Revised syllabus (2019 Pattern) B.Com. Degree course (CBCS) Syllabus for

Second Year B.Com Semester – IV

Subject Name: - Business Management - II

Subject Code: - 204- II

Unit No.	Unit Title	Contents	Skills to be developed
1.	**Improving peoples' performance : Motivating the staff**	• Meaning, Importance and Theories of motivation • Maslow's Need Hierarchy Theory • Herzberg's Two Factor Theory • Douglas MC Gregor's Theory of X and Y • Ouchi's Theory Z • McClelland's Theory	1. Skills regarding how to motivate staff and other members of the team. 2. Skills regarding retaining motivational level 3. Understanding needs and expectations of group members and meeting them effectively.
2.	**Organizing from front- Leadership Skills**	• Meaning, Importance, Qualities and Functions of a leader • Leadership styles for effective management • Contribution of Mahatma Gandhi, Dr. Babasaheb Ambedkar and Pt. Jawaharlal Nehru in leadership.	1. How to lead group 2. Understanding followers and their views on various organizational matters. 3. Conflict Management

3.	**Achieving success at work : Coordination and Control**	- Meaning and need of coordination and control - Techniques and difficulties in establishing coordination and control - Steps in the process of control and it's techniques	1. How to coordinate group efforts 2. Minimizing resource waste 3. Skills to establish coordination between departments.
4.	**Emerging trends in Business management**	- Corporate Social Responsibility, - Corporate Governance And Corporate Citizenship, - Disaster Management And - Management of Change	1. How to introduce change 2. Significance of Disaster Management 3. Importance and implementation of CSR 4. Importance of Corporate Citizenship

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