

**SARDAR PATEL UNIVERSITY**  
**B.Com. Semester: II**  
**Syllabus with Effect From: November/December-2019**

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| <b>Paper Code: UB02CCOM52</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><br><b>(A) Directing:</b> Meaning and Definition, Elements, Importance, Principles of Direction.<br><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><br><b>(A) Motivation:</b> Concept, Importance, Theories of Motivation : Maslow Theory, Herzberg Theory, McGregor's Theory.<br><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><br>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><br>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 Management 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 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.)