

SARDAR PATEL UNIVERSITY  
Vallabh Vidyanagar Gujarat  
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11)  
Syllabus with effect from the Academic Year 2023-2024

**B.COM.: (BUSINESS STUDIES) SEMESTER -III**

<b>Course Code</b>	<b>UB03MICOM01</b>	<b>Title of the Course</b>	<b>Business Organization and Management – II</b>
Total Credits of the Course	04	Hours per Week	04

Course Objectives	The course aims to provide basic knowledge to the students about the organization and management of a business enterprise.
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Unit	Course Description	Weightage (%)
1.	<b>Directing and Leadership</b> <b>(A) Directing:</b> Meaning and Definition, Elements, Importance, Principles of Direction. <b>(B) Leadership:</b> Meaning and Definition, Nature, Importance, Style of leadership : Autocratic, Democratic, Free rein, Quality of a good leader.	25%
2.	<b>Motivation and Communication</b> <b>(A) Motivation:</b> Concept, Importance, Theories of Motivation : Maslow Theory, Herzberg Theory, McGregor's Theory. <b>(B) Communication:</b> Concept, Importance, Process, Types of communication, Barriers of communication, Measures for Effective Communication.	25%
3.	<b>Introduction to Human Resource Management</b> Concept, Objectives, Functions : Managerial & Operational, HR Planning- Concept & Process, HR Policies- Meaning & Development.	25%
4.	<b>Employer &amp; Employee Relations</b> Meaning, Parties, Importance, Trade Union- Functions & Problems, Industrial Disputes- Meaning, Causes & Preventive measures. Collective Bargaining- Meaning & Process.	25%

**Units have the same weightage in the evaluation as suggested in the course outline.**

Teaching – Learning Methodology	Lecture Method, Online Lectures, Group Discussion
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**Internal and / or External Examination Evaluation**

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1	<b>Class Test (at least one)</b>	<b>15 (30%)</b>	<b>10 (40%)</b>
2	<b>Quiz (at least one)</b>	<b>15 (30%)</b>	<b>05 (20%)</b>
3	<b>Active Learning</b>	<b>05 (10%)</b>	----
4	<b>Home Assignment</b>	<b>05 (10%)</b>	<b>05 (20%)</b>
5	<b>Class Assignment</b>	<b>05 (10%)</b>	----
6	<b>Attendance</b>	<b>05 (10%)</b>	<b>05 (20%)</b>
<b>Total Internal (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>
<b>University Examination (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>

**Students have to score a minimum of 40% (Forty Percentages) to pass the course.**

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No.	Course Out comes: Having completed this course,
1.	Student will be acquainted with the basic concept of Management and its other aspects.
2.	Student will have a thorough idea about Planning and Decision Making.
3.	Student will have in depth knowledge of the term Organizing.
4.	Student will acquire conceptual clarity about Controlling and its controlling methods.

<b>Suggested References:</b>	
No.	References
1.	Human Resource Management by CBGupta, Modern Business Organization, Mayur Paperbacks, New Delhi
2.	Text and Cases of Human Resource Management by P SUBBA ROA. Global Media.
3.	Human Resource and Personnel Management by K ASWATHAPPPA, McGraw Hill Education.
4.	Human Resources Management by SKhanka, S. Chand and Company.
5.	Kaul,V.K.,Business Organization and Management, Pearson Education, NewDelhi
6.	Chhabra,T.N.,Business Organization and Management, SunIndia Publications, New Delhi
7.	KOONTZ and WEIHRICH, Essentials of Management, McGraw Hill Education.
8.	BASU,C. R., Business Organization and Management, McGraw Hill Education.
9.	BURTONGENE and MANABTHAKUR; Management Today: Principles and Practice; TataMcGraw Hill, New Delhi.
10.	DRUKER PETER F: Management Challenges for 21 <sup>st</sup> Century, Butterworth Heinemann, Oxford.
11.	LOUIS A. ALLEN: Management and Organization; McGraw Hill, Tokyo
12.	HAMTON, DAVID R.: Modern Management, McGraw Hill; New York.
13.	STONER, FREEMAN and GILBERT: Management; Prentice-Hall International Learning Limited, New Delhi.
<b>On-Line Resources available that can be used as Reference Material</b>	
	<a href="https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384">https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384</a>
	<a href="https://onlinecourses.swayam2.ac.in/cec24_mg21/preview">https://onlinecourses.swayam2.ac.in/cec24_mg21/preview</a>