



**Panjab University, Punjab B.Com
GEN Sem 1 syllabus**

Commercial Laws

Commercial Laws

Unit - 1 Indian Contract Act, 1872

Definition & Nature of Contract, Classification; Offer & Acceptance;

Consideration; Capacity of Parties; Free Consent; Legality of Objectives; Void Agreements;

Performance of Contracts; Discharge of Contract; Contingent Contracts; Quasi Contracts;

Remedies for Breach of Contract.

Unit - 2 Special Contracts

Indemnity & Guarantee; Bailment & Pledge; Contract of Agency.

Introduction to Right to Information Act, 2005.

The Consumer Protection Act, 2019: Introduction, Objectives Commencement & Application,

Definitions, Salient Features, Grievance Redressal Machinery.

Principles and Practices of Management

PRINCIPLES AND PRACTICES OF

MANAGEMENT

Unit - 1 Management, Planning & Organization.

Management: Nature, Definitions, Scope, Levels, Process and Significance of Management.

Development of Management Thoughts: Classical, Neo-Classical Systems, Contingency and Contemporary Approaches to Management (Drucker, Porter, Prahalad, Senge and Tom Peters).

Planning: Concept, Process, Nature, Steps in Planning, Significance and Types. Decision

Making: Concept and Process, Types of Decisions, Management By Objectives (MBO).

Organization: Concept, Nature, Process, Significance, Types, Organisational Structure, Committees, Span of Control. Authority and Responsibility. Delegation, Decentralization and Departmentation.

Unit - 2 Direction, Coordination & Control .

Direction: Concept, Features, Importance and Limitations of Direction. Elements of Direction- Supervision, Motivation, Leadership and Communication.

Coordination: Concept, Features, Importance and Limitations of Coordination. Internal and External Coordination.

Control: Concept, Features, Importance and Limitations of Control. Control Process. Essentials of a Good Control System. Techniques of Control. Relationship between Planning and Control.

Psychology for Managers

PSYCHOLOGY FOR

MANAGERS

Unit - 1 Introduction

Concepts, Definitions; Need and Importance of Organisational Behaviour for Managers, Contributing Disciplines of OB. Nature and Scope, Organisational Behaviour Models.
Individual Behaviour: Introduction and Meaning, Factors Affecting Individual Behaviour, Models of Individual Behaviour
Personality: Meaning, Characteristics, Determinants and Theories of Personality
Perception: Nature & Importance, Perception Process, Perpetual Errors and Distortions.
Attitudes and Values: Components, Sources and Measurement of Attitudes. Concept, Sources and Types of Values.

Unit - 2 Motivation

Meaning and Importance of Motivation, Theories of Motivation, Morale.
Inter Personal Behaviour and Transactional Analysis (TA).
Leadership: Definition, Importance, Leadership Styles, Models and Theories of Leadership .
Conflict Management: Traditional vis-a-vis Modern View of Conflict, Types and Causes of Conflict, Conflict Resolution.

Business Economics - I

Business Economics

- I

Unit - 1 Utility Approach

Meaning, Types, Relationship between Marginal Utility and Total Utility,
Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility, Consumer Equilibrium,
Derivation of Demand Curve.
Indifference Curve Approach: Properties, Consumer Equilibrium, Price Effect, Income Effect,
Substitution Effect, Price Effect a combination of Income Effect and Substitution Effect.
Law of Demand
Elasticity of Demand: Definitions, Types, Measurement, Factors and

Importance.

Unit - 2 Production and Revenue

Laws of Returns, Law of Variable Proportion and Returns to Scale.
Cost and Cost Curves : Concept of Nominal Real Economic Implicit,
Explicit and Opportunity

Cost, Cost Curve under Short-run and Long-run, Relationship
between Average Cost and
Marginal Cost.

Revenue Curves : Concept of Total Average and Marginal Revenue
under different Market

Conditions, Relationship between Average Revenue, Marginal
Revenue and Elasticity of
Demand.

Perfect Competition: Features, Equilibrium of Firm, Equilibrium of
Industry, Role of Time
element in Price Determination.

Monopoly: Feature, Equilibrium of Firm/Industry, Price
Discrimination and Its Types.

Monopolistic Combination: Features, Price-Output Policy of the Firm.
Selling Cost, Meaning,
Effects, Equilibrium of Firm with respect to Selling Cost.

Principles of Financial Accounting

PRINCIPLES OF

FINANCIAL ACCOUNTING

Unit - 1 Generally Accepted Accounting Principles

Accounting Concepts and Conventions:
their Nature, Purposes and Limitations. Introduction to Accounting
Software and Tally.

Financial Statements of Sole Proprietor and Partnership Firm (with
adjustments): Income
Statement, Balance Sheet

Branch Accounting: Dependent and Independent Branches (Excluding
Foreign Branches).

Departmental Accounting: Meaning, Needs, Advantages,
Apportionment of Expenses, Inter

Departmental Transfers and Provision for Unrealised Profit.

Unit - 2 Accounting for Consignment, Joint Venture

Accounting for Dissolution of Partnership Firm; Insolvency of Partners(excluding Sale to a Company) and Piecemeal Distribution.
Royalty Accounts

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