



# Sh. L. N. Hindu College, Rohtak (Haryana)

## Course Plan

Department of Commerce

Program: BBA+BCA

### Business Organisation and Management- ( 24COM401MI01)

#### SCHEME

<b>Course Name</b>	<b>Business Organisation and Management</b>	<b>Course Type</b>	<b>Theory</b>
<b>Course Code</b>	<b>24COM401MI01</b>	<b>Class</b>	<b>BBA I Sem.</b>
<b>Instruction Delivery</b>	<b>Per week Lectures: 4, Tutorial:1, Practical: 1 Total No. Classes Per Sem: 60(L), 15(T) Assessment in Weightage: Sessional (70%), End Term Exams (30%)</b>		
<b>Course Coordinator</b>	Ms. Lakshaya	<b>Course Instructors</b>	Theory: Ms. Lakshaya

#### COURSE OVERVIEW

This course provides a comprehensive understanding of business concepts and various forms of business organizations and combinations. It explores foundational principles of business management, covering planning, decision-making, organizing, staffing, leadership, motivation, and control. Additionally, the course delves into the evolution of management thought and key approaches in modern business practices.

#### PREREQUISITE

Basic knowledge of business operations and management principles.

#### COURSE OBJECTIVE

The objective of this course is to equip students with a foundation in business operations, management principles, and organizational structures. It aims to enhance understanding of decision-making, leadership, motivation, and control in modern business environments.

#### COURSE OUTCOMES (COs)

After the completion of the course, the student will be able to:

CO No.	Course Outcomes
1	Fundamental concepts of business, trade, industry, and commerce, and various forms of business organizations and the evolution of management thoughts.
2	Concepts and processes of planning and organizing, including different types of authority, decentralization, and delegation.
3	Concepts and processes of staffing, including recruitment, selection, and training, and major leadership theories.
4	Concepts and importance of motivation and control, including major motivation theories and techniques of control.



# Sh. L. N. Hindu College, Rohtak (Haryana)

## Course Plan

### COURSE CONTENT

Content
<p><b>UNIT-1</b>            Concepts: Business, trade, industry and commerce - Business: Features of business- Trade: Classification, Aids to trade - Industry: Classification Commerce Relationship between trade industry and commerce - Functions of Business. Forms of Business Organisation: Sole Proprietorship, Partnership firm, Joint Stock Company, One Person Company, Cooperative society; Limited Liability Partnership; Multinational Corporations; Choice of Form of Organisation; Business Combination: Need and Objectives, Forms: Mergers, Takeovers and Acquisitions.            Concept of Business Management, features and need for Study; and overview of managerial functions. Evolution of the Management Thoughts- Classical, Neo-Classical and Human Relations Approaches, Behavioural Approach, Systems Approach, contingency Approach and Modern Approaches/Theories.</p> <p><b>UNIT-2</b>            Planning: Concept, Process, and types and importance of Plans. Decision-making Concept, Process, and Importance. Concept and process of Organising - An overview, Different types of authority (line, staff and functional), Decentralisation, Delegation of authority, Formal and Informal Structure; Principles of Organising.</p> <p><b>UNIT-3</b>            Staffing: Concept, Importance and Process. Methods of Recruitment, Selection and Training- their merits and demerits. Leadership: Concept, Importance, Major theories of Leadership.</p> <p><b>UNIT-4</b>            Motivation: Concept, types, Importance, extrinsic and intrinsic motivation; Major Motivation theories. Control: Concept, Process, Limitations, Principles of Effective Control, Major Techniques of control.</p>

### LESSON PLAN (THEORY AND TUTORIAL CLASSES)

L. No	Topic to be Delivered	Tutorial Plan	Unit
1	Business, Trade, Industry, and Commerce: Introduction & Features	Discussion on Trade, Industry & Commerce	1
2	Classification of Trade and Aids to Trade		
3	Classification of Industry and Types of Industry		
4	Relationship between Trade, Industry, and Commerce; Functions of Business		
5	Sole Proprietorship	a) Discussion on choice & forms of organization	1
6	Partnership Firm		
7	Joint Stock Company		
8	One-Person Company		
9	Cooperative Society and LLP: Concepts and Features		
10	Multinational Corporations		



# Sh. L. N. Hindu College, Rohtak (Haryana)

## Course Plan

11	Choice of Form of Organisation	b) Discussion on forms of business combinations	
12	Forms of Business Combinations: Mergers, Takeovers, Acquisitions		
13	Concept of Business Management and Managerial Functions		
14	Evolution of the Management Thoughts- Classical, Neo-Classical and Human Relations Approaches	Discussion on management thoughts	1
15	Behavioural Approach, Systems Approach, contingency Approach and Modern Approaches/Theories		
16	Concept of Planning: Definition, Importance	Discussion on decision-making concept	2
17	Planning Process: Steps Involved		
18	Types of Plans: Short-term, Long-term, Strategic		
19	Decision-Making Process: Concept, Type		
20	Process of Decision-Making		
21	Importance of Decision-Making in Management		
22	Concept of Organising	Discussion on decentralization and delegation concept	2
23	Organising Process: Steps Involved		
24	Types of Authority: Line, Staff, and Functional		
25	Decentralisation		
26	Delegation of Authority: Process and Importance		
27	Formal and Informal Structures in Organisations		
28	Principles of Organising	a) Discussion on recruitment b) Discussion on leadership	3
29	Staffing: Concept, Importance, and Process		
30	Methods of Recruitment		
31	Selection: Merits, and Demerits		
32	Training: Types, Merits, and Demerits		
33	Leadership: Concept and Importance		
34	Leadership Theories	Discussion on motivation theories	4
35	Leadership Theories		
36	Motivation: Concept		
37	Motivation: Types (Extrinsic vs Intrinsic)		
38	Importance of Motivation		
39	Theories of Motivation: Maslow's Hierarchy of Needs		
40	Herzberg's Two-Factor Theory		
41	McGregor's Theory X and Theory Y		
42	Vroom's Expectancy Theory		



# Sh. L. N. Hindu College, Rohtak (Haryana)

## Course Plan

43	Control in Management: Concept	Question bank on controlling	4
44	Importance of Control in Management		
45	Control Process: Steps and Implementation		
46	Limitations of Control Systems		
47	Principles of Effective Control Systems		
48	Types of Control Techniques: Traditional		
49	Modern Techniques of Control		
50	Modern Techniques of Control		

### Text Book

R.K. Singla, Business Organisation and Management, VK Global Publications.

### Reference Books

- C.B Gupta, Business Organisation and Management, Sultan Chand and Sons Publications.
- Rahul Kumar Das, Business Organisation And Management, Double9 Books.
- Dr. S.C. Saksena & Dr. Gaurav Sankalp, Management and Organisational Behaviour, Sahitya Bhawan Publications.

### Web/Links for e-content

- [https://books.google.co.in/books?id=Ldjh\\_97MzmIC&lpg=PP1&pg=PP1#v=onepage&q&f=false](https://books.google.co.in/books?id=Ldjh_97MzmIC&lpg=PP1&pg=PP1#v=onepage&q&f=false)
- <https://kamarajcollege.ac.in/wp-content/uploads/Core-Business-Organisation-and-Management.pdf>



# Sh. L. N. Hindu College, Rohtak (Haryana)

## Course Plan

### PRACTICE QUESTIONS (QUESTION BANK)

S No	Problem
<b>UNIT I</b>	
1	Define business and explain its essential features.
2	Differentiate between trade, industry, and commerce. Explain how they are interrelated.
3	Discuss the classification of trade and the aids to trade in modern business.
4	Explain the different classifications of industries with examples.
5	Discuss the various functions of business in today's commercial environment.
6	Compare and contrast the Sole Proprietorship and Partnership Firm forms of business organisations
7	What are the features, merits, and demerits of a Joint Stock Company?
8	Define and explain the concept of a One Person Company (OPC) and its relevance in modern business.
9	Explain the concept, features, and benefits of a Cooperative Society and a Limited Liability Partnership (LLP).
10	Define Multinational Corporations (MNCs) and discuss their role in the global business environment.
11	What factors influence the choice of form of organisation? Discuss with examples.
12	Explain the need and objectives of business combinations.
13	Compare the different forms of business combinations: Mergers, Takeovers, and Acquisitions.
14	Explain the concept of business management, highlighting its features and need for study.
15	Discuss the evolution of management thought, focusing on classical, neo-classical, and human relations approaches.
<b>UNIT-II</b>	
12	Define planning and explain its importance in business management.
13	Discuss the process of planning and the various steps involved.
14	Differentiate between the types of plans (e.g., strategic, tactical, and operational) and their importance in an organisation.
15	What is decision-making? Explain its process and significance in an organization.
16	Discuss the concept of organising and the steps involved in the organising process.
17	Explain the different types of authority: Line, Staff, and Functional.
18	Define delegation of authority and explain its importance and process in management.



# Sh. L. N. Hindu College, Rohtak (Haryana)

## Course Plan

19	Explain the concept of decentralisation and discuss its merits and demerits in an organization.
20	Differentiate between formal and informal structures in an organization.
21	Explain the principles of organising and their relevance in structuring an effective organization
22	Discuss the concept of authority and responsibility and how they are related.
23	How is organising related to planning? Discuss the interdependency between the two managerial functions.
24	Discuss the importance of decentralisation in large business organizations, providing examples.
<b>UNIT- III</b>	
23	Define staffing and explain its importance in business organizations.
24	Explain the process of recruitment and discuss its various methods with their advantages and disadvantages.
25	Discuss the methods of selection and their importance in staffing the right employees.
26	What are the different methods of training? Compare their merits and demerits.
27	Define leadership and discuss its importance in an organisation.
28	Discuss the major theories of leadership.
29	Compare and contrast the modern leadership theories with classical approaches.
<b>UNIT-IV</b>	
30	Define motivation and explain its importance in management.
31	Differentiate between extrinsic and intrinsic motivation with examples.
32	Discuss Maslow's Hierarchy of Needs Theory of motivation and its relevance to modern organisations.
33	Explain Herzberg's Two-Factor Theory of motivation. How can it be applied to improve employee satisfaction?
34	Discuss McGregor's Theory X and Theory Y. How do these theories influence management styles?
35	Explain Vroom's Expectancy Theory of motivation and its application in the workplace.
36	Define control in management. Discuss its concept and process.
37	What are the limitations of control systems? How can these limitations be overcome?
38	Discuss the principles of effective control in management with practical examples.
39	Compare the traditional and modern control techniques used in organisations today.



# Sh. L. N. Hindu College, Rohtak (Haryana)

## Course Plan