



MATA TRIPURA SUNDARI OPEN UNIVERSITY

Agartala, Tripura

CMB-1111

SCHOOL OF MANAGEMENT AND COMMERCE

**BUSINESS ORGANIZATION
AND MANAGEMENT**

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Gomati-Tripura

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BACHELOR OF COMMERCE (B.Com.)

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2. Ms. Rainu Verma

3. Mr. Jeetendra Kumar
4. Mr. Khiresh Sharma

5. Mr. Ankur Kumar Sharma
6. Mr. Pankaj Kumar

Block I: Business

Unit 1: Business: Concept, Meaning, Features, Stages of development of business and importance of business. Classification of Business Activities.

Unit 2: Meaning, Characteristics, Importance and Objectives of Business Organization, Evolution of Business Organisation.

Unit 3: Difference between Industry and Commerce and Business and Profession, Modern Business and their Characteristics.

Block II: Promotion of Business

Unit 4: Promotion of Business: Considerations in Establishing New Business. Qualities of a Successful Business man.

Unit 5: Forms of Business Organisation: Sole Proprietorship, Partnership, Joint Stock Companies & Co-operatives and their Characteristics, relative merits and demerits.

Unit 6: Difference between Private and Public Company, Concept of One Person Company

Block III: Plant Location

Unit 7: Plant Location: Concept, Meaning, Importance, Factors Affecting Plant Location.

Unit 8: Plant Layout: Meaning, Objectives, Importance, Types and Principles of Layout, Factors Affecting Layout.

Unit 9: Size of Business Unit: Criteria for Measuring the Size and Factors Affecting the Size. Optimum Size and factors determining the Optimum Size.

Block IV: Business Combination

Unit 10: Business Combination: Meaning, Characteristics, Objectives, Causes,

Unit 11: Forms and Kinds of Business Combination.

Unit 12: Rationalisation: Meaning, Characteristics, Objectives, Principles, Merits and demerits, Difference between Rationalisation and Nationalisation.

Block V: Recent Trends in Business Organization

Unit 13: Recent Trends in Business Organization: Internal constituents of the Business Organization;

Unit 14: Key Managerial Personnel; Chairman- qualities of a chairman, powers, responsibilities and duties of a chairman; Chief Executive Officer (CEO), role and responsibilities of the CEO;

Unit 15: E-Commerce, E-business, E-banking

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6. Mr. Pankaj Kumar

BLOCK I: Introduction

Unit 1: Introduction: Concept, Characteristics, Nature, Process and Significance of Management

Unit 2: Managerial Roles (Mintzberg); An overview of functional areas of Management;

Unit 3: Evolution of management thought-Contribution of Taylor, Weber and Fayol in management.

BLOCK II Planning

Unit 4: Planning: Concept, Characteristics, Process,

Unit 5: Importance and Types, Criteria of effective planning.

Unit 6: Decision- Making: Concept, Process, Types and Importance. Management by Objectives.

BLOCK III Organisation

Unit 7: Organisation: Concept, Nature, Process and Significance.

Unit 8: Authority and Responsibility Relationships,

Unit 9: Centralization and Decentralization, Departmentation

BLOCK IV Direction, Communication and Management of Change

Unit 10: Direction: Concept and Techniques, Coordination as an Essence of Management,

Unit 11: Communication-Nature, Process, Importance, Types, Networks & Barriers, Effective Communication.

Unit 12: Management of Change: Concept, Nature, Types of Changes and Process of Planned Change, Resistance to Change and methods of reducing resistance to change.

BLOCK V Controlling, Motivation and Leadership

Unit 13: Controlling: Meaning, Importance and Process, Effective Control System. Techniques of Control.

Unit 14: Motivation- Concept, Types, Importance, Theories- Maslow, Herzberg, McGregor, Ouchi, Financial and Non-Financial Incentives.

Unit 15: Leadership: Meaning, Concept, Functions and Leadership styles, Likert's Four System of Leadership.

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Block I: The Indian Contract Act, 1872

Unit1: Contract–meaning, characteristics and kinds.

Unit2: Essentials of valid contract–Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.

Unit3: Void agreements. Discharge of contract–modes of discharge including breach and its remedies. Quasi – contracts.

Block II: The Sale of Goods Act, 1930

Unit4: Contract of sale, meaning and difference between sale and agreement to sell. Condition and warranties.

Unit5: Transfer of ownership in goods including sale by non-owners.

Unit6: Performance of contract of sale. Unpaid seller–meaning and rights of an unpaid seller against the goods.

Block III: Negotiable Instrument Act (1981)

Unit7: Definition of negotiable instruments, features, promissory note,

Unit8: Bill of exchange and cheque, holder and holder in due course, crossing of a cheque,

Unit9: Types of crossings, negotiation dishonor and discharge of negotiable instrument.

Block IV: The Limited Liability Partnership Act, 2008

Unit10: Salient Features of LLP, Difference between LLP and Partnership,

Unit 11: LLP and Company LLP Agreement. Nature of LLP. Partners and Designated Partners.

Incorporation Document Incorporation by Registration, Registered office of LLP and change there in.

Unit 12: Change of name. Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP. Conversion of LLP.

Block V: The Information Technology Act 2000

Unit13: Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement

Unit14: Dispatch of electronic records. Regulation of certifying authorities Digital signatures certificates.

Unit15: Duties of subscribers. Penal provisions and adjudication. Offences.

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Block I: Incorporation and its Consequences

Unit1: Formation of a company, Classification of company, Memorandum of association, Articles of association additional documents required for incorporation, certificate of incorporation;

Unit2: commencement of business, alteration of Memorandum and Articles and limitations on power of alteration.

Unit3: Conversion of public Ltd. Company to private Ltd. Company and private Ltd. Company to public Ltd. Company.

Block II: Prospectus, Share Capital and Debentures

Unit4: Prospectus: Meaning of prospectus, contents of prospectus, Registration of prospectus, penalties for misrepresentation in prospectus. Share capital: Shares,

Unit5: Classification of shares, alteration of capital, reduction of capital, voting rights.

Unit6: Debentures: Kinds of debentures, Remedies for debentures holders, Creations of charges, mortgages and registration charges.

Block III: Management of Company

Unit7: Directors: Structure of board of directors, Qualifications, remuneration, powers and duties of directors.

Unit8: Appointment of directors, Independent directors, resignation and vacation of office of director.

Unit9: Appointment and remuneration of Managing director.

Block IV: Meetings, Account and Audit of Company

Unit10: Meetings: Classifications of meetings, General rules for meetings, proxies, quorum, voting rights, special and ordinary resolution.

Unit11: Account and Audit: Accounts, statutory books, filing accounts with registrar.

Unit12: Audit: Appointment of auditor, rights, powers and duties of auditor, special audit.

Block V: Winding Up

Unit13: Meaning of winding up, modes of winding up,

Unit14: Procedure of winding up, Liquidator: Rights and liabilities of liquidator,

Unit15: Dissolution of company, consequences of winding up.

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