

Teaching Lesson Plan

Semester-II

MJ 2: Business Organisation

Lecture hours: 60

OBJECTIVES: To acquaint the learners with the basic concepts of business, different forms of business organisation, basics of management concepts and the different management functions.

SN	Subject and Objectives	Lectures Hrs	Methodology	Evaluation Mode
Unit-I	Concept and Forms of Business Organisations	10Hrs		
	Concepts of Business, Trade, Industry and Commerce- Objectives and functions of Business	1	PPT, Illustration	Q & A, Assignments
	Social Responsibility of a business, Responsible Business, Ethical Conduct & Human Values, code of business ethics	1	PPT, Illustration	Q & A, Assignments
	Forms of Business Organisation-Meaning, Characteristics, and types.	1	PPT, Illustration	Q & A, Assignments
	Sole Proprietorship-Advantages and Disadvantages of Sole Proprietorship	1	PPT, Illustration	Q & A, Assignments
	Partnership -Meaning, Characteristics, Advantages and Disadvantages of Partnership - Kinds of Partners - Partnership Deed	1	PPT, Illustrations	Q & A, Assignments
	Registration of partnership, Rights and duties of Partners, Reconstitution of Firm, and dissolution.	1	PPT, Illustrations	Q & A, Assignments
	Limited Liability partnership- Concept, Meaning, Characteristics, Formation and incorporation of LLP, Partners and their relations, financial disclosures, conversion into LLP, Foreign LLP, Winding up and dissolution.	1	PPT, Illustrations	Q & A, Assignments
	Hindu Undivided Family Business-Advantages and Disadvantages	1	PPT, Illustrations	Q & A, Assignments
	Co-operative Organisation-Meaning, Advantages and Disadvantages.	2	PPT, Illustrations	CIA
Unit-II	Joint Stock Company	10Hrs		
	Joint Stock Company- Meaning, Definition, Characteristics - Advantages and Disadvantages	2	PPT, Illustrations	Q & A, Assignments
	Kinds of Companies	1	PPT, Illustrations	Q & A, Assignments
	Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents – Prospectus - Contents – Red herring Prospectus Statement In lieu of Prospectus (as per Companies Act, 2013).	3	PPT, Illustrations	Q & A, Assignments

	Oppression, Mismanagement, Rights to apply, Powers of Tribunal, Provisions related to Compromises, Arrangement and Amalgamations, winding up of Company: Concept and Modes of Winding Up; Provisions of winding up under Insolvency and Bankruptcy Code, 2016.	2	PPT, Illustrations	Q & A, Assignments
	Definitions; Constitution of National Company Law Tribunal; Constitution of Appellate Tribunal; Appeal from orders of Tribunal; Power to punish for contempt.	2	PPT, Illustrations	Q & A, Assignments
Unit-III	Principles and Functions of Management	10Hrs		
	Management - Meaning and Characteristics	2	PPT, Illustrations	Q & A, Assignments
	Fayol's 14 Principles of Management.	2	PPT, Illustrations	Q & A, Assignments
	Functions of Management	2	PPT, Illustrations	Q & A, Assignments
	Levels of Management – Skills of Management	2	PPT, Illustrations	Q & A, Assignments
	Scientific Management - meaning, objectives, relevance and criticism.	2	PPT, Illustrations	CIA
Unit-IV	Functions of Management: Planning and Organizing	10 Hrs		
	Planning- Meaning, Characteristics, Types of Plans, Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits –Weaknesses.	3	PPT, Illustrations	Q & A, Assignments
	Organizing - Process of Organizing; Principles of Organisation - Formal and Informal Organisations – Line, Staff Organisations, Line and Staff Conflicts. Functional Organisation	4	PPT, Illustrations	Q & A, Assignments
	Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision.	3	PPT, Illustrations	Q & A, Assignments
Unit-V	Functions of Management: Authority, Coordination, and Control	10 Hrs		
	Meaning of Authority, Power, responsibility, and accountability - Delegation of Authority - Decentralization of Authority	3	PPT, Illustrations	Q & A, Assignments
	Definition, importance, process, and principles of Coordination techniques of Effective Coordination.	3	PPT, Illustrations	Q & A, Assignments
	Control-Meaning, Relationship between planning and control, Steps in Control – Types (post, current, and pre-control). Requirements for effective control.	4	PPT, Illustrations	Q & A, Assignments
Unit-V	Functions of Management: Communication, Motivation and Leadership	10 Hrs		
	Communication-purpose, process, formal and informal communication, barriers to effective communication and overcoming these barriers.	4	PPT, Illustrations	Q & A, Assignments
	Motivation-Meaning, importance, major motivation theories- Maslow's need hierarchy theory, Herzberg's two-factors theory, Vroom's Expectation Theory, extrinsic and intrinsic motivation.	3	PPT, Illustrations	Q & A, Assignments

	Leadership- meaning, theories, essential qualities, global leadership attributes, practicing leadership	3	PPT, Illustrations	Q & A, Assignments
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Reference Books:

- Basu, C. R. (1998). Business Organization and Management. New Delhi: McGraw Hill Publishing India.
- Chhabra, T. N. (2011). Business Organization and Management. New Delhi: Sun India Publications.
- Gupta, C. B. (2011). Modern Business Organization. New Delhi: Mayur Paperbacks.
- Kaul, V. K. (2012). Business Organization and Management, Text and Cases. New Delhi: Pearson Education.
- Koontz, H., & Weihrich, H. (2008). Essentials of Management. New York: McGraw Hill Education.
- Anuradha Verma & Sunita Chitlangiya, Business Organisation and Management, Agra (UP), Agra (U.P.) Shiskha Sagar Publisher and Distributors.
- Singh, B. P., & Singh, A. K. (2002). Essentials of Management. New Delhi: Excel Books.
- S.K. Sahu, Business Organisation and Management, Agra (U.P.) Sahitya Bhawan Publisher and Distributors

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