

Guidelines for the Paper Titled
"Business Organization" of B. Com. (Hons.) G.E-1.1

As per UGCF-NEP revised syllabus

Jointly Organised

BY

Department of Commerce, Delhi School of Economics, University of Delhi

And

Sri Aurobindo College (Day), University of Delhi

Date: 9th November 2020

MINUTES OF THE MEETING

1. An online meeting was held on Wednesday, 9th November, 2022 at 4:00 PM on Google Meet Platform (<https://meet.google.com/wak-mguk-nid>) to prepare the Guidelines for UGCF Revised Syllabus w.e.f. 2022-23 for the paper titled "Business Organization" of B. Com. (Hons.) Paper No. G.E 1.1, **Semester-IV**, jointly organised by Department of Commerce, Delhi School of Economics, University of Delhi and Sri Aurobindo College (Day), University of Delhi. Sixteen faculty members of the different colleges of University of Delhi associated with teaching of this paper registered in advance to attend the meeting and twenty faculty members attended the meeting on the scheduled day, date and on the given link. The meeting was convened by Prof. Namita Rajput, Professor, Department of Commerce, Sri Aurobindo College and represented and observed by Prof. Urvashi Sharma, Professor from the Department of Commerce, Delhi School of Economics, University of Delhi.
2. The following members were present in the online meeting

S.No.	Name of the Teacher	Name of the College
1.	Prof. Namita Rajput (Convenor)	Sri Aurobindo College (Day)
2.	Prof. Urvashi (Observer)	Department of Commerce, Delhi School of Economics
3.	Dr. Subhanjali Chopra	Sri Aurobindo College (Day)
4.	Dr. Vandana Munjal	Sri Aurobindo College (Day)
5.	Dr. Bunny Singh Bhatia	Sri Aurobindo College (Day)
6.	Ms. Sonia Lohia	Sri Aurobindo College (Day)
7.	Mr. Krishan Kumar	Sri Aurobindo College (Day)
8.	Ms. Anubha Godara	Daulat Ram College
9.	Rashi Paliwal	Aditi Mahavidyalaya

10.	Ruchi Sharma	Aryabhata college
11.	Anam	Gargi College
12.	Prof. J. K. Singh	Aryabhata College
13.	Ms. Lavisha Verma	Satyawati College (Evening)
14.	Dr. Sonika Nagpal	PGDAV COLLEGE (EVE)
15.	Simona Dutta	Jesus and Mary College
16.	Satyam	Jesus and Mary College
17.	Dr. Reena Talwar	PGDAV (M)
18.	Mahesh Kumar	Motilal Nehru College
19.	Ritu Vats	Ramlal Anand college
20.	Varun Panwar	Shyam Lal College

3. The following guidelines were set in the online meeting with the consent of all the Faculty Members and the Representative of Department of Commerce, Delhi School of Economics, University of Delhi:

UNIT WISE GUIDELINES (WITH SYLLABUS)

1. Unit wise lectures and marks allotment

Unit No.	Name of the Unit	Lectures (In hours)	Marks
Unit-1	Introduction to Business	12	15
Unit-2	Business Enterprises	12	15
Unit-3	Business Environment	12	15
Unit-4	Entrepreneurship: Founding the Business	12	15
Unit-5	Contemporary Issues of Business Organisations	12	15
Total		60	75

Unit 1: Introduction to Business (12 hours)

Business – Concept, nature and scope, business as a system, business objectives, business and environment interface, distinction between business, commerce and trade, Business ethics, social responsibilities of Business

Specific Guidelines

1. To provide a thorough understanding of basic concepts of business organization with special focus on topics of ‘Business Social Responsibility and Ethics’.
2. More emphasis should be given on short case studies related to basic concepts of business organization, Business Social Responsibility and Ethics.
3. To give real life examples and case studies of public and private companies engaging themselves in CSR activities and doing an analysis of their budget allocation for such activities.
4. Assigning class presentations to students on various topics of first unit to test their level of understanding regarding the basics of business organization

Unit-2 Business Enterprises (12 hours)

Forms of Business Organisation: Sole Proprietorship, Partnership firm, Joint Stock Company, One Person Company, Cooperative society; Limited Liability Partnership; Multinational Corporations; Choice of Form of Organisation; Business Combination: Need and Objectives, Forms: Mergers, Takeovers and Acquisitions.

Specific Guidelines

1. To provide a thorough understanding of all the topics in the unit with special focus on topic of 'Mergers and Acquisitions'.
2. More emphasis should be given on short case studies related to Forms of Business Organisation, Mergers, Takeovers and Acquisitions.
3. The topic of merger and acquisition should be explained with both hypothetical and real world example for clear understanding of students.
4. Doing various case driven exercises in class to see their comprehension of various forms of business organisations.

Unit-3 Business Environment (12 hours)

Meaning and significance of Business environment, Internal and external environment, Dimensions of Business Environment; Uncertainty and business; Environmental Analysis and Diagnosis, Environment scanning techniques: SWOT and ETOP.

Specific Guidelines

1. To provide a thorough understanding of all the topics in the unit with special focus on topic of 'Environment scanning techniques'.
2. More emphasis should be given on short case studies related to Business environment, Environmental analysis and diagnosis, Environment scanning techniques.
3. To assign the task of doing SWOT analysis of various real life companies to group of students.

Unit-4: Entrepreneurship: Founding the Business (12 hours)

Entrepreneur-Entrepreneurship-Enterprise; entrepreneurial ideas and opportunities in the contemporary business environment; Process of entrepreneurship; Forms of entrepreneurship; Skill India, Start-up India, Make in India, Globalisation.

Specific Guidelines

1. To provide a thorough understanding of all the topics in the unit with special focus on topic of Entrepreneurship, Skill India, Start-up India, Make in India and Globalisation.
2. More emphasis should be given on short case studies related to Skill India, Start-up India, Make in India.
3. To explain the concept of entrepreneurship with real life stories and documentaries of successful entrepreneurs.
4. To discuss in detail various initiatives taken by Government of India for encouraging start-ups and 'Make in India' Projects.
5. To organise three virtual and physical tours to each of the three kind of industries-

Small, Medium and Large scale and assigning the task of making virtual documentaries to students in large groups. To make a template to be given to students after industrial visit for writing down their observations.

6. To organize seminars or webinars with successful entrepreneurs especially women entrepreneurs who can share their experiences and journeys with students.

Unit-5: Contemporary Issues of Business Organisations (12 hours)

Emerging Issues and Challenges; Innovation in Organisational Design; Learning Organisations, Workforce Diversity, Franchising, Outsourcing, and E-commerce; Government and business interface; Sustainability; Digitalisation and Technological innovations.

Specific Guidelines

1. To provide thorough understanding on various contemporary issues in business with special focus on issue of sustainability and Learning Organisations.
2. To elaborate the concept and importance of sustainability and Learning Organisations with short case studies.
3. More emphasis should be given on real life examples of Indian organizations.
4. To organise workshops in collaboration with department and other colleges to stress upon the issue of Diversity, Equity and Inclusion with special focus on LGBTQ issues.

All the faculty members participated actively in the deliberation and appreciated the timely initiative of Prof. Namita Rajput, Department of Commerce, Sri Aurobindo College (Day) and expressed sincere thanks. The meeting ended with a vote of thanks to Prof. Namita Rajput, Prof. Urvashi Sharma and all the faculty members.

Prof. Namita Rajput

(Convenor of the meeting)

Department of Commerce

Sri Aurobindo College (Day)

University of Delhi

Prof. Urvashi Sharma

(Observer of the meeting)

Department of Commerce

Delhi School of Economics

University of Delhi