nature Functions, Process, Scope, and Importance of Management. Role of Vedic Values and Ethics in Management, Difference between Management and Administration, Importance of Values and Ethics in Management.	15
इकाई 1	प्रबंध की अवधारणा/अर्थ- परिभाषा, प्रकृति, प्रक्रिया, क्षेत्र और प्रबंधन का महत्व, प्रबंधन में वैदिक मूल्यों और नैतिकता की भूमिका, प्रबंधन और प्रशासन के बीच अंतर, प्रबंधन में मूल्यों और नैतिकता का महत्व।	
Unit 2	Evolution of Management Thought Early contributions: Taylor and Scientific Management, Fayol's Administrative Management, Bureaucracy, Human Relations, and Modern Approach, Managerial Ethics, Qualities and Characteristics of Managers. Planning - Meaning, Nature, Scope, Objective, Functions, and Significance of Planning, Elements, and Steps of Planning, Strategies, and Policies,	15
इकाई 2	प्रबंधन का विकास विचार, टेलर और वैज्ञानिक प्रबंधन: प्रारंभिक योगदानः, फेयोल का प्रशासनिक प्रबंधन, कर्मचारीतंत्र, मानवीय संबंध और आधुनिक दृष्टिकोण, प्रबंधकीय नैतिकता, प्रबंधकों के गुण और विशेषताएं. नियोजन- अर्थ, प्रकृति, क्षेत्र, उद्देश्य कार्य और नियोजन का महत्व, तत्व और नियोजन के चरण, रणनीतियाँ और नीतियां	
Unit 3	Organization - Meaning, Definition, Types, Scope, Principles, Line and Staff Relationship, Authority, Delegation, and Decentralization. Effective Organizing, Organizational Structures, and Staffing. Decision - Meaning, Definition, Types, Scope, Principles, decision making.	15
इकाई 3	संगठन- अर्थ, परिभाषा, प्रकार, क्षेत्र, सिद्धांत, रेखा और कर्मचारी संबंध, अधिकार, केंद्रीकरण और विकेंद्रीकरण। प्रभावी संगठन, संगठनात्मक संरचना, स्टाफिंग। निर्णयन- अर्थ, परिभाषा, प्रकार, क्षेत्र, सिद्धांत, निर्णयन	
Unit 4	Direction - Meaning and definition of direction, importance, and principles of direction, techniques of direction, meaning of supervision, Coordination - Meaning of coordination, elements, and features of coordination, importance of coordination, cooperation, and coordination. Steps for effective coordination, and management of conflicts.	15
इकाई 4	निर्देशन -निर्देशन का अर्थ और परिभाषा, निर्देशन का महत्व और सिद्धांत, निर्देशन की तकनीक, पर्यवेक्षण का अर्थ समन्वय- समन्वय का अर्थ, समन्वय के तत्व और विशेषताएं, समन्वय का महत्व, सहयोग और समन्वय।	



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प्रभावी समन्वय के लिए कदम, संघर्षों का प्रबंधन।	
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References

Reference Books:

- “Essentials of management” by Koontz Harold & Weihrich, McGraw Hill New Delhi.
- “Principles of Management” by Ramasamy, T. Himalaya Publishing House Pvt. Ltd. Nagpur
- “Principles and Practice of Management” by Prasad, L.M S. Chand & Company Ltd New Delhi.
- “Principles of Management” by Gupta R.N. Vikash & S. Chand Company Ltd New Delhi.

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