

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT
THIRD YEAR B.COM - SEM - V
Business Administration
Major (Core Compulsory)
(Syllabus effective from Academic year 2025-26)

| Subject Title | Business Administration | |
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| Course Outcome | <ol style="list-style-type: none"> 1) This course will develop an insight into ancient Indian tradition of Vedic management. Students will be applying the concept of Vedic management in real life and analyse the role of management with the help of Vedas. 2) The students will able to explore an important area of management i.e. financial management, its Planning aspects, Capitalization, Capital structure and working capital. Students will understand how corporate make important investment and financing decision how they establish working capital and financial planning. 3) This course will encourage students to create a philanthropic ideology that is benevolence to the society and help students to study the CSR activities and projects of Indian Companies. The students will understand the different magnitudes of the concept of CSR and they become a responsible citizen and accomplish the same wherever and whatever facet of life is chosen. 4) Office Management will help them in future job regarding regular and computerized filing as well as record management. | |
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| UNIT NO | CONTENT | WEITAGE |
| Unit - 1 | Vedantik Management Meaning of Vedant, Use of Vedic Heritage in Management, Use of Vedic Management Methods in India and Abroad, Importance of Vedic Management methods, Management & Gita, Kautilya's Management lessons. | 25 % |
| Unit - 2 | Financial Management | 40 % |
| | (1) Overview of Financial Management: Meaning, Definition, Evolution of Financial | |

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| | <p>Management.</p> <ol style="list-style-type: none"> Traditional Phase (Before 1950) Transitional phase (1950 to 1990) Modern Phase (1990-Present) <p>Scope of Financial Management, objectives of Financial Management, Financial Functions [Executive and Incidental (Clerical)], Inter Face of Financial Management with other disciplines, Financial Manager's Role.</p> | |
| | <p>(2) Financial Planning:</p> <p>Meaning, Definition, importance of Financial Planning, Affecting Factors, Types (only Concept of Short and long term Financial planning) Process Guiding principles.</p> | |
| | <p>(3) Capitalisation & Capital Structure- Capitalisation - Concept, principles of Capitalisation.</p> <p>Meaning, causes, effects, Remedies of over capitalisation and Under Capitalisation.</p> <p>Capital Structure- Meaning Affecting factors, Characteristics, Determinants of capital Structure, Concept of trading on Equity and leverage.</p> | |
| | <p>(4) Working Capital –</p> <p>Meaning, Affecting factors, Types, sources, Components.</p> | |
| Unit - 3 | Corporate Social Responsibility | |
| | <p>Meaning, Social Responsibilities towards various Parties, Arguments for and against Social Responsibilities, Statutory provisions for CSR as per Company's act 2013 (section 135- Net Worth, turnover, Net Profit),</p> <p>CSR activities under Schedule vii,</p> <p>CSR activities of Indian Companies :</p> <ol style="list-style-type: none"> Tata group, Adani, Reliance. <p>Impactful CSR projects :</p> <ol style="list-style-type: none"> SBI Youth for India by SBI Foundation. Project Nanhi Kali by Mahindra Nand Ghar by Vedanta | 15 % |

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| Unit - 4 | Modern Office management | 10 % |
| | (1) Office and office Management. - Meaning Definition of Office, Meaning Definition, objectives and Importance of office management | |
| | (2) Management of Record and Filing – Meaning and Definition of Record and Filing, Computer Data Records Computerized E-Filing and its importance, Qualities of good filing System. | |
| Unit - 5 | Case Study | 10 % |

REFERENCES:

1. સંચાલન - નવા ખ્યાલો અને દિશાઓ - ડૉ. રમણીક જે. યાદવ.
યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ, અમદાવાદ.
2. Working Capital Management- V. E. Ramamoorthy
3. Financial Organisation and management of Business- Gerstenberg
4. Principle of Management Accounting- Man Mohan & Goyal
4. Corporation Finance- S. C. Kuchhal
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6. Textbook of Office management- J. C.
7. B. S. Shah Prakashan- Ahmedabad
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9. Office and Administrative Management- C. L. Little field & Franu Racher
10. Office organisation & management- M. C. Shukla
11. Office organisation & management- S.P. Arora- first edition
12. Financial management- Principles and Practice- G. Sudarsana Reddy
(Himalaya Publishing House)
13. Corporate Social Responsibility CSR activity and projects under the
Companies Act- 2013 by Rajesh Lohia Edition- 2024
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Singh
17. Brigham, E. F. D Houston, J. F (2019) Fundamentals of Financial
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