

Open Elective-1
Title of the Course: Fundamentals of Business Administration

Semester: I	Credits: 2	Subject Code: OE1-12305	Lectures: 30
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Course Outcomes:

At the end of the course, the learner will be able to:

- CO1- Relate to the concepts and Social Responsibilities of a Business
- CO2- Describe the process and forms of Business Organisations

Unit 1: Introduction to Business	15
<ul style="list-style-type: none"> ● Meaning and Description of terms: Business, Administration, Management, Organization ● Objectives of Business ● Scope of Business ● Interrelationship between Administration, Management and Organization ● Social Responsibilities of Business ● Assignment: Case Study 	

Unit 2: Business Organisation	15
<ul style="list-style-type: none"> ● Business Organisation: Meaning and description, Stages of formation & establishment of a Firm in India, Factors influencing size of a Business, Factors influencing the location of a Business ● Forms of Business Organisations: Sole Proprietorships, Partnership Firms, Joint Stock Companies, Limited Liability Partnership (LLP), One Person Company (OPC), Virtual Business Organizations, Section 8 Company ● Assignment: Case Study 	

Recommended Text Books:

- Sharma, Rahul.&Agarwal, Nupur. *Business Organisation*. Thakur Publication: Lucknow; 2022.

Reference Books:

- Cherunilam. Francis, *Business Environment*, Himalaya Publishing House: Mumbai; 2021.
- Aswathappa, K. *Essentials of Business Environment*, Himalaya Publishing House: Mumbai; 2022.
- Sherlekar, S.A. & Sherlekar V.A. *Modern Business Organisation & Management: Systems Approach*. Himalaya Publishing House: Mumbai, 2021.



Board of Studies	Department	Name	Signature
Chairperson (HoD)	Business Studies	Dr. Rama Venkat	<i>Rama Venkat</i>

Board of Studies	Name	Signature
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