



SARDAR PATEL UNIVERSITY, BALAGHAT
M.Com Second Semester

MCO-201

PAPER: I – Corporate Legal Framework

UNIT I

The Companies Act, 1956 (Relevant Provisions): Definition, types of companies, Memorandum of association: Prospectus, Share capital and Membership, Meetings and Resolutions, Company Management, Managerial Remuneration, Winding up and dissolution of companies.

UNIT II

The Negotiable Instruments Act, 1881: Definition, Types of Negotiable Instruments, Negotiation, Holder and holder in due course, Payment in due course, Endorsement and Crossing of cheque, Presentation of negotiable instruments.

UNIT III

MRTTP Act, 1969: Monopolistic trade practices: Restrictive trade practices, Unfair trade practices.

UNIT IV

The consumer protection Act, 1986: Salient features, Definition of consumers, Right of consumer, Grievance Redressal Machinery.

UNIT V

Regulatory Environment for International Business: FEMA, WTO: Regulatory framework of WTO, basic principles and its character, WTO provisions relating to preferential treatment to developing countries, regional groupings, technical standard, anti-dumping duties and other Non Tariff Barriers. Custom valuation and dispute settlement, TRIP and TRIMS.

Reference Books:

1. Singh, Avtar - Law Relating to Monopolies, Restrictive and Unfair Trade Practices, Eastern Book Co., Lucknow.
2. SEBI Act, 1992, Nabhi Publication Delhi.
3. Amarchand D, Govt. and Business, Tata McGraw Hill, New Delhi.
4. Securities (Contract and Regulation) Act. 1956.



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MCO-202

PAPER: II – Organizational Behaviour

UNIT I

Concept of Organization, Type of Significance, Organization Goal and its determinants.
Organization Behaviour – Concept, Nature and Significance, Organizational Behaviour models.

UNIT II

Personality: Concept, Process and Theories, Learning: Concept, Components, affecting factors and theories.

UNIT III

Motivation: Meaning types and important elements, Theories of Motivation: Meaning types and Values: Concept, factors, significance and Theories.

UNIT IV

Nature of interpersonal Behaviour, Transactional Analysis, concept of Group, Theories of group formation, Group cohesiveness, Power and Authority.

UNIT V

Organizational Conflicts: Causes and suggestions. Developing sound Organizational Climate, Management of Change, Concept and Process of Organizational Development.

Reference Books:

1. Shukla & Madhukar - Understanding Organizations - Organization Theory & Practice in India New Delhi.
2. Robbins, Stephan P. Organizational Behavior, Prentice Hall New Delhi.
3. John & Keith Davis : Organizational Behavior, Human at Work Tata Mc graw Hill New Delhi.



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MCO-203

PAPER: III – Advanced Statistical Analysis

UNIT I

Theory of Probability – Probability Distributions, Binomial Poisson and Normal Distribution.

UNIT II

Theory of Sampling and Test of Signification.

UNIT III

Analysis of Variance (Including one way and two way Classification), Ch-square Test.

UNIT IV

Interpolation and Extrapolation. Association of Attributes.

UNIT V

Regression Analysis, Statistical Decision Theory: Decision under Risk and Uncertainty, Decision Tree Analysis.

Reference Books:

1. Dr. S.P. Gupta - Advanced Statistical Analysis Sahitya Bhawan Publication Agra.
2. Honda, R.P. - Statistics for Business and Economics, Macmillan, New Delhi.
3. Heinz, Kohler: - Statistic and Business & Economics, Harper Collins, New York.
4. Levin, Richard I, and David S. Rubin, Statistic Management, Prentice Hall, Delhi.



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MCO-204

PAPER: IV – Functional Management

UNIT I

Financial Management: concept, Nature and Objectives, Functions of Financial Manager, Financial Planning, Nature, Need and influencing factors, Characteristics of a sound financial plan.

UNIT II

Capitalization, Concept and Theories, Over and Under Capitalization, Capital structure, Balanced Capital Structure, Trading on Equity, Leverage: Financial and Operating Leverage.

UNIT III

Concept of Marketing Management, Nature and Scope of Marketing, Functions of marketing management, Marketing mix.

Advertising Management: Meaning Objectives, functions and scope, Media of advertising, Selection and advertising media, Essential of a good advertising copy. Meaning of Sales Promotion, Importance, Limitations and Methods of sales Promotion.

UNIT IV

Concept of Personal Management, Functions, Scope and Importance, Signification of Man-Power Planning, Sources of Recruitment, Characteristics of a Good Recruitment policy, Concept of Selection, Selection procedure, Importance of employee Training, Methods of Training.

UNIT V

Production Management: Concept, Importance, Scope and functions. Types of production systems, Concept of production planning, objectives, elements and steps. Procedure of production control, Process of New Product Development, Concept of Product Diversification, Standardization, Simplification and Specialization.

Reference Books:

1. Chandra Prasanna, Functional Management Tata McGraw Hill, Delhi.
2. Pandey, I. M., Functional Management Vikas Publishing House, Delhi.
3. K.L. Gupta - Functional Management Sahitya Bhawan Publication Agra.