



**Jog Educational Trust's**

## **P. Jog College of Science and Commerce**

*(Affiliated to Savitribai Phule Pune University)*

### **Course Structure**

#### **Master of Commerce in Business Administration**

The Master of Commerce (M. Com) in Business Administration program at P. Jog College of Science & Commerce provides a comprehensive and dynamic understanding of business operations, management principles, and organizational development. Built on the college's tradition of academic excellence, the department integrates strong conceptual knowledge with practical learning through presentations, case studies, seminars, and industry-oriented activities. With modern infrastructure and a learner-friendly environment, the program creates a vibrant academic culture that develops leadership, communication, and decision-making skills, preparing students for a wide range of career pathways in administration, marketing, HR, entrepreneurship, and corporate management.

#### **M. Com with Specialization – Business Administration**

The Master of Commerce (M. Com) with Specialization in Business Administration is a postgraduate programme focused on developing students' knowledge of business management, administration, and organizational operations. The course covers key areas such as principles of management, business communication, human resource management, marketing, entrepreneurship, and strategic planning. It helps students gain practical skills in leadership, teamwork, decision-making, and communication, which are essential for corporate and managerial roles. This programme prepares learners for careers in business administration, marketing, HR, operations, and management, and also provides a strong foundation for higher studies like MBA, and other professional programmes.

Duration: 2 years

Medium of Instruction: English

Course Eligibility: Any Graduate from a recognized institution

Examination Pattern: Semester Pattern

## M.Com Subject List as per NEP 2025 Pattern

### M.Com Part - I

Sr. No.	Structure	Semester I – Subject Name	Total Credits	Semester II – Subject Name	Total Credits
1	Compulsory	Management Accounting	4	Financial Analysis and Control	4
2	Compulsory	Industrial Economics	4	Strategic Management	4
3	Business Admin Specialization	Production and Operation Management	4	Business Ethics & Professional Values	4
4		E-commerce	2	Corporate Social Responsibility	2
5		Financial Management	4	Elements of Knowledge Management	4
6	Compulsory	Research Methodology	4	On the Job Training	4

### M.Com Part - II

Sr. No.	Structure	Semester III – Subject Name	Total Credits	Semester IV – Subject Name	Total Credits
1	Compulsory	Business Finance	4	Capital Market and Financial Services	4
2	Business Admin Specialization	Human Resources Planning and Development	4	Supply Chain and Logistics Management	4
3		Project Management	2	Recent Advances in Business Administration	4
4		Project management: Inputs, Monitoring, Control	4	-	-
		Organizational Behaviour	4	-	-
5	Compulsory	Research Project	4	Research Project	6

### Course Objectives (Program Objectives)

The M. Com Business Administration program aims to:

1. Provide a strong foundation in business management principles and administrative functions.
2. Develop practical understanding of organizational structure, business operations, and strategic planning.
3. Build essential professional skills such as leadership, communication, teamwork, and decision-making.
4. Promote entrepreneurial thinking and business awareness through business environment and contemporary management practices.
5. Introduce learners to ethical and responsible business practices, including corporate governance and social responsibility.

## **Course Outcomes (Program Outcomes)**

Upon completing the program, students will be able to:

1. Demonstrate clear understanding of core management concepts and business administration practices.
2. Apply administrative and managerial principles to analyse business problems and operational challenges.
3. Use effective communication and interpersonal skills for workplace readiness and team coordination.
4. Demonstrate knowledge of HR, marketing, finance basics, and business strategy for organizational functioning.
5. Perform administrative and management-related tasks suitable for entry-level roles in corporate, service, and entrepreneurial sectors, and pursue higher studies like MBA.

## **Possible Career Opportunities**

1. Entry-level roles in corporate sectors such as Business Executive, Administrative Assistant, and Office Manager Trainee.
2. Positions in marketing, sales, and customer relationship management (CRM) in various industries.
3. Opportunities in Human Resource (HR) such as HR Assistant, Recruitment Coordinator, and Training Support Executive.
4. Roles in operations and business support services, including back-office operations and coordination roles.
5. Career opportunities in entrepreneurship, startup management, and business development.
6. Pathways to higher education such as MBA, PG Diploma in Management, HR, Marketing, Entrepreneurship, and other professional programmes.

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