

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

<b>Semester: I</b>	<b>Credits: 2</b>	<b>Subject Code: OE1-12305</b>	<b>Lectures: 30</b>
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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

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

<b>Unit 2: Business Organisation</b>	<b>15</b>
<ul style="list-style-type: none"> <li>● Business Organisation: Meaning and description, Stages of formation &amp; establishment of a Firm in India, Factors influencing size of a Business, Factors influencing the location of a Business</li> <li>● 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</li> <li>● <b>Assignment: Case Study</b></li> </ul>	

**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.



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