

BCM-101 ORGANISATION AND MANAGEMENT

Course Objective: The course aims at providing fundamental knowledge and exposure to the concepts, theories and practices in the field of management.

Block-1 Concept of Management and Planning

Unit-1	Nature of Management
Unit-2	Principles, Functions and Theories of Management
Unit-3	Planning-Its Nature and Process
Unit-4	Components of Planning

Block-2 Organization and Delegation of Authority

Unit-5	Organization-Concept, Process and Types
Unit-6	Organization Structures
Unit-7	Delegation of Authority & Decentralization

Block-3 Decision Making and Communication

Unit-8	Decision Making
Unit-9	Staffing & Direction
Unit-10	Co-ordination
Unit-11	Communication

Block-4 Leadership, Controlling and Supervision

Unit-12	Leadership
Unit-13	Motivation
Unit-14	Supervision
Unit-15	Controlling and Controlling Techniques
Unit-16	Management of Organizational Change and Development

Suggested Readings

1. Tulsian, P. C., (2009) Business Organisation & Management, 2nd edition, Pearson Education.
2. Basu, C, (2010) Business Organisation and Management, 1st Edition, McGraw Hill Education.
3. Prasad, L.M., Principles & Practice of Management, Sultan Chand & Sons.
4. Gupta, C.B. (2008), Management Concepts and Practices, Sultan Chand and Sons, New Delhi.