



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 – 2026

Bachelor of Commerce (B.Com.)

Semester – I

Course Code	UBB1MIBOM01	Title of the Course	Business Organisation & Management
Total Credits of the Course	04	Hours per week	04

Course Learning Outcomes: Having completed this course, the students will be able to	
CLO 1	Apply and analyze management functions, principles, and roles to address organizational challenges and demonstrate leadership, decision-making, and problem-solving capabilities in real-life situations.
CLO 2	Evaluate and apply planning frameworks and decision-making techniques to develop strategic solutions and select optimal alternatives in dynamic business environments.
CLO 3	Analyze organizational structures and delegation processes to design effective organizational systems and justify authority relationships in various business contexts.
CLO 4	Evaluate controlling processes and apply modern control techniques to monitor performance, diagnose deviations, and implement corrective actions for organizational effectiveness.

Course Content			
Unit No.	Description	Weightage (%)	CLO(s)
1.	Introduction to Management: - Management Concept: Meaning, Definition and Importance - Managerial Functions and Levels of Management - Principles of Management and Modern Management Techniques - Managerial Roles & Skills and Challenges faced by today's Manager - Case Studies on Failure of Management Functions, Ethical Dilemma and Startup Growth Challenge	25%	CLO 1
2.	Planning & Decision Making: - Planning: Meaning and Definitions, Importance of Planning, Types of Plans, Process of Planning. - Decision Making: Meaning, Types, Factors affecting Decision Making, Modern Techniques of Decision Making, Steps in Decision Making Process	25%	CLO 2



	Case Studies on Poor Planning Failure, Strategic Planning Success, and Decision-Making Under Pressure		
3.	Organizing & Staffing: - Meaning and Importance - Steps for Organizing Process - Types of Organization: Linear, Functional, Linear and Staff - Delegation of Authorities: Meaning, Importance & Process - Difference between Centralization & Decentralization - Case Studies on Delegation Failure, Centralization & Decentralization and Organizational Structure Change Staffing: Meaning, Purpose of staffing, Overview of Recruitment & Selection process.	25%	CLO 3
4.	Directing & Controlling: Directing: - Meaning, Qualities of a good leader, Leadership styles (Autocratic, Democratic and Free Rein) Controlling: - Concept of Controlling - Importance of Controlling - Controlling Process and Modern Techniques of Controlling - Case Studies on Successful Control System and Production Control Failure - Role Play on Manager vs Employee (Control Conflict)	25%	CLO 4

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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Internal and External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)
1	Class Test (at least one)	15 (30%)
2	Quiz (at least one)	15 (30%)
3	Active Learning	05 (10%)
4	Home Assignment	05 (10%)
5	Class Assignment	05 (10%)
6	Attendance	05 (10%)
Total Internal (%)		50 (100%)
Final Examination		50 (100%)

Notes:

- ❖ Multiple Choice Questions will be based on Bloom's Taxonomy Level 1 & 2.
- ❖ Class Test and Written Examination questions will be based on various levels of Bloom's Taxonomy.

CLO-PLO Matrix (Course Learning Outcomes-Programme Learning Outcomes)

CLO	PLO										
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1	3	3	3	2	2	3	2	3	1	1	---
CLO 2	3	3	3	2	2	3	2	3	1	2	---
CLO 3	3	3	3	1	2	3	2	3	1	1	---
CLO 4	3	3	3	2	2	3	2	3	1	2	---

(Scale: 3: Strong, 2: Moderate, 1: Low, ---: No Correlation)

Suggested Learning Material Books:

Sr. No.	Title	Author(s)	Year / Edition	Publisher
1	Human Resource and Personnel Management	K. Aswathappa	2017, 8th Edition	McGraw Hill Education
2	Business Organization and Management	C. R. Basu	2012, Revised Edition	McGraw Hill Education
3	Management Today: Principles and Practice	Burton Gene & M. Thakur	2013, 1st Edition	Tata McGraw Hill
4	Business Organization and Management	T. N. Chhabra	2014, Revised Edition	Sun India Publications
5	Human Resource Management	C. B. Gupta	2014, Revised Edition	Mayur Paperbacks
6	Business Organization and Management	V. K. Kaul	2016, Revised Edition	Pearson Education
7	Human Resource Management	S. S. Khanka	2015, Revised Edition	S. Chand & Company Ltd.

Online Resources (Open Sources)

Sr. No.	Description of Resource	Web Link
1	SWAYAM – MOOCs on Business Organisation and Management (Online courses covering principles of management, business organization, planning, organizing, staffing, directing, and controlling.)	https://swayam.gov.in
2	Saylor Academy – Principles of Management (Open educational resource covering the fundamentals of management, organizational structure, leadership, and decision-making.)	https://saylordotorg.github.io/text_principles-of-management-v1.1/
3	OpenStax – Principles of Management (Free online textbook covering management theories, functions, organizational behaviour, and leadership.)	https://openstax.org/details/books/principles-management
4	Brain Kart – Management Concepts and Organizational Behaviour (Educational resource on	https://arts.brainkart.com/subject/management-concepts---organisational-behaviour-3/

	management concepts, decision-making, and organizational behaviour.)	
5	Management.org – Organizing in Management (Comprehensive online resource covering management functions, organizational structure, leadership, planning, and human resource management.)	https://management.org/management/index.htm
6	Zain Books – Essentials of Management (Free online study material covering principles, functions, and practices of management.)	https://www.zainbooks.com/books/human-resource-management/human-resource-management1_2_essentials-of-management.html