

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**  
**B.Com (A & F) DEGREE: ACCOUNTING AND FINANCE**

**SYLLABUS**  
**(Effective from the academic year 2015 – 2016)**

**BUSINESS ORGANISATION AND MANAGEMENT**

**CODE: 15CM/MC/BO14**

**CREDITS: 4**

**L T P: 4 0 0**

**TOTAL TEACHING HOURS:52**

**OBJECTIVES OF THE COURSE**

- To provide a comprehensive understanding of the principles of management
- To emphasize the need for competence, trust and team work, in the organization
- To familiarize students with the current management practices

**Unit 1 (10 hrs.)**

**Introduction**

- 1.1 Nature and Scope of Business system
- 1.2 Objectives of Business and Social Responsibilities of Business
- 1.3 Forms of Business Organizations – Sole Proprietorship, HUF, Self-Help Group, Family Business, Partnership Firms, Limited Partnership, Small Venture Enterprise, One Person Company and Joint Stock Companies
- 1.4 Business Combinations, Mergers and Acquisitions, Networking, Franchising, BPOs and KPOs

**Unit 2 (9 hrs.)**

**2.1 Management Thought**

- 2.1.1 Classical and Neo classical systems -Contingency and Contemporary Approach to Management – Fayol, Taylor, Elton Mayo, Drucker, Porter, Senge, Prahalad, Hammer, and Tom Peters.

**2.2. Functions of Management**

- 2.2.1 Planning – Meaning, Importance, Process and Types of Plan

**2.3 Organizing –**

- 2.3.1 Nature, Importance and types
- 2.3.2 Departmentation, Delegation and De-centralization

**Unit 3 (12 hrs.)**

**3.1 Staffing**

- 3.1.1 Recruitment and Selection
- 3.1.2 Training – Need, Types of Employee Training
- 3.1.3 Motivation – Meaning and Maslow’s Theory of Motivation
- 3.1.4 Leadership – Qualities, Types of leaders, Span of Control

**Unit 4** (11 hrs.)

**4.1 Directing**

4.1.1 Communication – Meaning, Process and Importance of Communication

4.1.2 Leadership – Importance and Styles

**4.2 Control**

4.2.1 Meaning, Importance and Process

**Unit 5**

**Trends in Management:** (10 hrs.)

5.1 Social Responsibility of Management – Environment Friendly Management

5.2 Management in future – Management of Challenges and meeting Challenges

5.3 Management of Change- Concept, Nature and Process of Change

5.4 Ethics in Business – Nature, Purpose and Morals of Ethics for organizational Interests, Ethical and Social Implications of Business Policies and Decisions and Ethical Issues in Corporate Governance

**BOOK FOR STUDY**

Gupta, C. B., Business organization and Management, New Delhi, Sultan Chand and Sons, 2007.

**BOOKS FOR REFERENCE**

Dinakar Pagare, Business organisation and Management, 5<sup>th</sup> edition, New Delhi, Sultan Chand, 2008

Gupta, N.S. and Alka Gupta, Essentials of Management, New Delhi, Anmol, 2010

Harold Koontz, Hein Wehrich, Essentials of Management, 6<sup>th</sup> edition, New Delhi, Tata Mc Graw Hill, 2006

Manmohan Prasad, Management Concepts and Practices, Mumbai, Himalaya, 2006

Prasad L.M., Principles and Practice of Management, New Delhi, Sultan Chand, 2008

Sivarethinamohan R. & Aranganathan.P, Principles of Management , Chennai, CBA, 2008

**JOURNALS**

European Journal of Business Management

## **WEB RESOURCES**

[www.exed.hbs.edu](http://www.exed.hbs.edu)  
[www.hbr.org](http://www.hbr.org)

## **PATTERN OF EVALUATION**

### **Continuous Assessment:**

Total Marks: 50      Duration: 90 Mins

Section A – Answer all Questions       $7 \times 2 = 14$  Marks  
Section B – Answer any Two Questions from a choice of Three       $2 \times 8 = 16$  Marks  
Section C – Answer any One Question from a choice of Two       $1 \times 20 = 20$  Marks

### **Third Component Tests:**

List of evaluation modes:

Seminars  
Quiz  
Group discussion  
Assignments  
Class Presentation

### **End Semester Examination:**

Total Marks: 100      Duration: 3 Hours

Section A – short answers (max. 30 words) -  $10 \times 2 = 20$  Marks  
Section B – Essay answers (Max. 500 words)  $5 \times 8 = 40$  Marks (From a choice of 7)  
Section C – Essay answers (Max 1200 words)  $2 \times 20 = 40$  Marks (From a choice of 4)