

Semester - II  
B.Com Hons  
Business Management (CBCS)  
DSC  
w.e.f-2018-19

Scheme of Examination  
Max Marks:100  
Internal Examination: 40  
External Examination: 60  
Exam Duration: 3Hrs

Scheme of Instruction  
Total duration : 60Hrs  
Hours / Week : 5  
Credits : 5  
Instruction Mode : Lecture  
Course Code : BC.05.101.25T

**Objectives:** To acquaint the students with the conceptual knowledge of management.  
To develop the leadership skills through the case study based on the success and failure the management leaders

**Outcome:** On Successful completion of the Course, Students will be able to:

- CO 1: Define the concepts of management, administration and discuss the significance of management and functions of management.  
CO 2: Appraise the need for Fayol's principles of management and the importance of scientific management with pros and cons.  
CO 3: Explain the concept of planning, types of plans, planning process, MBO and pros and cons of planning.  
CO 4: Discuss the concepts and principles of organization, types of organization and the pros and cons.  
CO5: List out the differences between authority, responsibility, delegation and discuss the significance of delegation, centralization with pros and cons.

12 Hrs

### UNIT - I : CONCEPTS OF MANAGEMENT

**MANAGEMENT:** Meaning – Definition - Nature – Management as Science, Arts and Profession – Significance of Management – Management Vs. Administration – Levels of Management - Functions of Management.

12 Hrs

### UNIT II : PRINCIPLES OF MANAGEMENT

**General Principles of Management:** Meaning – Need for Principles of Management – Fayol's Principles of Management.  
**Scientific Management:** Introduction-Meaning-Definition-Nature- Principles of Scientific Management- Benefits of Scientific Management-Criticism.

12 Hrs

### UNIT III : PLANNING

**Planning** – Meaning – Definitions-Nature or Characteristics of Planning-Significance /Importance/Advantages of Planning-Disadvantages of Planning – planning process-  
**Types of plans/ Hierarchy:** Purpose, Objectives, Policies, Strategies, Rules, Procedures, Programmes & Budgets. **Decision Making:** Meaning, Definition-Features- Types of decisions: Programmed and Non-programmed, Strategic and tactical, Individual and group. **Management by Objectives (MBO):** - Meaning-Definition- Advantages -Disadvantages.



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#### UNIT IV – ORGANIZATION

**Organization:** Meaning – Definitions-Characteristics of Organization-Nature -An Art or A Science-Importance of Organization-Principles of Organization-Objectives of Organization. **Organizational Structure:** Meaning–Types of Organization- Line – Staff/Functional – Line & Staff – Span of Supervision (Only meaning)

12 Hrs

#### UNIT V: AUTHORITY AND RESPONSIBILITY

**Authority:** Meaning – Definition - Nature-Sources of Authority. **Responsibility:** Meaning – Definition - Features – Differences between authority and responsibility. **Accountability:** Meaning - Nature of Accountability. **Delegation –** Meaning - Definitions Characteristics of Delegation-Elements of Delegation - Importance of Delegation. Centralization-Meaning-Advantages & Disadvantages-Decentralization-Meaning-Advantages-Disadvantages.

12 Hrs

Text Book:

1. R.K. Sharma Shashi K. Gupta : Business Organisation and Management-Kalyani Publishers

#### Reference Books:

1. Koontz & O. Donnell : Essentials of Management Mc. GrawKogakusha Ltd. New Delhi
- Peter F. Drucker : The Practice of Management, Allied publishers (P) Ltd. New Delhi
- S.Srivastava : Industrial Management & Business Administration
- Sherlekar and Shelekar: Principles of Business Management – Himalaya Publishers



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