

Session 2023-2024**Part-A Introduction**

Subject	Commerce		
Semester	I		
Name of the Course	Business Management		
Course Code	B23-COM-103		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC-3		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> gain knowledge about the conceptual framework of business management; development of management thoughts and knowing the emerging management thoughts. understand the utility and application of planning and organizing functions of management. assimilate and use the concepts of delegation, decentralization and staffing in organization. comprehend the concept and applications of leadership styles, and controlling practices in organizations. 		
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	Theory	Tutorial	Total
Credits	3	1	4
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	3 Hrs.
Part-B Contents of the Course			
Instructions for Paper Setters			
<ol style="list-style-type: none"> The examiner will set 9 questions in all covering the course learning outcomes (CLOs). Question No. 1 will be compulsory and comprises of seven parts of 2 marks each. Question Nos. 2 to 9 will carry 14 marks each, having two questions from each unit. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question. 			
Unit	Topics		Contact Hours
I	Introduction to Management: characteristics and significance, process and functions of management; Management: as science, art and profession; Approaches to management: Classical and neo		15

	classical approach, behavioral approach, management science approach, systems approach and contingency approach; Emerging management concepts.	
II	Planning: process and importance; Types of plans: Policy, programme, strategy, vision, mission, goals and objectives; Organizing: Principles and benefits of organizations; Organizational structure: Functional, line and staff, matrix, formal vs. informal; Organizational structure for large scale business organization, virtual organization.	15
III	Staffing: Importance, scope and modes of staffing; Delegation: Advantages, barriers to delegation, guidelines for effective delegation; Decentralization and Centralization: Advantages and disadvantages; Factors influencing decentralization; Directing; Coordination; Controlling: Characteristics and process of control, prerequisites of an effective control system, controlling techniques.	15
IV	Motivation: Objectives and significance; Approaches to motivation; Leadership: Significance and functions; Leadership styles; Approaches to leadership	15
V*	-	
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
<ul style="list-style-type: none"> ➤ Theory Class Participation Seminar/Presentation/Assignment/Quiz/Class Test etc. Mid Term Exam: 		
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • Basu, C, Business Organisation and Management, McGraw Hill Education. • Bhattacharya Kumar Deepak, Principles of Management, Pearson, New Delhi. • Gupta, C.B.: Management: Theory and Practice, Sultan Chand & Sons, New Delhi • O'Donnel Cyril & Koontz Harold, Management, McGraw Hill, New Delhi. • Stephen P Robbins, David A DeCenzo, 'Fundamentals of Management, Essential Concepts and Applications • Tripathi, P.C. & Reddy, P.N., Principles of Management, Tata McGraw Hill, New Delhi. 		

* Applicable for courses having practical component.