

Semester I

Business Organisation and Management

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Organisation and Management	4	3	1	0	Pass in Class XII	NIL

Learning Objectives

The course aims to develop an understanding of business organisations, functions and challenges of management and contemporary issues in management.

Learning outcomes

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

1. Explain the dynamics of business organisations and recent management practices.
2. Describe varied perspectives related to the business environment and entrepreneurship.
3. Analyse how the organisations adapt to an uncertain environment and decipher decision making techniques.
4. Analyse the relationship amongst functions of management i.e. Planning, organizing, Directing and controlling.
5. Analyse the change in the working pattern of modern organisations.

Course Contents:

Unit 1: Introduction (9 hours)

Role of organisations and management in our lives; Nature and Functions of Management (An overview); Managerial Competencies, Ownership forms; Business formats- Brick & Mortar; Click; Brick & Click; E-commerce; Franchising; Outsourcing.

Unit 2: Business Environment and Entrepreneurship (9 hours)

Meaning and layers of Business Environment (micro/immediate, meso/intermediate, macro and international); Business ethics and social responsibility; Entrepreneurship and its relevance, Business and social entrepreneurship as a process of opportunity/problem; Micro, small and medium Enterprises; Government Policy regarding MSMEs.

Unit 3: Functions of Management (18 hours)

Planning and Decision-making- process and techniques; Organizing, Formal and Informal Organisations, Centralisation and Decentralisation, Organisational structures – Divisional, Product, Matrix, Project and Virtual Organisation; Motivation- needs (including Maslow's theory), incentives

(monetary and non-monetary),; Directing; Leadership – Leadership Styles, Transactional vs. Transformational Leadership; Communication – New trends and directions (Role of IT and social media); Controlling –Techniques of Controlling Relationship between planning and controlling.

Unit 4: Indian Ethos and Contemporary Issues in Management (9 hours)

Indian Ethos for Management: Value-Oriented Holistic Management; Learning Lessons from Bhagavat Gita and Ramayana. Business Process Reengineering (BPR), Learning Organisation, Six Sigma, Supply Chain Management, Subaltern Management Ideas from India; Diversity & inclusion; Work-life Balance; Freelancing; Flexi-time and work from home; Co-sharing/coworking.

Exercises

The learners are required to:

1. Complete the exercise wherein they are given different situations and scenarios to start Their own business (in terms of capital, liability, the scale of operations, etc.) And are Asked to select the most suitable form of business and justify the same highlighting the Advantages and disadvantages of their choice.
2. Participate in a role-play activity for describing the various levels of management and Competencies.
3. Each learner is required to identify various elements affecting the business environment And conduct a swot analysis for the company identified.
4. Participate in a simulation activity wherein each learner is asked to prepare strategic plans Concerning increasing the effectiveness of their respective organisation.
5. Present a role play on bounded rationality or any aspect of decision making.
6. Create a simulation exercise in class to demonstrate various types of authority, delegation, And decentralization of authority.
7. Using Maslow's need-hierarchy theory, analyse various needs and prepare a report.
8. Demonstrate various types of leadership styles in the form of role play by identifying Real-life leaders from the corporate world.

Suggested Readings:

- Basu, C. (2017). Business Organisation and Management. McGraw Hill Education.
- Chhabra, T. N. (2021). Business Organisation and Management. Sun India Publications. New Delhi.
- Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.
- Kalra, S., & Singhal, N. (2020). Business Organisation and Management. Scholar Tech Press, Delhi.
- Kaul, V. K. (2012). Business Organisation Management. Pearson Education.
- Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.
- Laasch, O. (2022). Principles of Management, 2e, Sage Textbook Sherlekar, S. A. (2016). Modern Business Organisation and Management. Himalaya Publishing House.
- Singh, B. P., & Singh, A. K. (2002). Essentials of Management. New Delhi. Excel Books Pvt. Ltd.
- Vasishth, N., & Rajput N. (2013). Business Organisation & Management Kitab Mahal, Delhi.

Note: Readings will be updated by the Department of Commerce and uploaded on Department's website.