

**SARDAR PATEL UNIVERSITY**  
**Programme: Bachelor of Vocation (Supply Chain and Logistics)**  
**Semester: II**  
**Syllabus with effect from: December 2015**

<b>Paper Code:</b> UB02FBVS01	<b>Total Credits: 3</b>
<b>Title Of Paper:</b> Business Organization & Management – II	

Unit	Description in detail	Weightage (%)
<b>1</b>	<b>Decision making</b> Introduction, Definition, characteristics, Elements, process, principles of decision making, characteristics of good & effective decision, Administrative problems in decision making, types of decisions	<b>25%</b>
<b>2</b>	<b>Staffing</b> Introduction, definitions Recruitment: meaning, sources of recruitment. Selection : meaning, need, importance, stages of selection procedure Training: meaning, needs, importance & types Development : Meaning, importance & Methods /Techniques of development	<b>25%</b>
<b>3</b>	<b>Coordination</b> concept characteristics Need and importance Principles or essential of effective coordination Techniques of coordination Types of coordination Problems in coordination	<b>25%</b>
<b>4</b>	<b>Social Responsibility &amp; Business Ethics</b> Introduction, meaning & definitions Factors responsible for realization of SR SR of business towards different groups Business ethics: concept, Ethics and Business ethics Needs of Business ethics Principles of Business ethics Factors affecting business ethics, Benefits of business ethics	<b>25%</b>

**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
- Principal and Practice of Management — by L.M. PrasaD

