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# Chaudhary Devi Lal University, Haryana B.Com GEN Sem 2 syllabus

## **Business Law**

### **Unit-1**

The Indian contract act, 1872: contract-meaning characteristics and kinds, essentials of valid contract-offer and acceptance, consideration, contractual capacity, free consent, legality of objects. Void agreements, discharge of contract-modes of discharge including breach and its remedies. Contingent contracts, quasi-contracts.

### **Unit-2**

Special contracts:-contract of indemnity and guarantee contracts of bailment and pledge contract of agency.

### **Unit-3**

The sale of goods act, 1930:-contract of sale, meaning and difference between sale and agreement of sale conditions and warranties, transfer of ownership in goods including sale by non-owners, performance of contract of sale, unpaid seller-meaning and right of an unpaid seller against the goods and the buyer auction sale.

### **Unit-4**

The information technology act 2000:-definitions under the act digital signature coma electronic governance, attribution, acknowledgement and dispatch of electronic records, calculation of certifying authorities Croma digital signature certificate, duties of subscribers, penalties and adjudication , Appellate tribunal offense.

### **Suggested reading:-**

1. Singh Avtar, the principles of mercantile law, eastern book company Lucknow.

2. Kucchal MC, business loss coma Vikas publishing house New Delhi.
3. Tulsian P.C business law , Tata MC crow hill, New Delhi.
4. Sharma, J.P and Sunaina kanaujiya business laws Ane books private limited New Delhi.
5. Sharma JP and Sunaina kannojia , vyavsayik sanyam, Delhi University, Hindi cell.
6. Chadha PR business law, galgotia publishing company New Delhi.
7. Maheshwari and Maheshwari business law commendation publishing house New Delhi.
8. Information technology rules 2004 with information technology act 2000 taxman publications private limited New Delhi.

## **Business Communication**

### **Unit-1**

Business communication : meaning , concept and process of communication , types of communication , and significant of positive attitude in improving communication.

### **Unit-2**

Writing skills: letter of all kinds , tender notices, public notices , auction notices, memos and advertising relating to sales/marketing precis writing , curriculum ,short formal reports.

### **Unit-3**

Effective listening , importance of effective listening , barriers to effective listening , benefits and use of effective listening skills, non-verbal communication, group discussion, etc.

### **Unit-4**

Modern forms of communication :here special emphasis shall be given to teaching the format of e-mails, fax messages , teleconferencing , audio-visual aids and power point presentation .

#### **Suggested reading :**

1. Business communication , Ed ,Om P Juneja & Aarti mujumdar ,

Hyderabad : Orient  
Blackswan.

2. Textbook of business communication Anjali Kalkar ,R.B.  
Suryawanshi , Amlan jyoti ,  
Sengupta, Hyderabad : orient blackswan.

3. 50 ways to improve your business English... without too much  
efforts , ken taylor ,  
Hyderabad : orient blackswan.

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