



Paper Code : BCA – 603

Paper Name : Business Organisation and Management

Teaching Hours (per week)		Examination Scheme					
Th. (hours)	Pr. (hours)	Internal		External		Total	
		Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)
4		30		70		100	

Lectures = 6Hours

UNIT I: INTRODUCTION (14 Hrs)

Meaning, Types and Objectives, Social Responsibility, Business as a system, Forms of Business Units- Objectives and distinctive features of different form of business organization, Location and Size- Theories of Location and factories affecting its scale of operation.

UNIT II: MAIN ISSUES OF BUSINESS ORGANISATION (14 Hrs)

Forms of Trading Organization- Wholesalers, Retailers, Departmental Stores, Mail order Business, Chain Stores and Super Markets, Rationalization- Meaning, Features, Advantages and Limitation and Business Combination.

UNIT III: PRINCIPLES OF MANAGEMENT (14 Hrs)

Meaning, Evolution and Approaches, Management Principle- Henry Fayol’s Principle of Management- Taylor’s Scientific Management, Levels of Management, Role of Manager and Management Styles.

UNIT IV: FUNCTION OF MANAGEMENT- I (13 Hrs)

Classification of Function, Planning- Nature and Types- Steps in Planning- Importance and Limitation of Planning, Organizing Elements and Process, Delegation of Authority, Centralization and Decentralization.

UNIT V: FUNCTION OF MANAGEMENT- II (13 Hrs)

Staffing- Meaning and Importance, Direction- Nature and Principles, Communication- Types and Importance, Motivation- Meaning and Theories, Leadership- Meaning and Types- Quality and Function, Controlling- Nature, Process and Technique, Co-ordination-Means.

REFERENCE BOOKS:

1. M.C Shukla: “**Business Organization and Management**”
2. Singh B.P. & Chhabra T.N. : “**Business Organization and Management Function**”
3. Robbins, Stephen P. : “**Organization Behaviour**”
4. Tulsian: “**Business Organization and Management**”
5. Dr. RK Singla: “**Business Organization and Management**”
6. Basu “**Business Organization and Management**”
7. Teresa Holmes “**Business Organisation**”