



Indraprastha College for Women University of Delhi

Work Plan for ODD SEMESTER – 2026

Course Name:	BAP
Paper Title:	Business Organisation and Management
Unique Paper Code:	-
Semester:	I
Faculty:	Ms. Divya Kalra
Year:	2026

Work Plan			
Unit No.	Learning Objective	Lecture No.	Topics to be Covered
3		1	Planning and Decision-making-process
		2	Organising, Techniques of Decision making
		3	Formal and Informal Organisations
		4	Centralisation and Decentralisation
		5	Organisational structures – Divisional, Product, Matrix, Project and Virtual Organisation
		6	Motivation- needs (including Maslow's theory), incentives 4(monetary and non-monetary), Directing
		7	Leadership – Leadership Styles, Transactional vs. Transformational Leadership
		8	Communication – New trends and directions (Role of IT and social media)
		9	Meaning of Controlling
		10	Techniques of Controlling
		11	Relationship between planning and controlling

Unit	Contents/Syllabus
III	Planning and Decision-making- process and techniques; Organizing, Formal and Informal Organisations, Centralisation and Decentralisation, Organisational structures – Divisional, Product, Matrix, Project and Virtual Organisation; Motivation- needs (including Maslow's theory), incentives 4(monetary and non-monetary),; Directing; Leadership – Leadership Styles, Transactional vs. Transformational Leadership; Communication – New trends and directions (Role of IT and social media); Controlling –Techniques of Controlling Relationship between planning and controlling.
S. No.	Name of Authors/Books/Publishers
1.	Chhabra, T. N. (2021). Business Organisation and Management. Sun India Publications.
2.	Kaul, V. K. (2012). Business Organisation Management. Pearson Education.
3.	Basu, C. (2017). Business Organisation and Management. McGraw Hill Education.
4.	Kalra, S., & Singhal, N. (2020). Business Organisation and Management. Scholar Tech Press, Delhi.

Paper Components			
Credits	Lecture (L)	Tutorial (T)	Practical (P)
4	3	1	0
Assessment Scheme			
S.No.	Component	Marking Scheme	Total Marks
1	Internal Assessment - Assignment - Class Test - Attendance		30
		12	
		12	
		6	
2.	Continuous Assessment (Tutorial) - Activity 1 - Activity 2 - Attendance		40
		20	
		15	
		5	

3.	Practical		NA
	• Continuous Assessment		
	• End Term Written/Practical Exam		
	• Viva		
4.	End Semester Examination		90