

<b>PROGRAM</b>	<b>Bachelors Of Commerce / Bachelors Of Commerce(Hons)</b>
<b>SEMESTER</b>	<b>I</b>
<b>COURSE TITLE</b>	<b>Business Organization &amp; Management</b>
<b>COURSE CODE</b>	<b>04BC0105</b>
<b>COURSE CREDITS</b>	<b>04</b>
<b>COURSE DURATION</b>	<b>48 Hrs (48 sessions of 60 minutes each)</b>

**COURSE OUTCOMES:**

- Understand the concepts of business organizations, management, leadership, motivation and HRM
- Identify business problems and develop suitable plans and strategies for the organization development
- Develop and evaluate alternative courses of action and select a course suitable to the organizational problems
- Explain various leadership styles and their suitability in the organizations
- Apply various control techniques to enhance the attainment of organizational goals

**Teaching and Examination Scheme**

Teaching Scheme (Hours)			Credits	Internal Marks (50%)		End-Semester Examination (50%)			Total Marks
Theory	Tutorial	Practical		IA	CSE	Theory	Practical/Viva	Term Work (TW)	
4	0	0	4	30	20	50	0	0	100

**Course Contents:**

Unit No	Unit / Sub Unit	Sessions
I	<b>Foundation of Business:</b> Nature of Business, Profession and Employment – Objectives of Business – Spectrum of Business Activities, <b>Business Organisation</b> - Meaning, Definition, features of business organisations, objective/ need for formation of business organization. Types of Business Organizations & their main characteristics, <b>Stakeholders in business organizations</b> : Define stakeholders. Agency relationship in business and how it varies in different types of business organization, types of stakeholder- internal, connected and external stakeholders and their impact on the organization, Mendelow framework. <b>Organisational culture:</b> Defining organisational culture, basic elements of culture. i) Schein – determinants of organisational culture ii) Handy – four cultural stereotypes iii) Hofstede – international perspectives on culture the factors that shape the culture of the	10

	organization.	
II	<p><b>The Process of Management</b>          Meaning, Nature and Characteristics of Management – Scope of Management - Functions - Management as a Science and an Art - Management &amp; Administration – Levels of management &amp; Managerial Skills – Overview of evolution of Management Thoughts.  <b>Planning:</b> meaning - basic purpose of planning - Planning process, Types of plans - Management By Objectives; <b>Decision-making:</b> Nature and importance- types of decisions – process; Strategy Formulation.</p>	10
III	<p><b>Organizing:</b> Organizational Design &amp; Organizational structure; Building blocks of organizing- division of work, Departmentalization, hierarchy and coordination.  <b>Committees:</b> Committees- meaning, purpose, types and advantages and disadvantages. The roles of the Chair and Secretary of a committee. <b>Organizational design-</b> The Classical Approach, The Task-Technology Approach, Environmental Approach, <b>Downsizing</b>  <b>Organizational structure-</b> concepts: Formal &amp; informal organizational structures; Types of formal organizational structures  <b>Coordination-</b> meaning, Differentiation &amp; integration. Approaches to achieve effective coordination.  <b>Power &amp; distribution of authority:</b> Power- meaning &amp; sources, Authority- meaning, basis of formal authority, types of authority. Delegation – meaning, advantages &amp; disadvantages of delegation, barriers to delegation, guidelines for effective delegation. Decentralization &amp; Centralization- advantages &amp; disadvantages, challenges of Decentralization, factors influencing Decentralization.</p>	10
IV	<p><b>Leading:</b>  <b>Leadership:</b> Concept and Styles; Trait and Situational Theory of Leadership. <b>Motivation:</b> Concept and Importance; Maslow Need Hierarchy Theory; Herzberg Two Factors Theory, McGregor, Vroom and Ouchi theory. Reward- types of intrinsic and extrinsic reward.  <b>Group &amp; Teamwork:</b> Dynamics of group behavior, <b>Team:</b> meaning, types, characteristics, making team effective, <b>Consequences of ineffectiveness at work</b>    <b>Communication &amp; negotiation:</b> importance of effective communication, Process and Barriers. Transactional Analysis (TA), Johari Window, <b>Communicating in business</b>    <b>Change Management:</b> Resistance to change and strategies to manage change, conflict levels, causes and resolution. Functional and Dysfunctional aspects of conflict.</p>	10
V	<p><b>Human Resource Management &amp; Controlling:</b> Recruitment and selection of employees, Learning and training at work, Review and appraisal of individual performance,  <b>Competence frameworks and personal development</b>    <b>Controlling:</b> Meaning and steps in controlling – Pre-requisites of a strong control system - Methods of establishing control.</p>	08

**SUGGESTED READINGS:**
**Text Books:**

<b>Sr. No</b>	<b>Author/s</b>	<b>Name of the Book</b>	<b>Publisher</b>	<b>Edition &amp; Year of Publication</b>
<b>T-01</b>	L. M. Prasad	Principles of Management	Sultan Chand and Sons	Ninth Edition - 2015
<b>T-02</b>	James A.F Stoner, R. Edward Freeman & Daniel R. Gilbert	Management	Pearson	6 <sup>th</sup> Edition, 2009

**Reference Books:**

<b>Sr. No</b>	<b>Author/s</b>	<b>Name of the Book</b>	<b>Publisher</b>	<b>Edition and Year of Publication</b>
<b>R-01</b>	V.S.P. Rao	Management: Text and Cases	Excel Books India	Second edition
<b>R-02</b>	Koontz & O'Donnell	Principles of Management	McGraw Hill	Forth edition