

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: I
Syllabus with effect from: June 2014

Paper Code: UB01FBVB01	Total Credits: 3
Title Of Paper: Business Organization & Management – I	

Unit	Description in detail	Weightage (%)
1	Nature & Scope of Business: Concept of business Characteristics of business Classification of business activities Interrelation ship between industry ,commerce, trade, Functions of business	25 %
2	Forms of business organization: Sole proprietorship: Concept, characteristics, merits and demerits Partnership : Concept, characteristics, Types, advantages and disadvantages Joints Stock Company :Concept, Features, types of companies, advantages and disadvantages Cooperative society: Concept, characteristics, distinction between cooperative and company,	25 %
3	Management: Meaning, nature, purpose, functions ,managerial process Planning: Nature & purpose, objectives, strategies, polices and planning premises Organizing: Nature & Purpose of organization, Types of Organization :Line & Functional Organization	25 %
4	Directing & Controlling: Directing : Meaning, characteristics & purpose Motivation: Meaning & significance, theories of motivation-Maslow& Herzberg theory Leadership: Meaning &nature, leadership styles Controlling: Meaning characteristics, importance & process	25 %

Basic Text & Reference Books:

- Business Organisation & Management — by R.K. Sharma
- Business Organisation & Management — by C.B. Gupta
- Principles of Business Organisation — by Y.K. Bhushan
- Essentials of Management — by Koontz & O’Donald
- Principal and Practice of Management — by L.M. Prasad

