

**BHAVNAGAR UNIVERSITY**

**BHAVNAGAR**

**(NACC Accreditation Grade "B")**

**CREDIT AND SEMESTER SYSTEM**

**SYLLABUS**

**B.B.A.**

**(In Force From Academic Year: 2010-2011)**

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**Annexure**

**Name of the subject: Bachelor of Business Administration Semester-I**

<b>SR NO</b>	<b>PAPER NO</b>	<b>NAME OF THE PAPER</b>	<b>TOTAL MARKS EXT+INT=TOTAL</b>	<b>PASSING STANDARD EXT=INT=TOTAL</b>	<b>TEACHING HOURS</b>	<b>CREDITS</b>
1	101	Fundamentals of Management-I	100	28=12=40	15WEEKS*3HOURS=45	03
2	102	Fundamentals of Economics-I	100	28=12=40	15WEEKS*3HOURS=45	03
3	103	Principles and Practice of Accountancy-I	100	28=12=40	15WEEKS*3HOURS=45	03
4	104	Business Communication-I	100	28=12=40	15WEEKS*3HOURS=45	03
5	105	Business Maths -I	100	28=12=40	15WEEKS*3HOURS=45	03
6	106	Computer Applications in Business	100	28=12=40	15WEEKS*3HOURS=45	03
7	107	Business Law-I	100	28=12=40	15WEEKS*3HOURS=45	03

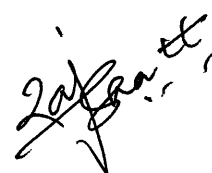
*20/04/2010*  
*P. S. R.*  
*16/04/2010*

**Name of the subject: Bachelor of Business Administration Semester-II**

<b>Sr No</b>	<b>Paper No</b>	<b>Name of the Paper</b>	<b>Total Marks EXT+INT=TOTAL</b>	<b>PASSING STANDARD EXT=INT=TOTAL</b>	<b>TEACHING HOURS</b>	<b>CREDITS</b>
1	201	Fundamentals of Management-II	100	28=12=40	15WEEKS*3HOURS=45	03
2	202	Fundamentals of Economics-II	100	28=12=40	15WEEKS*3HOURS=45	03
3	203	Principles and Practice of Accountancy-II	100	28=12=40	15WEEKS*3HOURS=45	03
4	203	Business Communication-II	100	28=12=40	15WEEKS*3HOURS=45	03
5	205	Business Statistics	100	28=12=40	15WEEKS*3HOURS=45	03
6	206	Business Law-II	100	28=12=40	15WEEKS*3HOURS=45	03
	207	Field Project in Business	100	28=12=40	15WEEKS*3HOURS=45	03

**Detailed Syllabus (With effect from Academic Year 2010-2011)**

**(Specimen)**



**B.B.A**

**Year: First**

**Semester 1**

**Paper No: 101**

**Title of the Paper: FUNDAMENTALS OF MANAGEMENT-I**

**Marks: 100 Marks**

**Credits: 03**

**Marks:**

**Marks: Semester End Examination: 70 Marks**

**Continuous Internal Evaluation: 30 Marks**

<b>Unit</b>	<b>Detailed Syllabus</b>	<b>Teaching Hours</b>	<b>Marks/Weight</b>
<b>Unit 1</b>	<b>Nature of Management:</b>  Various definitions of Management Schools of Management Thought (with focus on Management Process School, Systems School and Contingency School) "	<b>09</b>	<b>14</b>
<b>Unit 2</b>	<b>Initial contributors:</b> Henry Fayol and F. W. Taylor; and their contributions. Management as an art and science. Management as a profession. Management skills at various levels of Management	<b>09</b>	<b>14</b>
<b>Unit 3</b>	<b>Planning</b>  Meaning and nature, planning process; Typology of plans; Forecasting: meaning, significance; M.B.O. Significance and Process.	<b>09</b>	<b>14</b>
<b>Unit 4</b>	<b>Forecasting: Meaning &amp; Significance</b>	<b>09</b>	<b>14</b>
<b>Unit 5</b>	<b>Decision Making: Process of Decision Making, Approaches to Decision Making, Types of Decision, Decision Making under certainty, risk and uncertainty, Quantitative and qualitative techniques of Decision Making. Planning</b>		

**Break up of Continuous Internal Evaluation:**

- |    |                  |          |
|----|------------------|----------|
| 1) | ASSIGNMENT _____ | 10 Marks |
| 2) | SEMINAR _____    | 10 Marks |
| 3) | TEST _____       | 10 Marks |

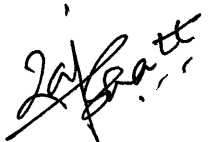
**Total Marks:** 30 Marks

**Reference Books:**

1. Management Stoner & Freeman
2. Essentials of Management Koontz & Weihrch
3. Principles of Management Tripathy & Reddy

**Detailed Syllabus**

**(With effect from Academic Year 2010-2011)**



(Specimen)

**B.B.A**

Year: First

Semester 1

Paper No: **102**

Title of the Paper: Fundamentals of Economics -I

Marks: 100 Marks

Credits: 03

Marks:

Marks: Semester End Examination:

70 Marks

Continuous Internal Evaluation:

30 Marks

Unit	Detailed Syllabus	Teaching Hours	Marks/Weight
Unit 1	Definition, Nature and Scope of Economics, Difference between micro and macro economics, positive and normative economics	09	14
Unit 2	Demand Analysis and Elasticity of Demand : Meaning of demand, Law of demand, Concept of elasticity: Price, income and cross elasticity of demand, Significance of the concept	09	14
Unit 3	Supply Analysis: The law of supply, Elasticity of Supply.	09	14
Unit 4	Cost Concepts: Distinction between main cost concepts, Actual and Opportunity costs, Private and social costs, Direct and Indirect costs, Difference between Accountants' and Economists' Cost concepts.	09	14
Unit 5	Theory of Distribution: Marginal productivity theory of distribution, Critical evaluation of the theory, Modern theory of distribution. National Income:	09	14

Break up of Continuous Internal Evaluation:

1) ASSIGNMENT \_\_\_\_\_

10 Marks

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2) SEMINAR \_\_\_\_\_ 10 Marks

3) TEST \_\_\_\_\_ 10 Marks

**Total Marks:** 30 Marks

**Reference Books:**

1. Principles of Economics M L Sheth
2. Managerial Economics P L Mehta
3. Managerial Economics Paul Mote

**Detailed Syllabus**

**(With effect from Academic Year 2010-2011)**



(Specimen)

**B.B.A**

**Year: First**

**Semester 1**

**Paper No: 103**

**Title of the Paper: Principles & Practice of Accountancy-I**

**Marks: 100 Marks**

**Credits: 03**

**Marks:**

**Marks: Semester End Examination:**

**70 Marks**

**Continuous Internal Evaluation:**

**30 Marks**

Unit	Detailed Syllabus	Teaching Hours	Marks/Weight
Unit 1	Nature of Accounting: Definition, objectives and Scope, Conventions and Concepts of Accounting	09	14
Unit 2	Analysis of Business Transactions: Meaning of Business Transactions. Classification of Accounts. Rules of Debit and Credit.	09	14
Unit 3	Journal, Ledger, Subsidiary Books, Ruling & Recording, Posting, Balancing, Purchase, Books, Sales Books, Cash Book, Petty Cash Book	09	14
Unit 4	Preparation of Final Accounts, Manufacturing Accounts, Trading Account, Profit & Loss Account, Balance Sheet	09	14
Unit 5	Rectification of Errors: Types of Errors, Effects of Errors on Final Accounts, Suspense Accounts, Rectification Entries	09	14

**Break up of Continuous Internal Evaluation:**

1) **ASSIGNMENT \_\_\_\_\_**

**10 Marks**

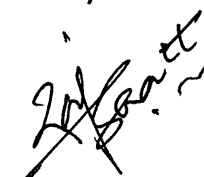
2) SEMINAR \_\_\_\_\_ 10 Marks

3) TEST \_\_\_\_\_ 10 Marks

Total Marks: 30 Marks

Detailed Syllabus

(With effect from Academic Year 2010-2011)

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**B.B.A**

**Year: First**

**Semester 1**

**Paper No: 104**

**Title of the Paper: Business Communication -I**

**Marks: 100 Marks**

**Credits: 03**

**Marks:**

**Marks: Semester End Examination: 70 Marks**

**Continuous Internal Evaluation: 30 Marks**

<b>Unit</b>	<b>Detailed Syllabus</b>	<b>Teaching Hours</b>	<b>Marks/Weight</b>
<b>Unit 1</b>	Listening to and Understanding Short Speeches, Lectures, Rapid Talks, Passages read aloud or dictated	<b>09</b>	<b>14</b>
<b>Unit 2</b>	Listening to and Understanding conversations based on familiar Situations	<b>09</b>	<b>14</b>
<b>Unit 3</b>	Taking notes from short speeches and passages read aloud	<b>09</b>	<b>14</b>
<b>Unit 4</b>	Speaking Greetings and Formulate of every conversations Polite requests, questions, short questions, short answers and question tags	<b>09</b>	<b>14</b>
<b>Unit 5</b>	Conversation in familiar situations and on telephone, short informal talks, Participating in group discussions	<b>09</b>	<b>14</b>

**Break up of Continuous Internal Evaluation:**

1) **ASSIGNMENT \_\_\_\_\_ 10 Marks**

2) **SEMINAR \_\_\_\_\_ 10 Marks**

3) **TEST \_\_\_\_\_ 10 Marks**

**Total Marks: 30 Marks**

**Reference Books:**

Taylor G TMH Edition English Conversation Practice



Detailed Syllabus

(With effect from Academic Year 2010-2011)

(Specimen)

**B.B.A**

Year: First

Semester 1

Paper No: 105

Title of the Paper: Business Mathematics -I

Marks: 100 Marks

Credits: 03

Marks:

Marks: Semester End Examination: 70 Marks

Continuous Internal Evaluation: 30 Marks

Unit	Detailed Syllabus	Teaching Hours	Marks/Weight
Unit 1	Set Theory Fundamental Concepts	09	14
Unit 2	Function Introduction Types of Functions Some functions in commerce and Economics Break Even Analysis	09	14
Unit 3	Limit & Continuity Limit of function Methods of evaluating limit of function some important limits continuity of function algebra of continuous functions derivatives of a function continuity in interval	09	14
Unit 4	Derivatives :Derivatives and differentiation Basic rules of derivation first order and second order derivative use of derivative	09	14
Unit 5	Matrix and Determinant: Definition of matrix types of matrix scalar multiplication of matrix, Matrix operation Transpose of a matrix Determinants of a square matrix, Adjoint of a square matrix Inverse of a matrix Application of Algebra	09	14

Break up of Continuous Internal Evaluation:

1)	ASSIGNMENT _____	10 Marks
2)	SEMINAR _____	10 Marks
3)	TEST _____	10 Marks
	<b>Total Marks:</b>	<b>30 Marks</b>

**Reference Books:**

1. Mathematics Sancheti & Kapoor
2. Mathematics for Management Raghavachari

**Detailed Syllabus**

(With effect from Academic Year 2010-2011)

(Specimen)

**B.B.A**

**Year: First**

**Semester 1**

**Paper No: 106**

**Title of the Paper: Computer Application in Business**

**Marks: 100 Marks**

**Credits: 03**

**Marks:**

**Marks: Semester End Examination: 70 Marks**

**Continuous Internal Evaluation: 30 Marks**

Unit	Detailed Syllabus	Teaching Hours	Marks/Weight
Unit 1	Introduction to Computers: Computer Systems: Concepts of Hardware, Software, Computer Peripherals. Analogue Vs Digital Computers, Types of digital computers (based on configuration)	09	14

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<b>Unit 2</b>	Introduction to Operating System, Study of important internal and External Command.	<b>09</b>	<b>14</b>
<b>Unit 3</b>	Introduction to spreadsheet, Study of important commands to generate and manipulate Worksheet,	<b>09</b>	<b>14</b>
<b>Unit 4</b>	Generate graphs, and Generate hard copy using, number processing Programme Introduction to Word Processing	<b>09</b>	<b>14</b>
<b>Unit 5</b>	Study of important commands to generate Reports using Word Processing Programme	<b>09</b>	<b>14</b>

**Break up of Continuous Internal Evaluation:**

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|----|-------------------------|-----------------|
| 1) | <b>ASSIGNMENT</b> _____ | <b>10 Marks</b> |
| 2) | <b>SEMINAR</b> _____    | <b>10 Marks</b> |
| 3) | <b>TEST</b> _____       | <b>10 Marks</b> |

**Total Marks: 30 Marks**

**Reference Books:**

1. PC Software Made Simple Taxali TMH
2. Introduction to Microcomputers Chain et at PHI

**Detailed Syllabus**

**(With effect from Academic Year 2009-2011)**

**(Specimen)**

**B.B.A**

Year: First

Semester II

Paper No: 107

Title of the Paper: Business Law –I

Marks: 100 Marks

Credit: 03

Marks:

Marks: Semester End Examination:

70 Marks

Continuous Internal Evaluation:

30 Marks

Unit	Detailed Syllabus	Teaching Hours	Marks/Weight
Unit 1	Contract: Meaning, Essential Elements, Kinds of Contracts	09	14
Unit 2	<b>Offer and Acceptance:</b> Offer: Meaning, Mode of Offer, Essential requirements, Types of Communication, Acceptance: Meaning, Mode of Acceptance, Essentials, Communication, Revocation. <b>Consideration:</b> Meaning, Importance, Kinds of Consideration, Rules, Exceptions to Rules, Stranger to Contract and to Consideration.	09	14
Unit 3	<b>Capacity of Parties:</b> Minors, persons of unsound mind, persons disqualified from contracting by any other law. <b>Free Consent:</b> Meaning Coercion, Undue influence, Fraud, Misrepresentation, Mistake	09	14
Unit 4	<b>Legality of Objects and Consideration:</b> Agreements opposed to public policy, Void Agreement, Agreements in way of wager, wager and insurance contract. <b>Contingent Contract:</b> Meaning, Rules, Quasi Contract	09	14
Unit 5	<b>Performance of Contract:</b> Meaning, Offer to perform, Time, place and manner of performance, performance of joint promises, Performance of reciprocal promises, Assignment of Contract. <b>Discharge of Contract:</b> Meaning, Modes of Discharge, Breach of Contract, Remedies to Breach of Contract.	09	14

	Meaning and Performance of Identify Guarantee, Bailment, Pledge, Agency Contracts		
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**Break up of Continuous Internal Evaluation:**

1) **ASSIGNMENT** \_\_\_\_\_ **10 Marks**

2) **SEMINAR** \_\_\_\_\_ **10 Marks**

3) **TEST** \_\_\_\_\_ **10 Marks**

**Total Marks:** **30 Marks**

**Reference Books:**

1. Mercantile law Singh Eastern Books

**Detailed Syllabus**

**(With effect from Academic Year 2009-2011)**



(Specimen)

**B.B.A**

**Year: First**

**Semester II**

**Paper No: 201**

**Title of the Paper: Fundamentals of Management-II**

**Marks: 100 Marks**

**Credits: 03**

**Marks:**

**Marks: Semester End Examination: 70 Marks**

**Continuous Internal Evaluation: 30 Marks**

<b>Unit</b>	<b>Detailed Syllabus</b>	<b>Teaching Hours</b>	<b>Marks/Weight</b>
<b>Unit 1</b>	Organising Definition Process, Principles departmentation Delegation of authority, centralisation and decentralisation, Organisation Chart, Types of Organisation	<b>09</b>	<b>14</b>
<b>Unit 2</b>	Staffing Importance and need for proper staffing recruitment selection Training and Development	<b>09</b>	<b>14</b>
<b>Unit 3</b>	Motivation Meaning Importance Models of Motivation	<b>09</b>	<b>14</b>
<b>Unit 4</b>	Leadership Meaning Importance Theories of leadership Trait Contingency approach of leadership	<b>09</b>	<b>14</b>
<b>Unit 5</b>	Communication & Control: Meaning Importance Process and Principles Barriers to communication. Introduction idea of MIS	<b>09</b>	<b>14</b>

**Break up of Continuous Internal Evaluation:**

*20/10/20*  
*13/10/20*

- |    |                  |          |
|----|------------------|----------|
| 1) | ASSIGNMENT _____ | 10 Marks |
| 2) | SEMINAR _____    | 10 Marks |
| 3) | TEST _____       | 10 Marks |

**Total Marks: 30 Marks**

**Reference Books:**

1. Management Stoner & Freeman
2. Essentials of Management Koontz & Weihrch
3. Principles of Management Tripathy & Reddy

**Detailed Syllabus**

**(With effect from Academic Year 2010-2011)**

**B.B.A**

**Year: First**

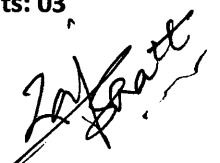
**Semester II**

**Paper No: 202**

**Title of the Paper: Fundamentals of Economics -II**

**Marks: 100 Marks**

**Credits: 03**



**Marks:**

**Marks: Semester End Examination:**

**70 Marks**

**Continuous Internal Evaluation:**

**30 Marks**

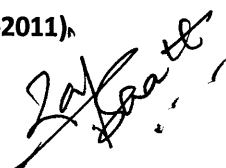
<b>Unit</b>	<b>Detailed Syllabus</b>	<b>Teaching Hours</b>	<b>Marks/ Weight</b>
<b>Unit 1</b>	National Income: Some concepts of national income Methods of calculating national income Difficulties in calculating national income Usefulness of national income	<b>09</b>	<b>14</b>
<b>Unit 2</b>	Theory of Income and Employment: The classical theory of income and employment. Say's law of markets. A critical evaluation of the classical theory. Keynesian theory of income and employment. The controversy over Equality of saving and investment. Role of Investment	<b>09</b>	<b>14</b>
<b>Unit 3</b>	Business Cycle: Various approaches to the study of business cycle	<b>09</b>	<b>14</b>
<b>Unit 4</b>	Money: Functions of money, Value of money, Various definitions of money supply, The quantity theory of money	<b>09</b>	<b>14</b>
<b>Unit 5</b>	Banking: Functions of commercial banks, Central Bank, Performance of banking sector in India	<b>09</b>	<b>14</b>

**Break up of Continuous Internal Evaluation:**

- 1) **ASSIGNMENT** \_\_\_\_\_ **10 Marks**
  - 2) **SEMINAR** \_\_\_\_\_ **10 Marks**
  - 3) **TEST** \_\_\_\_\_ **10 Marks**
- Total Marks: 30 Marks**

**Detailed Syllabus**

**(With effect from Academic Year 2010-2011)**



(Specimen)

**B.B.A**

**Year: First**

**Semester II**

**Paper No: 203**

**Title of the Paper: Principles & Practice of Accountancy-II**

**Marks: 100 Marks**

**Credits: 03**

**Marks:**

**Marks: Semester End Examination:**

**70 Marks**

**Continuous Internal Evaluation:**

**30 Marks**

<b>Unit</b>	<b>Detailed Syllabus</b>	<b>Teaching Hours</b>	<b>Marks/ Weight</b>
<b>Unit 1</b>	Introduction to partnership Accounts:  General: Definitions, Rights of partners, Duties of partners, Powers of partners, kinds of partners  Accounts: Interest, Distribution of profit and Fixed and Fluctuating capital  Goodwill : Definitions, Valuations of goodwill, Change in profit sharing ratio	<b>09</b>	<b>14</b>
<b>Unit 2</b>	Admission and retirement of partner:  Admission: Treatment of goodwill, Revaluations of assets and liabilities, new profit sharing ratio, distinction between contribution and purchase of share.  Retirement : treatment of goodwill, revaluation of assets and liabilities, payoff of retiring partners loan, purchase of retiring partners share by remaining partners	<b>09</b>	<b>14</b>
<b>Unit 3</b>	Death of partner: Settlement of final balance of deceased partner, joint life policy, individual policy.	<b>09</b>	<b>14</b>

*20/20*

<b>Unit 4</b>	Dissolution of partnership firm: Introduction, settlement of account upon dissolution of firm, accounting treatment, insolvency of a partner, insolvency of a firm, gradual realisation and piecemeal distribution	<b>09</b>	<b>14</b>
<b>Unit 5</b>	Hire purchase and instalment system: Introduction, Difference between instalment system and hire purchase system and hire purchase agreement, accounting records under both system, entries and account in the books of the purchaser and the vendor (Excluding hire purchase trading account and case of default and repossessions)	<b>09</b>	<b>14</b>

**Break up of Continuous Internal Evaluation:**

- 1) **ASSIGNMENT** \_\_\_\_\_ **10 Marks**
- 2) **SEMINAR** \_\_\_\_\_ **10 Marks**
- 3) **TEST** \_\_\_\_\_ **10 Marks**

**Total Marks: 30 Marks**

**Detailed Syllabus**

**(With effect from Academic Year 2010-2011)**

**(Specimen)**

**B.B.A**

**Year: First**

**Semester II**

**Paper No: 204**



**Title of the Paper: Business Communication-II**

**Marks: 100 Marks**

**Credits: 03**

**Marks:**

**Marks: Semester End Examination: 70 Marks**

**Continuous Internal Evaluation: 30 Marks**

Unit	Detailed Syllabus	Teaching Hours	Marks/Weight
Unit 1	Understanding Communication: Basic elements of communication, Objectives of communication, Verbal & Non verbal communication, Channels of communication, barriers to communication	09	14
Unit 2	Group communication, Interviews, Speeches, Presentation, Dialogue skills	09	14
Unit 3	Reading skills, Essentials of effective writing, Layout of a business letter, Job application, personal letters	09	14
Unit 4	Enquiries and Replies, Orders and Replies, Complaints claims and adjustments, Collection letters, sales letters Bank & Insurance correspondence	09	14
Unit 5	Meetings, Notice, Agenda, Resolutions, Reports, Summarisation Punctuation, Numerals	09	14

**Break up of Continuous Internal Evaluation:**

- 1) ASSIGNMENT \_\_\_\_\_ 10 Marks
- 2) SEMINAR \_\_\_\_\_ 10 Marks
- 3) TEST \_\_\_\_\_ 10 Marks

**Total Marks: 30 Marks**

**Reference Books:**



1.

**Detailed Syllabus**

**(With effect from Academic Year 2010-2011)**

**(Specimen)**

**B.B.A**

**Year: First**

**Semester II**

**Paper No: 205**

**Title of the Paper: Business Statistics**

**Marks: 100 Marks**

**Credits: 03**

**Marks:**

**Marks: Semester End Examination:**

**70 Marks**

**Continuous Internal Evaluation:**

**30 Marks**

<b>Unit</b>	<b>Detailed Syllabus</b>	<b>Teaching Hours</b>	<b>Marks/Weight</b>
<b>Unit 1</b>	Measures of Central Tendency Measures of Central Tendency and Dispersion: Objectives of averaging, Types of averages, characteristics of a good average, Relationship among mean, Median and Mode. Significance of measuring dispersion, Methods of studying Variation.	<b>09</b>	<b>14</b>
<b>Unit 2</b>	Probability and Probability Distribution: Importance of concept, Calculation of Probability, Theorems of Probability, Conditional Probability	<b>09</b>	<b>14</b>
<b>Unit 3</b>	Binomial, Poisson and Normal Distribution.	<b>09</b>	<b>14</b>
<b>Unit 4</b>	Correlation and Regression: Significance, Types of correlation, Methods of studying correlation, Use of regression analysis, Regression lines, and Regression equations.	<b>09</b>	<b>14</b>
<b>Unit 5</b>	Sampling: Census V s. Sampling, Probability V s. Non probability samples Basic Concepts to the Hypothesis testing.	<b>09</b>	<b>14</b>

*20/10/11*

**Break up of Continuous Internal Evaluation:**

- 1) **ASSIGNMENT** \_\_\_\_\_ **10 Marks**  
2) **SEMINAR** \_\_\_\_\_ **10 Marks**  
3) **TEST** \_\_\_\_\_ **10 Marks**

**Total Marks: 30 Marks**

**Reference Books:**

- 1. Business Statistics: Sancheti & Kapoor**

**Detailed Syllabus**

**(With effect from Academic Year 2010-2011)**

**B.B.A**

**Year: First**

**Semester II**

**Paper No: 206**

**Title of the Paper: Business Law -II**

**Marks: 100 Marks**

**Credits: 03**

**Marks:**

**Marks: Semester End Examination: 70 Marks**

**Continuous Internal Evaluation: 30 Marks**

<b>Unit</b>	<b>Detailed Syllabus</b>	<b>Teaching Hours</b>	<b>Marks/Weight</b>

*20/11/11*

<b>Unit 1</b>	Negotiable Instruments Act 1881	<b>09</b>	<b>14</b>
<b>Unit 2</b>	Sales of Goods Act 1930	<b>09</b>	<b>14</b>
<b>Unit 3</b>	Partnership Act 1932	<b>09</b>	<b>14</b>
<b>Unit 4</b>	<b>VAT ACT</b>	<b>09</b>	<b>14</b>
<b>Unit 5</b>	Environmental Act	<b>09</b>	<b>14</b>

**Break up of Continuous Internal Evaluation:**

- |    |                         |                 |
|----|-------------------------|-----------------|
| 1) | <b>ASSIGNMENT</b> _____ | <b>10 Marks</b> |
| 2) | <b>SEMINAR</b> _____    | <b>10 Marks</b> |
| 3) | <b>TEST</b> _____       | <b>10 Marks</b> |

**Total Marks: 30 Marks**

**Reference Books:**

1. Mercantile Law : Singh Eastern Books

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