

**SARDAR PATEL UNIVERSITY**  
**Programme: B.Com.**  
**Semester: II**  
**Syllabus with Effect From: November/December-2018**

<b>Paper Code:UB02CCOM22</b>	<b>Total Credit:3</b>
<b>Title Of Paper: Business Organisation and Management - II</b>	

**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(%)
<b>I</b>	<b>Directing and Leadership</b> <b>(A) Directing:</b> Meaning and Definition, Elements, Importance, Principles of Direction. <b>(B) Leadership:</b> Meaning and Definition, Nature, Importance, Style of leadership : Autocratic, Democratic, Free rein, Quality of a good leader.	<b>25%</b>
<b>II</b>	<b>Motivation and Communication</b> <b>(A) Motivation:</b> Concept, Importance, Theories of Motivation : Maslow Theory, Herzberg Theory, McGregor's Theory. <b>(B) Communication:</b> Concept, Importance, Process, Types of communication, Barriers of communication, Measures for Effective Communication.	<b>25%</b>
<b>III</b>	<b>Introduction to Human Resource Management</b> Concept, Objectives, Functions : Managerial & Operational, HR Planning-Concept & Process, HR Policies- Meaning & Development.	<b>25%</b>
<b>IV</b>	<b>Employer &amp; Employee Relations</b> Meaning, Parties, Importance, Trade Union- Functions & Problems, Industrial Disputes- Meaning, Causes & Preventive measures. Collective Bargaining-Meaning & Process.	<b>25%</b>

**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 Aswathappa
  - 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 Wehrich, *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.)