

COURSE TITLE	BUSINESS ORGANIZATION & MANAGEMENT
COURSE CODE	04BC0105
COURSE CREDITS	4

Course Outcomes: After completion of this course, student will be able to:

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

Pre-requisite of course: 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

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
4	0	0	50	30	20	0	0

Contents : Unit	Topics	Contact Hours
1	Foundation of Business Nature of Business, Profession and Employment – Objectives of Business – Spectrum of Business Activities, Business Organisation - Meaning, Definition, features of business organisations, objective/ need for formation of business organization. Types of Business Organizations & their main characteristics, 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, 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 organization	10

Contents : Unit	Topics	Contact Hours
2	The Process of Management Meaning, Nature and Characteristics of Management – Scope of Management - Functions - Management as a Science and an Art - Management & Administration, Levels of management & Managerial Skills – Overview of evolution of Management Thoughts, Planning: meaning - basic purpose of planning - Planning process, Types of plans - Management By Objectives, Decision-making: Nature and importance- types of decisions – process; Strategy Formulation	10
3	Organizing and Coordination Organizational Design & Organizational structure; Building blocks of organizing- division of work, Departmentalization, hierarchy and coordination, Committees: Committees- meaning, purpose, types and advantages and disadvantages. The roles of the Chair and Secretary of a committee, Organizational design- The Classical Approach, The Task-Technology Approach, Environmental Approach, Downsizing, Organizational structure- concepts: Formal & informal organizational structures; Types of formal organizational structures, Coordination- meaning, Differentiation & integration. Approaches to achieve effective coordination, Power & distribution of authority: Power- meaning & sources, Authority- meaning, basis of formal authority, types of authority. Delegation – meaning, advantages & disadvantages of delegation, barriers to delegation, guidelines for effective delegation. Decentralization & Centralization- advantages & disadvantages, challenges of Decentralization, factors influencing Decentralization	10
4	Leading Leadership: Concept and Styles; Trait and Situational Theory of Leadership. Motivation: Concept and Importance; Maslow Need Hierarchy Theory; Herzberg Two Factors Theory, McGregor, Vroom and Ouchi theory. Reward- types of intrinsic and extrinsic reward, Group & Teamwork: Dynamics of group behavior, Team: meaning, types, characteristics, making team effective, Consequences of ineffectiveness at work, Communication & negotiation: importance of effective communication, Process and Barriers. Transactional Analysis (TA), Johari Window, Communicating in business, Change Management: Resistance to change and strategies to manage change, conflict levels, causes and resolution. Functional and Dysfunctional aspects of conflict	10
5	Human Resource Management & Controlling Recruitment and selection of employees, Learning and training at work, Review and appraisal of individual performance, Competence frameworks and personal development, Meaning and steps in controlling – Pre-requisites of a strong control system -Methods of establishing control	8
Total Hours		48

Textbook :

- 1 Principles of Management , L. M. Prasad , Sultan Chand and Sons, 2015
- 2 Management, James A.F Stoner, R. Edward Freeman & Daniel R. Gilbert, Pearson , 2009

References:

- 1 Management: Text and Cases, Management: Text and Cases, V.S.P. Rao, Excel Books India , -
- 2 Principles of Management , Principles of Management , Koontz & O'Donnell, MCGraw Hill, -

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	

Instructional Method:

- 1 Theory

Supplementary Resources:

- 1 <https://byjus.com/commerce/nature-and-significance-of-principles-of-management/>
<https://study.com/academy/lesson/henri-fayols-management-principles-managing-departmental-task-organization.html> <https://www.uagc.edu/blog/5-principles-of-great-management> https://www.managementstudyguide.com/management_principles.htm
<https://www.simplilearn.com/principles-of-management-by-henri-fayol-article>