



CUET

Common University Entrance Test

305 - Business Studies

Syllabus

CUET (UG)



Unit I: Nature and Significance of Management

- Management – concept, objectives, importance.
- Nature of management; Management as Science, Art, Profession.
- Levels of management – top, middle supervisory (First level).
- Management functions – planning, organising, staffing, directing and controlling.
- Coordination – nature and importance.

Unit II: Principles of Management

- Principles of Management – meaning, nature and significance.
- Fayol's principles of management.
- Taylor's Scientific Management – Principles and Techniques.

Unit III: Business Environment

- Business Environment – meaning and importance.
- Dimensions of Business Environment – Economic, Social, Technological, Political and Legal.

Unit IV: Planning

- Meaning, features, importance, limitations.
- Planning process.
- Types of Plans – Objectives, Strategy, Policy, Procedure, Method, Rule, Budget, Programme.

Unit V: Organising

- Meaning and importance.
- Steps in the process of organising.

- ❑ Structure of organization – functional, and divisional.
- ❑ Formal and informal organisation.
- ❑ Delegation: meaning elements and importance.
- ❑ Decentralization: meaning and importance.
- ❑ Difference between delegation and decentralisation.

Unit VI: Staffing

- ❑ Meaning, need and importance of staffing.
- ❑ Staffing as a part of Human Resources Management.
- ❑ Steps in staffing process.
- ❑ Recruitment – meaning and sources.
- ❑ Selection – meaning and process.
- ❑ Training and Development – meaning, need, methods – on the job and off the job methods of training.

Unit VII: Directing

- ❑ Meaning, importance and principles.
- ❑ Elements of Direction:
 - Supervision – meaning and importance
 - Motivation – meaning and importance, Maslow's hierarchy of needs; Financial and non- financial incentives.
 - Leadership – meaning, importance;
 - Communication – meaning and importance, formal and informal communication; barriers to effective communication.

Unit VIII: Controlling

- ❑ Meaning and importance.
- ❑ Relationship between planning and controlling.
- ❑ Steps in the process of control.

Unit IX: Business Finance

- ❑ Business finance – meaning, role, objectives of financial management.
- ❑ Financial planning – meaning and importance.
- ❑ Capital Structure – meaning and factors.
- ❑ Fixed and Working Capital – meaning and factors affecting their requirements.

Unit X: Financial Markets

- ❑ Concept of Financial Market
- ❑ Money Market: Concept, instruments.
- ❑ Capital market and its types (primary and secondary market)
- ❑ Stock Exchange-Functions, trading procedure.
- ❑ Depository services and demat account.
- ❑ Securities and Exchange Board of India (SEBI) – Objectives, Functions.

Unit XI: Marketing

- ❑ Marketing – meaning, functions, role.
- ❑ Distinction between marketing and selling.
- ❑ Marketing mix – concept and elements:
 - Product – nature, classification, branding, labeling and packaging
 - Physical distribution: meaning, role; Channels of distribution, – meaning, types, factors, determining choice of channels.
 - Promotion – meaning and role, promotion mix, Role of Advertising and personal selling; objections to Advertising.
 - Price: factors influencing pricing.

Unit XII: Consumer Protection

- Meaning and concept.
 - Meaning, Importance of consumer protection.
 - The Consumer protection Act,2019.
 - Consumer rights.
 - Consumer responsibilities.
 - Who can file a complaint?
 - Ways and means of consumer protection – Consumer awareness and legal redressal with special reference to Consumer protection Act 2019, Remedies available.
 - Role of consumer organizations and NGOs.

