

SARDAR PATEL UNIVERSITY

B.COM. (BUSINESS STUDIES) SEMESTER-I		
Course Code UB01CCOM72	Course Title Business Organisation and Management - I	Total Credit 3
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 Definition, Features, Objectives, Process of management, Managerial Functions (POSDCORB), Significance, Managerial Roles & Skills.	25%
2	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%
3	Organising Concept, Process, Principles of organization, Delegation of Authorities: meaning, importance & process, Centralization & Decentralization, Types of Organisation : line, functional, line and staff.	25%
4	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%

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

Teaching-Learning Methodology	<ul style="list-style-type: none"> Lecture Method Online Lectures Group Discussion
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Evaluation Pattern		
Sr.No.	Details of the 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 will have to score a minimum of 40 (Forty) Percent to pass the course.

Course Outcomes: Having Completed this course, the students will be able to	
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 related aspects.

Suggested References:	
Sr. No	References
1.	Human Resource Management by C B Gupta Gupta CB, Modern Business Organisation, Mayur Paperbacks, New Delhi
2.	Text and Cases of Human Resource Manament by P SubbaRoa
3.	Human Resource and Personnel Management by K Aswathappa
4.	Human Resources Management by S S Khanka
5.	Kaul, V.K., Business Organisation and Management, Pearson Education, New Delhi
6.	Chhabra, T.N., Business Organisation and Management, Sun India Publications, New Delhi
7.	Koontz and Weihrich, Essentials of Management, McGraw Hill Education.
8.	Basu, C. R., Business Organization and Management, McGraw Hill Education.
9.	Burton Gene and Manab Thakur; Management Today: Principles and Practice; Tata McGraw Hill, New Delhi.
On-Line Resources available that can be used as Reference Material	
https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384	