SARDAR PATEL UNIVERSITY
Programme: B.Com.
Semester: I
Syllabus with Effect From:June-2018

Paper Code:UB01CCOM22	Total Credit:3
Title Of Paper: Business Organisation and Management - I	

Objective: The course aims to provide basic knowledge to the students about the Organisation and management of a business enterprise.

Unit	Description of Detail	Weighting(%)
I	**Management** Meaning and Definition, Features, Objectives, Process of management, Managerial Functions (POSDCORB), Significance, Managerial Roles & Skills.	25%
II	**Planning & Decision Making** **Planning :**Meaning and Definition, Features, Importance, Limitations, Types/elements of plans, Steps in Planning Process. **Decision Making :**Meaning & Characteristics, Steps in Decision Making Process, Types of Decisions.	25%
III	**Organising** Concept, Process, Principles of organization, Delegation of Authorities: meaning, importance & process, Centralization & Decentralization, Types of Organisation : line, functional, line and staff.	25%
IV	**Controlling** Concept, Nature, Importance, Steps in control process, Types of control, Techniques of Control : (A) Budgetary control-meaning, objectives, advantages & limitations (B) Break Even Analysis-concept, uses & limitations.	25%

Basic Text & Reference Books:-

- Human Resource Management by C B Gupta
- Text and Cases of Human Resource Manament by P SubbaRoa
- Human Resource and Personnel Management by K Aswathapppa
- Human Resources Management by S S Khanka
- Kaul, V.K., *Business Organisation and Management*, Pearson Education, New Delhi
- Chhabra, T.N., *Business Organisation and Management*, Sun India Publications, New Delhi,
- Gupta CB, *Modern Business Organisation*, Mayur Paperbacks, New Delhi
- Koontz and Weihrich, *Essentials of Management*, McGraw Hill Education.
- Basu, C. R., *Business Organization and Management*, McGraw Hill Education.
- Burton Gene and Manab Thakur; Management Today: Principles and Practice; Tata McGraw Hill, New Delhi.
  (**Note:** Latest Editions of the above books may be used.)