
 <p>Estd. 1962 "A++" Accredited by NAAC (2021) With CGPA 3.52</p>	<p>SHIVAJI UNIVERSITY, KOLHAPUR - 416 004, MAHARASHTRA</p> <p>PHONE : EPABX – 2609000, www.unishivaji.ac.in, bos@unishivaji.ac.in</p> <p>शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४, महाराष्ट्र</p> <p>दूरध्वनी - ईपीएबीएक्स - २६०९०००, अभ्यासमंडळे विभाग - ०२३१-२६०९०९४</p>	
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Ref. No./SU/BOS/Humanities/541

Date :19/07/2023

To,

The Principal,
All Concerenced Affiliated Colleges/Institutions,
Shivaji University, Kolhapur

Subject : Regarding syllabi of B. A. Part II (sem. III & IV) degree programme
under the Faculty of Humanities as per National Education Policy, 2020 (NEP)

Sir/Madam,

With reference to the subject mentioned above I am directed to inform you that the University authorities have accepted and granted approval to the revised syllabi, equivalence and nature of question paper of B. A. Part II (Sem. III & IV) under the Faculty of Humanities as per National Education Policy, 2020. (NEP)

English (Comp.)	English (Opt.)	Linguistics (I.D.S.)	Sanskrit	Kannada
Business Administration	Marathi	Ardhamagadhi	Hindi	Urdu
S.P. & Comm. Corresp.	Sociology	Political Science	Psychology	Economics
Industrial Psychology	Geography	Human Development	Philosophy	History
Defence Study (Entire)				

This syllabi shall be implemented from the academic year 2023-24 onwards . A soft copy containing the syllabus is attached herewith and it is also available on university website www.unishivaji.ac.in (Online Syllabus).

For students of Distance Education this syllabi be implemented from the academic yerar 2023-24.

You are therefore, requested to bring this to the notice of all students and teachers concerned.

Thanking you,

Yours faithfully

(Dr. S. M. Kubal)

Dy. Registrar

Encl : As above

Copy to,

For Information and necessary action.

Dean, Faculty of Humanities.	Computer Center/I. T. Cell.
Chairman, B.O.S./Ad-hoc oard under faculty of Humanities.	Eligibility Section.
Director, Board of Examinations & Evaluation	P. G. Seminar Section.
Appointment Section A & B	Distance Education Section.
B. A. Exam. Section.	Affiliation Section (T. 1 & T 2)
P. G. Admission Section.	

B.A. Part II Semester – III

Inter – Disciplinary Subject

Business Administration

Paper : I Introduction to Business

Course Objectives: 1) To understand the concept and scope of business
2) To analyse the various forms of business organization .

SYLLABUS

Unit – I : Business – Meaning, Concept, Characteristics and Scope of Business.

Objectives of Business. (15 Periods)

Unit – II : Business and Corporate Social Responsibility.

Essential qualities of a Successful Businessman

Corporate Social Responsibility- Concept, levels, significance

Activities under corporate social responsibility (15 Periods)

Unit – III : Forms of Business Organization

Sole trader, Partnership, Joint Stock Company- Their meaning, Characteristics
merits and demerits (15 Periods)

Unit – IV : Co – Operative Society and State Enterprises.

Meaning, characteristics, merits and demerits (15 Periods)

Recommended Books

Text – book of Commerce – Shejwalkar, Sherlekar and Desai.

Essentials of Management – Koontz and O' Dannel

Essentials of Business Administration: K. Ashwathappa.

Fundamentals of Business Organisation & Management- Y.K. Bhushan

Principals of Management – L.M. Prasad

Principals of Management – Tipathi & Reddy

Management- Stephen P. Robbins & Mary Coulter

B.A. Part II Semester – IV

Inter – Disciplinary Subject

Business Administration

Paper : II Business Administration

Course Objectives: 1) To understand the concept and nature of Administration and Management.

2) To acquaint with the principles and functions of management

Unit – I : Administration and Management

Administration – concept, meaning and characteristics

Management - concept, meaning and characteristics

Distinction between Administration and Management

Management as an Art, a Science and a profession (15 Periods)

Unit – II: Principles and levels of management

Meaning and importance of principles of management

Henri Fayol's 14 Principles of Management

Levels of management – Top Management, Middle Management and Lower

Management - Their composition and functions (15 Periods)

Unit – III : Managerial Skills and Roles.

Managerial skills – Meaning, Importance and types

Managerial roles - Meaning, importance and Henri Mintzberg's

Classification of Managerial roles (15 Periods)

Unit – IV : Functions of Management

Planning, Organizing, Directing, Leading, Motivating and Controlling – Their meaning, characteristics and importance (15 Periods)

Recommended Books

Text – book of Commerce – Shejwalkar, Sherlekar and Desai.

Essentials of Management – Koontz and O' Dannel

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