

Year, Semester & Major/Allied/Elective	First Year – First Semester – Core Major Paper No. 1		
Subject Title	Business Organisation & Management Fundamentals		
L T P & Credits	4 0 0 4 Credits	Teaching Hours	70 Hours

Unit	Contents	Hrs.
I	Business: Characteristics – Distinction between Business, Profession and Employment – Scope – Classification of Industries – Meaning & Importance of Commerce – Trade & Aids to trade. Setting up a business: Establishing a business – Motives – Problems – Requisites for success in business – Reasons for business failures. Business Organisation: Meaning – Objectives – Forms.	10
II	Different styles of business: Sole Proprietorship - Partnership – Limited Liability Partnership – Joint Stock Companies (Includes Features, Classification, Merits, Limitations & Suitability of all styles)	15
III	Public Sector Undertakings: Departmental Undertakings - Government Companies - Statutory Corporation (Includes Features, Merits and Limitations) Global Enterprises and Joint Ventures: Meaning - Features	10
IV	Management: Nature & Significance – Management process – Management & Administration – Levels of management – Management as Art, Science and Profession – Managerial Skills.	10
V	Evolution of Management Thought: Taylor’s Scientific Management – Henry Fayol’s Administrative Management – Behavioural & Human Relations Approach to Management – Contingency Approach – Quantitative Approach – Systems Approach	15
VI	Swami Vivekananda’s Management Thought: Corporate Responsibility – Trusteeship Management - Servant Leadership – Efficiency – Become Universal.	10

Student Performance Assessment and Evaluation:	
Continuous Internal Assessment	Class Tests – 5 Marks, Model Exam – 10 Marks, Assignments & Seminars – 10 Marks. Total – 25 Marks
End Semester Exam	Section A – 10x2 = 20 Marks (10 out of 12) Section B – 5x5 = 25 Marks (5 out of 7) Section C – 2x15 = 30 Marks (2 out of 4) Total - 75 Marks

Recommended Text Books:
<ol style="list-style-type: none"> 1. Business Organisation & Management, Balaji & Prasad, Margham Publications, 2011 2. Business Organisation & Management, C.B. Gupta, Sultan Chand, 2012
Reference Books:
<ol style="list-style-type: none"> 1. Essentials Of Management, Harold Koontz, Heinz Weihrich, McGraw Hill 2. Business Organisation & Management, Dinkar Pagare, Sultan Chand, 2012 3. Business Organisation & Management, P.C. Tulsian & Vishal Pandey, Pearson, 2002 4. Business Organisation & Management, Y K Bhushan, Sultan Chand, 2016 5. Swami Vivekananda’s Winning Formulas to become successful managers, A.R.K. Sharma, Sri Sharada Book House, 2012