

SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Syllabus with effect from the Academic Year 2023-2024

B.COM.: (BUSINESS STUDIES) SEMESTER -I

Course Code	UB01MICOM01	Title of the Course	BUSINESS ORGANIZATION AND MANAGEMENT -I
Total Credits of the Course	04	Hours per Week	04

Course Objectives	The course aims to provide basic knowledge to the students about the Organization and Management of a Business Enterprise.
-------------------	--

Unit	Course Description	Weightage (%)
1.	Management: Meaning and Definitions, Characteristics, Importance, Managerial Functions, Principles of Management (Frederick Taylor, Henry Fayol) Managerial Roles & Skills.	25%
2.	Planning & Decision Making: Planning- Meaning and Definitions, Characteristics, Importance, Limitations, Types of plans, Process of Planning, Elements (Components) of Planning. Decision Making- Meaning and Definitions, Characteristics, Steps in Decision Making Process, Types of Decisions.	25%
3.	Organizing: Meaning and Definitions, Characteristics, Steps for Organizing Process, Principles of organization, Types of Organization: Linear, Functional, Linear and Staff, Delegation of Authorities: Meaning, Importance & Process, Centralization & Decentralization.	25%
4.	Controlling: Meaning and Definitions, Characteristics, Importance, Steps in Control Process, Types of Control, Techniques of Control: (A) Budgetary Control-Meaning, Objectives, Advantages & Limitations (B) Break Even Analysis-Meaning, Uses & Limitations.	25%

SARDAR PATEL UNIVERSITY
 Vallabh Vidyanagar Gujarat
 (Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
 Syllabus with effect from the Academic Year 2023-2024

Units have the same weightage in the evaluation as suggested in the course outline.

Teaching –Learning Methodology	Lecture Method, Online Lectures, Group Discussion
--------------------------------	---

Evaluation Pattern		
Number	Details of Evaluation	Weightage
1.	Internal/Written Examination	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-Voce, Quizzes, Seminars, Assignments, Attendance	15%
3.	University Examination	70%

Students have to score a minimum of 40% (Forty Percentage) to pass the course.

No.	Course Out comes: Having completed this course,
1.	Student will be acquainted with the basic concept of Management and its other aspects.
2.	Student will have a thorough idea about Planning and Decision Making.
3.	Student will have in depth knowledge of the term Organizing.
4.	Student will acquire conceptual clarity about Controlling and its controlling methods.

Suggested References:	
No.	References
1.	Human Resource Management by CB Gupta, Modern Business Organization, Mayur Paperbacks, New Delhi
2.	Text and Cases of Human Resource Management by P SUBBA ROA. Global Media.
3.	Human Resource and Personnel Management by K ASWATHAPPA, McGraw Hill Education.
4.	Human Resources Management by SKhanka, S. Chand and Company.
5.	Kaul, V.K., Business Organization and Management, Pearson Education, New Delhi
6.	Chhabra, T.N., Business Organization and Management, Sun India Publications, New Delhi
7.	KOONTZ and WEHRICH, Essentials of Management, McGraw Hill Education.
8.	BASU, C. R., Business Organization and Management, McGraw Hill Education.
9.	BURTON GENE and MANABTHAKUR; Management Today: Principles and Practice; Tata McGraw Hill, New Delhi.
10.	DRUKER PETER F: Management Challenges for 21 st Century, Butterworth Heinemann, Oxford.
11.	LOUIS A. ALLEN: Management and Organization; McGraw Hill, Tokyo
12.	HAMTON, DAVID R.: Modern Management, McGraw Hill; New York.
13.	STONER, FREEMAN and GILBERT: Management; Prentice-Hall International Learning Limited, New Delhi.
On-Line Resources available that can be used as Reference Material	
https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384	