



# ARSD College, University of Delhi

## Model Course Handout/Lesson Plan

<b>Course Name : B.Com.</b>						
Semester	Course Code	Course Title	Lecture (L)	Tutorial (T)	Practical (P)	Credit (C)
I	BC: DSC-1.1	<b>BUSINESS ORGANIZATION &amp; MANAGEMENT</b>	3	1		4
Teacher/Instructor(s) Session		<b>Dr. RUCHIKA KAURA</b> 2022-23				

### Course Objective:

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

### Course Learning Outcomes:

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 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.

### Lesson Plan:

Unit No.	Learning Objective	Lecture No.	Topics to be covered
1	<b>Introduction</b>	1	Role of organizations and management in our lives
		2	Nature and Functions of Management (An overview)
		3	Managerial Competencies
		4-5	Forms of Business Ownership
		6	Business formats- Brick & Mortar; Click; Brick & Click
		7-8	E-commerce; Franchising; Outsourcing.
2	<b>Business Environment and Entrepreneurship</b>	9-10	Meaning and layers of Business Environment (micro/immediate, meso/intermediate, macro and international)
		11-12	Business ethics and social responsibility
		13-14	Entrepreneurship and its relevance, Business and social entrepreneurship as a process of opportunity/problem

		15-16	Micro, small and medium Enterprises; Government Policy regarding MSMEs
3	<b>Planning and Organizing</b>	17-18	Strategic Planning – Business and Corporate Level Strategies
		19	Decision-making- process and techniques
		20-21	Organizing, Formal and Informal Organisations
		22	Centralisation and Decentralisation
		23-24	Organisational structures – Divisional, Product, Matrix, Project and Virtual Organisation
4	<b>Directing and Controlling</b>	25-26	Motivation- needs (including Maslow’s theory), incentives, Equity and two-factor theory (Herzberg); McGregor Theory X and Theory Y
		27-28	Leadership – Leadership Styles, Transactional Vs. Transformational Leadership
		29	Followership – meaning, importance and Kelley’s Followership Model
		30	Communication – New trends and directions (Role of IT and social media)
		31-32	Controlling –Techniques of Controlling Relationship between planning and controlling
5	<b>Indian Ethos and Contemporary Issues in Management</b>	33-35	Indian Ethos for Management: Value-Oriented Holistic Management; Learning Lessons from Bhagavat Gita and Ramayana
		36-37	Business Process Reengineering (BPR), Learning Organisation, Six Sigma, Supply Chain Management
		38-40	Subaltern Management Ideas from India; Diversity & inclusion; Work-life Balance; Freelancing; Flexi-time and work from home; Co-sharing/coworking.

**Evaluation Scheme:**

No.	Component	Duration	Marks
1.	<b>Internal Assessment</b>		30
	• Quiz		
	• Class Test		
	• Attendance		
	• Assignment		
2.	<b>End Semester Examination</b>	3 hr	90
3.	<b>Continuous Assessment</b>		40
	• Research cum Presentation		
	• Project Activity		
	• Group Discussion		
	• Attendance		

**Details of the Course**

Unit	Contents	Contact Hours
1	<b>Introduction</b> Role of organisations and management in our lives; Nature and Functions of Management (An overview); Managerial Competencies, Ownership	8

	forms; Business formats- Brick & Mortar; Click; Brick & Click; E-commerce; Franchising; Outsourcing.	
2	<b>Business Environment and Entrepreneurship</b> 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	8
3	<b>Planning and Organizing</b> 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	8
4	<b>Directing and Controlling</b> 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	8
5	<b>Indian Ethos and Contemporary Issues in Management</b> 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.	8
	<b>Total</b>	<b>40</b>

**Suggested Books:**

Sl. No.	Name of Authors/Books/Publishers	Year of Publication/Reprint
1	Chhabra, T. N. Business Organisation and Management. Sun India Publications. New Delhi.	2022
2	Basu, C. Business Organisation and Management. McGraw Hill Education.	2017
3	Kalra, S., & Singhal, N. Business Organisation and Management. Scholar Tech Press, Delhi.	2020
4	Vasishth, N., & Rajput N. Business Organisation & Management Kitab Mahal, Delhi.	2013
5	Laasch, O. Principles of Management, 2e, Sage Textbook	2022

**Mode of Evaluation:**

Internal Assessment, Continuous Assessment & End Semester Exam