

Programme: <b>B.Com.</b>		Year: <b>First</b>	Semester: <b>Second</b>
Subject: <b>Commerce</b>			
Course Code: <b>C010201T</b>		Course Title: <b>Business Management</b>	
Course outcomes: After completing this course a student will have:			
<ul style="list-style-type: none"> <li>✓ Ability to understand the concept of Business Management along with the basic laws and norms of Business Management.</li> <li>✓ Ability to understand the terminologies associated with the field of Business Management and control along with their relevance.</li> <li>✓ Ability to identify the appropriate method and techniques of Business Management for solving different problems.</li> <li>✓ Ability to apply basic Business Management principles to solve business and industry related problems.</li> </ul>			
Ability to understand the concept of Planning, Organising, Direction, Motivation and Control etc.			
Credits: <b>6</b>		Core Compulsory / Elective: <b>Compulsory</b>	
Max. Marks: 25+75		Min. Passing Marks: 10+25	
Total No. of Lectures: <b>90</b>			
Unit	Topics		No. of Lectures
<b>I</b>	Discuss the Management Practices in Indian “Vedas”. Introduction: Concept, Characteristics, Nature, Process and Significance of Management; Managerial Roles (Mintzberg); An overview of functional areas of Management; Development of Management Thought; Classical and Neo Classical System; Contingency Approach, System Approach.		24
<b>II</b>	Planning: Concept, Characteristics, Process, Importance and Types, Criteria of effective planning. Decision-Making: Concept, Process, Types and Importance. Management by Objectives. Organisation: Concept, Nature, Process and Significance. Authority and Responsibility Relationships. Centralization and Decentralization. Departmentation. Organizational Structure-Forms.		24
<b>III</b>	Direction: Concept and Techniques, Coordination as an Essence of Management, Communication-Nature, Process, Importance, Types, Networks and Barriers. Effective Communication. Management of Change: Concept, Nature, Types of Changes and Process of Planned Change, Resistance to Change and methods of reducing resistance to change.		21
<b>IV</b>	Controlling: Meaning, Importance and Process, Effective Control System. Techniques of Control. Motivation- Concept, Types, Importance, Theories-Maslow, Herzberg, McGregor, Ouchi, Financial and Non-Financial Incentives. Leadership: Meaning, Concept, Functions and Leadership styles, Likert’s Four System of Leadership.		21
<b>Suggested Readings:</b>			
<ol style="list-style-type: none"> <li>1. Gupta, C.B., “Business Organisation”, Mayur Publication, (2014).</li> <li>2. Singh, B.P., Chhabra, T.N., “An Introduction to Business Organisation &amp; Management”, Kitab Mahal, (2014).</li> <li>3. Sherlekar, S.A. and Sherlekar, V.S, “Modern Business Organization &amp; Management Systems Approach Mumbai”, Himalaya Publishing House, (2000).</li> <li>4. Bhusan Y. K., “Business Organization”, Sultan Chand &amp; Sons, (1970).</li> <li>5. Jagdish Prakash, “Business Organization and Management”, Kitab Mahal publishers, (1997).</li> <li>6. Agarwal K.K., “Business Organisation and Management”.</li> <li>7. Joshi, G.L., “Vyavasayik Sanghathan Evam Prabandha”.</li> <li>8. Prasad, Jagdish, “Vyavasayik Sanghathan Evam Prabandha”.</li> <li>9. Shukla, Sudhir, “Vyavasayik Sanghathan Evam Prabandha”.</li> <li>10. Shukla, Sudhir, “Management Concept &amp; Principles”.</li> <li>11. Yadav, Pankaj, Business Management, Neel Kamal Prakashan, Delehi</li> </ol>			
Note- <b>Latest edition of the text books should be used.</b>			
This course can be opted as an elective by the students of following subjects: <b>Open for all</b>			
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:			
Assessment and Presentation of Assignment			(04 marks)
Class Test-I (Objective Questions)			(04 marks)
Class Test-II (Descriptive Questions)			(04 marks)
Class Test-III (Objective Questions)			(04 marks)
Class Test-IV (Descriptive Questions)			(04 marks)
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)			(05 marks)