**Name of Teacher: Seema Kwatra**

**Course : B.Com NEP UGC, Semester: 1**

**Paper BC DSC 1.1 Business organization and management**

**Theory + Tutorials ; 3 Credit hrs. (3 Lectures) + 1 Credit hrs. (One tutorial per group)**

**Subject Objectives**: To develop an understanding about functions of management and challenges faced by management and organization with changing dynamics.

The Learning Outcomes of this course are as follows:

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 decisionmaking 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.

**LESSON PLAN (for the year 2022-23)**

**(Unit-wise)**

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| UNIT/Lectures & Tutorials | Topics for student preparation | Procedure (tools) | Evaluation with Assessment |
| **UNIT 1 Introduction to Business Organization and Management**  **(12 Lectures +**  **4 Tutorials)** | 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. | Lectures and group discussions, Black board use, Internet readings. | Evaluation through Assignment. |
| **UNIT 2 Business environment and Entrepreneurship**  **(12 Lectures +**  **4 Tutorials)** | .  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 | **Lectures and group discussions, Black board use**, **Internet readings** | Evaluation through Assignment |
| **UNIT 3 Planning and Organizing**  **(12 Lectures +**  **4 Tutorials)** | Strategic Planning – Business and Corporate Level Strategies; Decision-making- process and techniques; Organizing, Formal and Informal Organisations, Centralisation and Decentralisation, Organisational structures – Divisional, Product, Matrix, Project and Virtual Organisation | **Lectures and group discussions, Black board use**, **Internet readings** | Evaluation through Test |
| **UNIT 4 Directing & controlling**  **(12 Lectures +**  **4 Tutorials)** | Motivation- needs (including Maslow’s theory), incentives, Equity and two-factor theory (Herzberg); McGregor Theory X and Theory Y; Leadership – Leadership Styles, Transactional Vs. Transformational Leadership; Followership – meaning, importance and Kelley’s Followership Model; Communication – New trends and directions (Role of IT and social media); Controlling –Techniques of Controlling Relationship between planning and controlling Uni | **Lectures and group discussions, Black board use**, **Internet readings** | Evaluation through Test |
| **UNIT 5 Salient Developments and Contemporary Issues in Management**  **(12 Lectures +**  **4 Tutorials)** | 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 | **Lectures and group discussions, Black board use**, **Internet readings** | Evaluation through Assignment. |

Suggested Reading:

1.) Singh, B.P. and Chhabra, T.N. Name- Business Organization and Management

2.) Tulsian, P.C. Name- Business Organization and Management

3.) Tripathi, P.C. Name- Principles of Management

4.) Shankar, Gauri Name- Modern Business Organization

5.) Bushkirk, R.H. Name- Concepts of Business :An Introduction to Business System