

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**

<b>Course Code</b>	<b>UB1MICOM01</b>	<b>Title of the Course</b>	<b>BUSINESS ORGANIZATION AND MANAGEMENT -I</b>
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.
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<b>Unit</b>	<b>Course Description</b>	<b>Weightage (%)</b>
<b>1.</b>	<b>Management:</b> Meaning and Definitions, Characteristics, Importance, Managerial Functions, Principles of Management (Frederick Taylor, Henry Fayol) Managerial Roles & Skills.	<b>25%</b>
<b>2.</b>	<b>Planning &amp; Decision Making: Planning-</b> Meaning and Definitions, Characteristics, Importance, Limitations, Types of plans, Process of Planning, Elements (Components) of Planning. <b>Decision Making-</b> Meaning and Definitions, Characteristics, Steps in Decision Making Process, Types of Decisions.	<b>25%</b>
<b>3.</b>	<b>Organizing:</b> 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.	<b>25%</b>
<b>4.</b>	<b>Controlling:</b> 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.	<b>25%</b>

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

Teaching –Learning Methodology	Lecture Method, Online Lectures, Group Discussion
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<b>Evaluation Pattern</b>		
<b>Number</b>	<b>Details of Evaluation</b>	<b>Weightage</b>
<b>1.</b>	Internal/Written Examination	<b>15%</b>
<b>2.</b>	Internal Continuous Assessment in the form of Practical, Viva-Voce, Quizzes, Seminars, Assignments, Attendance	<b>15%</b>
<b>3.</b>	University Examination	<b>70%</b>

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

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

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