

Shivaji University, Kolhapur
Programme: B. Com.
Level 4.5 Semester-II
Course Code: DSC (B) - II
Business Administration Paper-II
(Functions of Management)
(Introduced from June 2024)

Course Outcomes:

After studying this course, students will be able to:

1. Understand the various functions of management.
2. Explain in detail planning and decision-making process.
3. Apply theories of motivation in various fields of business.
4. Demonstrate the process of the controlling.

4 Credits	100 marks (Semester end examination 80 and internal evaluation 20)	Total 60 hours
Unit No.	Course Content	No. of Hours
Unit-I	Planning and Decision Making	15 hours
	Forecasting: Concept, Techniques, SWOC analysis Planning: Concept, Types of Planning, Steps in Planning Process, Decision Making: Concept, Process of Decision Making, Techniques for Decision Making, Six Thinking Hats	
Unit-II	Organizing and Staffing	15 hours
	Organizing: Concept, Steps in organizing. Centralization and Decentralization (Merit and Demerit) Delegation of Authority (Meaning and Elements) Staffing: Concept, Importance of staffing, Sources of Recruitment, Scientific Selection Process	
Unit-III	Motivation and Leadership	15 hours
	Motivation: Concept, Financial and Non -Financial Motivation, Theories of Motivation: Maslow's Need-Hierarchy Theory, Douglas McGregor's Theory X and Y Leadership: Concept, Qualities of Leader, Leadership style, Case Study of Shivaji Maharaj, Mahatma Gandhi and Dr. Babasaheb Ambedkar.	
Unit-IV	Directing, Co-ordination and Controlling	15 hours
	Directing: Concept, elements and techniques of Directing Co-ordination: Concept, Need, Types of Co-ordination	

	Controlling: Concept, Types of Control, Steps in Control Process. Techniques of Controlling	
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Reference Books Recommended:

1. Durai, P. (2015). Principles of Management, Text and Cases. New Delhi: Pearson Education.
2. Koontz, H. (2010). Essentials of Management. New Delhi: Tata McGraw-Hill Education.
3. Stoner, Freeman & Gilbert Jr. (2009). Management. New Delhi: Prentice Hall.
4. Weihrich, H. & Koontz, H. (2010). Management- A Global Perspective: New Delhi: Tata McGraw-Hill Education.
5. Robbins & Coulter (2013). Management. New Delhi: Prentice Hall.
6. Robbins, S.P. & Decenzo, D. A. (2014). Fundamentals of Management: Essential Concepts and Applications. New Delhi: Pearson Education.
7. Luthans, F. (2010). Organizational Behaviour. New York: McGraw-Hill
8. Steven Fink, Crisis Management: Planning for the Inevitable
9. Sarah Armstrong-Smith and Abbas Kudrati, Effective Crisis Management: A Robust A-Z Guide for Demonstrating Resilience by Utilizing Best Practices, Case Studies, and Experiences (English Edition)
10. Ratti Manish, Hospitality Management, Rajat Publications
11. Walkar, Introduction to Hospitality Management Publisher Pearson Education India

Nature of Question Paper
Shivaji University, Kolhapur
Programme: B. Com.
Level 4.5 Semester-II
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Business Administration

Business Administration – Paper II (Functions of Management)

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Time: 3 Hours

Total Marks 80

QuestionNo.1	a) Multiple Choice Questions (6 Questions - 4 alternatives each)	12Marks
	b) Match the following (Two Columns-Four pairs)	04Marks
	b) Two statements (Answering true or false)	04 Marks
QuestionNo.2	Write Short Notes (Any four out of six)	20Marks
QuestionNo.3	Answer the following (Any four out of six)	20Marks
QuestionNo.4	Answer the following (Any two out of four)	20Marks

Internal Assessment

20 Marks