

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND**  
**(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)**

**AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR**

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified  
 GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A<sup>+</sup>** KCG-Dept of Edu. Got of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A<sup>+</sup>** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

**Bachelor of Commerce (BCOM)**

**Semester - I**

<b>Course Code</b>	<b>UB1MICOM01</b>	<b>Title of the Course</b>	<b>BUSINESS ORGANISATION &amp; MANAGEMENT - I</b>
<b>Total Credits of the Course</b>	<b>04</b>	<b>Hours per Week</b>	<b>04</b>

<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>• To develop the knowledge of management</li> <li>• To learn about the process of decision making and planning</li> <li>• To study effective organization and its process</li> <li>• To develop the knowledge of directing, leadership &amp; co-ordination</li> </ul>
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<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1.</b>	<b>Management:</b> <ul style="list-style-type: none"> <li>• Meaning and Definitions</li> <li>• Characteristics of Management</li> <li>• Importance of Management</li> <li>• Functions of management</li> <li>• Principles of Management</li> <li>• Managerial Roles</li> <li>• Case study</li> </ul>	<b>25%</b>
<b>2.</b>	<b>Planning &amp; Decision Making</b> <b>(A) Planning:</b> <ul style="list-style-type: none"> <li>• Meaning and Definitions</li> <li>• Characteristics of planning</li> <li>• Importance and Limitations</li> <li>• Types of planning</li> <li>• Case study</li> </ul> <b>(B) Decision Making-</b> <ul style="list-style-type: none"> <li>• Meaning and Definitions,</li> <li>• Characteristics</li> <li>• Process of Decision Making</li> <li>• Types of Decisions</li> <li>• Case study</li> </ul>	<b>25%</b>

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<b>3.</b>	<p><b>Organizing:</b></p> <ul style="list-style-type: none"> <li>● Meaning and Definitions</li> <li>● Characteristics,</li> <li>● Steps for Organizing Process,</li> <li>● Delegation of Authorities:</li> <li>● Centralization &amp; Decentralization                             <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Importance</li> <li>• Limitations</li> </ul> </li> <li>● Case study</li> </ul>	<b>25%</b>
<b>4.</b>	<p><b>Directing , Leadership and Coordination</b></p> <ul style="list-style-type: none"> <li>● <b>Directing:</b> Meaning and Definitions, Characteristics,Principles</li> <li>● <b>Leadership:</b> Meaning and Definitions, Characteristics,Types of Leadership</li> <li>● <b>Coordination:</b> Meaning and Definitions, Characteristics,Importance, Types of coordination,</li> <li>● Case study</li> </ul>	<b>25%</b>

<b>Teaching-Learning Methodology</b>	<ul style="list-style-type: none"> <li>● Lecture Method</li> <li>● Online Lectures</li> <li>● Group Discussion</li> <li>● Case Study</li> </ul>
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<b>Evaluation Pattern</b>		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written	30%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance	20%
3.	External Examination	50%

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<b>Course Outcomes: Having Completed this course, the students will be able to</b>	
1.	Acquaint with the basic concepts of Management and its other aspects
2.	Have thorough idea about Planning and Decision Making.
3.	Have in depth knowledge of the Organizing.
4.	Know conceptual clarity about Directing , Leadership and coordination

<b>Suggested References</b>	
1.	Human Resource Management by C B Gupta, Modern Business Organization, Mayur Paperbacks,
2.	Text and Cases of Human Resource Management by PSUBBAROA. Global Media.
3.	Human Resource and Personnel , Mc Graw Hill Education
4.	Kaul, V.K., Business Organization and Management, Pearson Education, New Delhi
5.	Chhabra, T.N., Business Organization and Management, Sun India Publications,New Delhi
6.	KOONTZ and WEIHRICH, Essentials of Management, McGraw Hill Education
7.	BASU, C.R., Business Organization and Management, Mc Graw Hill Education
8.	BURTONGENE and MANABTHAKUR; Management Today: Principles and Practice; Tata McGraw Hill, New Delhi.
<b>On-Line Resources available that can be used as Reference Material</b>	
<a href="https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384">https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384</a>	

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