

First AC I - Business Organization and Management

- Unit 1.** Business: Definition, Objectives, Salient features-Scope of business-essential of a successful business- Business combination - causes - Types - Merits and Demerits.
- Unit 2.** Form of Business Organizations: Sole proprietorship-Partnership-Joint stock company – State enterprise-Public Undertakings. Setting up of a new business: Procedural aspects in setting up of a new business- Factors involved in locating the business.
- Unit 3** Financing of a business: Need for finance-sources of finance-Methods of raising funds. Trade and its divisions: Wholesale trade- Retail Trade-Types of retail units-Hire and Installment purchases – International Trade.
- Unit 4.** Management: Definition, Need and functions of Management. Evolution of Management thought- Fredrick Taylor and Scientific management, Fayol and Modern Operational Management Theory- Principles of Management – Recent development in management thought: MBO, MBE.
- Unit 5.** Planning – Nature, types importance and steps in planning-Process and techniques of Planning, Organizing-nature and purpose – formal and informal organizations- Organizational structure -span of management –Authority-Responsibility-Accountability- delegation of authority - Centralization and Decentralization, Coordination and controlling. The System and process of controlling – Control techniques- Budgetary and non-budgetary control techniques.

References:

- 1) Bhushan Y.K., *Fundamentals of Business Organization and Management*, Sultan Chand & Co, New Delhi 1993.
- 2) James Stoner, *Management*, Prentice Hall of India, New Delhi 1980
- 3) Kapur S.K., *Principles and Practice of Management*, S.K.Publishers, New Delhi, 1994.
- 4) Sherlekar S.A., *Modern Business Organization and Management*, Himalaya Publishing House, New Delhi 1992.
- 5) Thripathy P.C & P.N.Reddy, *Principles of Management*, Tat McGraw Hill, New Delhi, 1992