

SARDAR PATEL UNIVERSITY

B.COM. (BUSINESS STUDIES) SEMESTER-II		
Course Code UB02CCOM72	Course Title Business Organisation and Management - II	Total Credit 3
Course Objectives	The course aims to provide basic knowledge to the students about the organization and management of a business enterprise.	

Course Description		
Unit	Description	Weight age
1.	Directing and Leadership (A) Directing: Meaning and Definition, Elements, Importance, Principles of Direction. (B) Leadership: Meaning and Definition, Nature, Importance, Style of leadership : Autocratic, Democratic, Free rein, Quality of a good leader.	25%
2.	Motivation and Communication (A) Motivation: Concept, Importance, Theories of Motivation : Maslow Theory, Herzberg Theory, McGregor's Theory. (B) Communication: Concept, Importance, Process, Types of communication, Barriers of communication, Measures for Effective Communication.	25%
3.	Introduction to Human Resource Management Concept, Objectives, Functions : Managerial & Operational, HR Planning- Concept & Process, HR Policies- Meaning & Development.	25%
4.	Employer & Employee Relations Meaning, Parties, Importance, Trade Union- Functions & Problems, Industrial Disputes- Meaning, Causes & Preventive measures. Collective Bargaining- Meaning & Process.	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 • Practical Problem Solving
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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.	Understand the basic concepts and other aspects of Directing and Leadership
2.	Have thorough knowledge about Motivation and Communication
3.	Have conceptual clarity of Employer and Employee Relations, and aspects related to it.
4.	Obtain an overview of Human Resource Management.
Suggested References:	
Sr. No	References
1.	Sancheti&Kapoor: Statistics: Theory, Methods and Applications, Sultan Chand & sons, New Delhi
2.	Kapoor, V.K.:Business Mathematics, sultan Chand and Sons, New Delhi
3.	Soni, R.S.: Business Mathematics, Pitamber Publishing Ho
Subject : BUSINESS COMMUNICATION, Management concept and organizational behavior – Module – 8,18,26 Subject : HRM for Non-Hr Managers	
https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/196 https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384 https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/240	