



Course Syllabus  
Gyanmanjari Institute of Arts  
Semester-1(B.A)

**Subject:** Concepts of Organization- BATPA11302

**Type of course:** Major

**Prerequisite:** NA

**Rationale:**

The rationale behind this course seems. The theories focus the importance of formal structural design and approaches. They are in combination with more political science theories, used to analyze decision-making in public organizations, whether related to agenda-setting, policy-making, negotiations, regulation, implementation, public reforms, etc.

**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks			Total Marks
CI	T	P		C	SEE	CCE	
			MSE			ALA	
4	0	0	4	100	30	70	200

**Legends:** CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; ESE-End Semester Examination; MSE- Mid Semester Examination; V – Viva; CA - Continuous Assessment; ALA- Active Learning Activities.

4 Credits \* 25 Marks = 100 Marks (each credit carries 25 Marks)

SEE 100 Marks will be converted in to 50 Marks

CCE 100 Marks will be converted in to 50 Marks

It is compulsory to pass in each individual component.



**Course Content:**

Unit	Course content	Hrs	% Weightage
1	<b>Administrative Organization</b> a. Meaning, Definition and Characteristic b. Objective And Benefits of Organization c. Bases of Organization	15	25
2	<b>Types of Organization</b> A. Formal Organization -Line and staff, functional, Project And Matrix organization B. Informal Organization C. Merit and Demerit of Organization Types	15	25
3	<b>Principles of Organization - 1</b> A. Hierarchy B. Span of Control C. Unity of Command And Authority Principle	15	25
4	<b>Principles of Organization - 2</b> A. Centralization and Decentralization, B. Co- ordination C. Delegation	15	25

**Continuous Assessment:**

Sr. No	Active Learning Activities	Marks
1	<b>Analysis</b> The instructor will provide students with data fictional organization and create scenarios where they must apply organizational concepts. Upload discussions to GMIU web portal .	10





2	<b>Case Studies:</b> Present real-world case studies of organizations facing challenges or implementing successful strategies. Ask students to analyze these cases, identify organizational principles at play, and propose solutions or improvements and upload it on GMIU web portal.	10
3	<b>Presentation</b> Make a presentation on the topic given by the teacher and upload it on GMIU web portal.	10
4	<b>Debates:</b> This encourages them to deeply engage with the material and understand multiple perspectives and upload it on GMIU web portal.	10
5	<b>Visiting various organisations</b> This encourages them to deeper understanding about organizational structure then they take photograph, write a report and upload it on GMIU web portal.	10
6	<b>Course Summary Activity:</b> The course will be divided into different sections by the teacher and each group of students will be assigned a section to summarize. The groups will then upload their summary on the GMIU web portal ensuring a comprehensive understanding of the syllabus.	10
7	<b>Attendance</b>	10
Total		70

**Suggested Specification table with Marks (Theory): 100**

Distribution of Theory Marks (Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	20 %	40 %	40%	-	-	-

**Note:** This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.



**Course Outcome:**

After learning the course the students should be able to:	
CO1	Students should demonstrate a solid understanding of key organizational theories and concepts.
CO2	Understanding different types of organizational structures (e.g., functional, divisional, matrix) and learn how they influence organizational behavior and performance.
CO3	Analyze how apply organizational principles such as hierarchy, specialization, coordination, and centralization/decentralization to analyze and solve organizational problems.
CO4	Evaluate critical thinking skills to evaluate the effectiveness of different organizational structures and practices in various contexts, and to propose improvements or alternatives.

**Instructional Method:**

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.

**Reference Books:**

1. राज्यवहीवटना मूलतत्वो - डॉ. ज. पी. शुक्ल
2. राज्यवहीवटना सिद्धांतो - प्रा. हसमुष पंड्या
3. लोक प्रशासन - लक्ष्मीकांत

