

S.Y. B.Com.
Business Administration Special Paper I
Subject Name -: Business Administration
Course Code -: 206 – A.

Objectives:

1. To provide basic knowledge about various forms of business organizations
2. To acquaint the students about business environment and its implications thereon.
3. To aware them with the recent trends in business

UNIT NO	CHAPTER	PERIODS
TERM-I		
UNIT-I	BUSINESS ADMINISTRATION CONCEPTS Business - Definition, Characteristics, scope & Objectives of business- Economic & Social perspectives. Commerce- Meaning, Concept. Trade & Aids to trade- Meaning & Definition of the Terms: Administration, Management and Organization. Functions of Administration	12
UNIT-II	FORMS OF BUSINESS ORGANIZATION Sole Proprietorship, Partnership Firm, Limited Liability Partnership, Joint Ventures, Joint Stock Company, Co-operative Society- features, Merits & Limitations. Non Profit joint Stock Company under section 25 of the Companies Act Suitability of a form of organization- Factors determining the suitability of form of Organisation	12
UNIT III	BUSINESS ENVIRONMENT Meaning, Constituents of business environment-Economic, International, Social, Legal, Cultural, Educational, Political, Technological & Natural. Interaction of business & environmental forces. Social Responsibilities	12
UNIT IV	BUSINESS PROMOTION Business Unit- Promotion: Concept of promotion, stages in business promotion, Factors affecting location & Size, Present trends in location, size of business unit. Role of Govt in the promotion of SEZ	12
Total		48
TERM-II		
UNIT- V	LEGAL ASPECTS Compliance of legal requirements in promoting business unit, Licensing, Registration, Filing returns & other documents. Important legal provisions governing promotion & establishment of unit.	12
UNIT-VI	PRODUCTIVITY Meaning, Importance & measurement of productivity. Factors affecting productivity, techniques, Measures to boost productivity, Role of National Productivity Council- Product Quality Control ISO-9000, 14000, Quality Circles	12
UNIT-VIIRE	RECENT TRENDS IN BUSINESS MANAGEMENT Liberalisation, Privatization, Globalization -meaning, concept –implications & consequences, SEZ, BPO, KPO and LPO .Public Private Partnership .MKCL	12

UNIT-VIII	INDUSTRIAL SICKNESS Meaning, definition, symptoms, causes & Consequences of industrial sickness. Role of Government in prevention of industrial sickness. Role of BIFR.	12
	Total	48

Recommended Books

1. Modern Business Organization & Management N. Mishra Allied Publishers – Bombay
2. Essentials of Business Administration K. Aswathappa – Himalaya Publications
3. Business Administration :S.C.Saxena – Sahitya Bhava n Agra
4. The Administrative Process :Stephen Robbins -
5. Business Organization
6. Industrial Administration & Management: J Batty McDonald
7. MKCL annual Report