



B. J. VANIJYA MAHAVIDYALAYA
(Autonomous)
(Grant-in-Aid)

(Affiliated to Sardar Patel University)

Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India

Accredited with CGPA of 2.78 on four-point scale at B++ Grade by NAAC

Syllabus as per the NEP 2020 with effect from June – 2024

Bachelor of Commerce (B. Com.)

Semester – I

Course Code	UB01MICOM01	Title of the Course	Business Organization & Management
Total Credits of the Course	04	Hours per week	04

Course Objectives:	<ol style="list-style-type: none">1) To provide basic knowledge to the students about the Organization and Management of a Business Enterprise.2) To develop managerial skills among students.3) To develop decision making skill among students.4) To acquire knowledge about organizing and controlling.
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Course Content		
Unit No.	Description	Weightage (%)
1.	Management: <ul style="list-style-type: none">• Meaning and Definitions, Characteristics, Importance,• Managerial Functions,• Principles of Management,• Managerial Roles & Skills	25%
2.	Planning & Decision Making: <ul style="list-style-type: none">• Planning: Meaning and Definitions, Importance, Limitations, Components of Planning, Process of Planning,• Decision Making: Meaning and Definitions, Characteristics, Steps in Decision Making Process	25%



3.	Organizing: <ul style="list-style-type: none"> • Meaning and Definitions, Characteristics, • Steps for Organizing Process, Principles of organization, • Types of Organization: Linear, Functional, Linear and Staff, • Delegation of Authorities: Meaning, Importance & Process, Centralization & Decentralization 	25%
4.	Controlling: <ul style="list-style-type: none"> • Meaning and Definitions, Characteristics, Importance, • Steps in Control Process, Types of Control 	25%

Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / MCQ (As per CBCS R.6.8.3)	30%
2.	Internal Continuous Assessment in the form of Practical, Viva- voce, Quiz, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	20%
3.	Final Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Student will be acquainted with the basic concept of Management and its other aspects
2.	Student will have a thorough idea about Planning and Decision Making.
3.	Student will have in depth knowledge of the term Organizing.
4.	Student will acquire conceptual clarity about Controlling and its controlling methods.



Suggested References:	
Sr. No.	References:
1.	Human Resource Management by CB Gupta, Modern Business Organization, Mayur Paperbacks, New Delhi.
2.	Text and Cases of Human Resource Management by P SUBBA ROA. Global Media.
3.	Human Resource and Personnel Management by K ASWATHAPPPA, McGraw Hill Education.
4.	Human Resources Management by SKhanka, S. Chand and Company.
5.	Kaul, V.K., Business Organization and Management, Pearson Education, New Delhi.
6.	Chhabra, T.N., Business Organization and Management, Sun India Publications, New Delhi.
7.	Koontz and Weihrich, Essentials of Management, McGraw Hill Education.
8.	Basu, C. R., Business Organization and Management, McGraw Hill Education.
9.	Burtongene and Manabthakur; Management Today: Principles and Practice; TataMcGraw Hill, New Delhi.
10.	Druker Peter F: Management Challenges for 21stCentury, Butterworth Heinemann, Oxford.
11.	Louis A. Allen: Management and Organization; McGraw Hill, Tokyo.
12.	Hamton, David R.: Modern Management, McGraw Hill; New York.
13.	Stoner, Freeman and Gilbert: Management; Prentice-Hall International Learning Limited, New Delhi.

Sr. No.	On-Line Resources available that can be used as Reference Material
1.	https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384

