

<b>Subject Title</b>	<b>Paper MJR 102: BUSINESS ORGANISATION AND MANAGEMENT</b>		
<b>Class/Group</b>	<b>B. Com (CA) and B. Com (Business Analytics) (CBCS)</b>	<b>Semester</b>	<b>I</b>
<b>Paper: MJR 102</b>		<b>Max. Marks: 70EE+30IE=100</b>	
<b>PPW: 5 Hrs.</b>		<b>Exam Duration: 3Hrs</b>	

<b>COURSE OUTCOMES MJR 102- Business Organization and Management, 5 Credits</b>	
<b>CO 1</b>	To acquaint the students with the basics of commerce and business concepts and functions, form of business organization and functions of management
<b>CO 2</b>	To understand functions, form of business organization and functions of management
<b>CO 3</b>	To understand functions of management
<b>CO 4</b>	Provide understanding about kinds of companies and create awareness about multinational companies and familiarize with directing, motivation theories
<b>CO 5</b>	Get an idea about cooperative societies and Cooperative society movement in India and Provide idea about requirements of coordination

**Objective:** To acquaint the students with the basics of Commerce and Business concepts and functions, forms of Business Organization and functions of Management.

<b>UNITS</b>	<b>CONTENTS</b>
<b>I</b>	<b>INTRODUCTION:</b> Concepts of Business, Trade, Industry and Commerce - Objectives and functions of Business –Social Responsibility of a business - Forms of Business Organization - Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship – Meaning, Characteristics, Concept of Limited liability partnership – Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family – Meaning, Advantages and Disadvantages of Co-Operative Organization.
<b>II</b>	<b>JOINT STOCK COMPANY:</b> Joint Stock Company - Meaning - Definition - Characteristics - Advantages and Disadvantages - Kinds of Companies - Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents – Prospectus - Contents – Red herring Prospectus- Statement in lieu of Prospectus (As per Companies Act. 2013).
<b>III</b>	<b>FUNCTIONS OF MANAGEMENT:</b> Management - Meaning - Characteristics - Functions of Management - Levels of Management – Organization structure – Types of organization structure - Skills of Management- Scientific Management - Meaning - Definition - Objectives - Criticism – Fayol’s 14 Principles of Management.
<b>IV</b>	<b>PLANNING AND ORGANISING:</b> Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits –Weaknesses—Definition of Organizing-Organization-Process of Organizing - Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision.
<b>V</b>	<b>AUTHORITY, COORDINATION AND CONTROL:</b> Meaning of Authority, Power, responsibility and accountability - Delegation of Authority - Decentralization of Authority - Definition, importance, process, and principles of Coordination-techniques of Effective Coordination - Control - Meaning - Definition – Relationship between planning and control -Steps in Control - Requirements for effective control.
<b>Reference</b>	<b>Text Books &amp; Reference Books</b> <ol style="list-style-type: none"> <li>1. Business Organization &amp; Management: Sharma Shashi K. Gupta, Kalyani Publishers</li> <li>2. Business Organization &amp; Management: Patrick Anthony, Himalaya Publishing House</li> <li>3. Business Organization &amp; Management: Dr. Manish Gupta, PBP.</li> <li>4. Organization &amp; Management: R. D. Agarwal, McGraw Hill.</li> <li>5. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar</li> <li>6. , Himalaya Publishing House</li> <li>7. Business Organization &amp; Management: C.R. Basu, Tata McGraw Hill</li> <li>8. Business Organization &amp; Management: M.C. Shukla S. Chand,</li> <li>9. Business Organization and Management: D.S. Vittal, S. Chand</li> <li>10. Organizational Behaviour Text &amp; Cases: V.S.P. Rao, Himalaya Publishing House</li> </ol>