

**GOVERNMENT DEGREE COLLEGE, LUXETTIPET  
PERMISSION LETTER**

**DATE : 10.02.2020**

**To  
The Manager  
SRP-1  
Singareni Collieries limited  
Srirampur  
Mancherial District**

Respected Sir,

Sub ; Permission for field visit to Singareni Collieries, req-reg:

As per the subject cited above , we staff along with our students through the Commerce Department are enthusiastic to visit Singareni Collieries ON 15.02.2020. This may help in enhancing the knowledge of our students.

Hence we kindly and humbly request you to grant us permission in this regard.

**Thanking You**

**Yours Sincerely**



**Department of Commerce**

**GDC Luxettipet**

*J.K.J. / 10.02.2020*

**Principal**  
Govt. Degree College,  
Luxettipet-504 215

GOVERNMENT DEGREE COLLEGE, LUXETTIPET

PERMISSION LETTER

Date: 08.02.2020

TO

The Principal

Government Degree College

Luxettipet.

Sub: Requesting permission to conduct field trip to SCCL, Srirampur colony.

As per the subject cited above , department of commerce has planned to take the students for field to SCCL, Srirampur colony. This may improve the students learning levels as a practice of experiential learning. Hence i request you kindly to grant me permission in this regard.

Thanking You,

Yours Sincerely

*Jay's*

Dept. of Commerce

*T.K.J*

**Principal**  
Govt. Degree College,  
Luxettipet-504 215

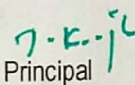
GOVERNMENT DEGREE COLLEGE, LUXETTIPET DIST: ADILABAD

STUDENT NOTICE

Date: 10-02-2020

It is hereby informed to the students of I, II and III Yr, that a field trip will be conducted by the commerce department on ~~10/2/2020~~ in view of making the learning more experiential in commerce courses. Hence I request all the students to attend to the field trip and make it successful.

  
Department of Commerce

  
Principal

**Principal**  
Govt. Degree College,  
Luxettipet-504 215

**GOVERNMENT DEGREE COLLEGE [439]  
LUXETTIPET**

**LIST OF STUDENTS ATTENDED FOR FILED TRIP  
DEPARTMENT OF COMMERCE**

Date: 10.02.2020

S.NO	Name of the Student	Hall Ticket No	Course &Year	Sign of the Student
1	Tharalla Bhaskar	439182003	B.com-III	Bhaskar
2	Jarpula Srikanth	439192201	B.com-II	Srikanth
3	Rajkumar	439192406	B.com-II	R. Rajkumar
4	Devarakonda Rajitha	439202008	B.com-I	D. Rajitha
5	Banoth Sridhar	439202004	B.com-I	Sridhar
6	Dumalla Megana	439202010	B.com-I	D. Meghana
7	Bhairi Akshaya	439202005	B.com-I	B. Akshaya.
8	Pale Pooja	439202238	B.com-I	P. Pooja
9	Pallapu Manusha	439202022	B.com-I	Manusha
10	Shanigarapu Anusha	439202024	B.com-I	S. Anusha
11	Torrem Apoorva	439202028	B.com-I	Apoorva
12	Allam Raghupathi	439202203	B.com-I	Raghupathi
13	Annapuram Sukanya	439202204	B.com-I	A. Sukanya
14	Asma Begum	439202206	B.com-I	Asma Begum

S.NO	Name of the Student	Hall Ticket No	Course & Year	Sign of the Student
15	Bathukuri Nagesh	439202207	B.COM-I	B. Nagesh
16	Bijjuri Swejasri ✓	439202208	B.COM-I	swejasri
17	Bolishetti Shivani	439202209	B.COM-I	B. Shivani
18	Chippakurthi Sahana	439202210	B.COM-I	ch. sahana
19	Damara konda Dinesh	439202211	B.COM-I	D. Dinesh
20	Egge Mounika	439202212	B.COM-I	E. Mounika
21	Gudikandula Sravani	439202216	B.COM-I	Sravan
22	Gurna Sagarika	439202217	B.COM-I	G. Sagarika
24	Kalvala Susmitha	439202219	B.COM-I	K. susmitha
25	Kankanala Pravalika	439202221	B.COM-I	K. Pravalika
26	Kola Jahavi	439202222	B.COM-I	Jahavi
27	Koppuls Rajendar	439202223	B.COM-I	K. Rajendar
28	Manepally Yashodha	439202224	B.COM-I	M. Yashodha
29	Manthri Manjula	439202225	B.COM-I	M. Manjula
30	Md Asma	439202227	B.COM-I	MD. Asma
31	Medi Vanaja	439202229	B.COM-I	M. Vanaja

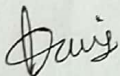
S.NO	Name of the Student	Hall Ticket No	Course & Year	Sign of the Student
32	Muthunuri Manijyothi	439202233	B.COM-I	M. Mani Jyothi
33	Namani Shivakumar	439202234 5	B.COM-I	N. Shivan Kumar.
34	Pruthika Swamy Ade	439202235	B.COM-I	Pruthika
35	Salpala Yashodha	439202242	B.COM-I	S. Yashodha
36	Shekar Rathod	439202244	B.COM-I	R. Rathod
37	Tharalla Abhilash	439202247	B.COM-I	T. Abhilash
38	Tharalla Balaji	439202248	B.COM-I	Balaji
39	Vaddapalli Sahithi	439202249	B.COM-I	Sahithi V.
40	Duguta Anuvarma	439202009	B.COM-I	A. Anuvarma

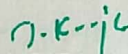


GOVERNMENT DEGREE COLLEGE, LUXETTIPET  
FEEDBACK REPORT

Date: 15.02.2020

Name of the student	G. Sravani
Course and Academic year	B.Com (CA) I year
Name of the programme	Field Trip
Questionnaire for the programme	
1. Are you satisfied by the programme	Yes
2. What did you learn from the Programme	Material, Labour,
3. Is it useful to improve your skills	Yes
4. Can you apply this in generating self employment	Yes
4. Any suggestions by you regarding the programme	Expecting more and more programs like this

  
PROGRAMME COORDINATOR

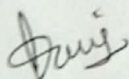
  
PRINCIPAL  
**Principal**  
Govt. Degree College,  
Luxettipet-504 215



GOVERNMENT DEGREE COLLEGE, LUXETTIPET  
FEEDBACK REPORT

Date: 15/2/2020

Name of the student	T. Rakesh
Course and Academic year	B.com Computers 1 <sup>st</sup> Year
Name of the programme	field trip
Questionnaire for the programme	
1. Are you satisfied by the programme	Yes
2. What did you learn from the Programme	How employees move on to mine
3. Is it useful to improve your skills	Yes
4. Can you apply this in generating self employment	Yes
4. Any suggestions by you regarding the programme	Expecting more programs

  
PROGRAMME COORDINATOR

  
PRINCIPAL  
**Principal**  
Govt. Degree College,  
Luxettipet-504 215

**Paper 102: BUSINESS ORGANISATION AND MANAGEMENT**

**Objective:** To acquaint the students with the basics of Commerce and Business concepts and functions, forms of Business Organization and functions of Management.

**UNIT-I: INTRODUCTION AND FORMS OF BUSINESS ORGANISATIONS:** Concepts of Business, Trade, Industry and Commerce - Objectives and functions of Business - Social Responsibility of a business - Forms of Business Organization - Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship - Meaning, Characteristics, Advantages and Disadvantages of Partnership - Kinds of Partners - Partnership Deed - Concept of Limited liability partnership - Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family - Meaning, Advantages and Disadvantages of Co-Operative Organization.

**UNIT-II: JOINT STOCK COMPANY:** Joint Stock Company - Meaning - Definition - Characteristics - Advantages and Disadvantages - Kinds of Companies - Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents - Prospectus - Contents - Red herring Prospectus - Statement in lieu of Prospectus (As per Companies Act. 2013).

**UNIT-III: INTRODUCTION TO FUNCTIONS OF MANAGEMENT:** Management - Meaning - Characteristics - Functions of Management - Levels of Management - Skills of Management - Scientific Management - Meaning - Definition - Objectives - Criticism - Fayol's 14 Principles of Management.

**UNIT-IV: PLANNING AND ORGANISING:** Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages - Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits - Weaknesses - Definition of Organizing - Organization - Process of Organizing - Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision.

**UNIT-V: AUTHORITY, COORDINATION AND CONTROL:** Meaning of Authority, Power, responsibility and accountability - Delegation of Authority - Decentralization of Authority - Definition, importance, process, and principles of Coordination - techniques of Effective Coordination - Control - Meaning - Definition - Relationship between planning and control - Steps in Control - Types (post, current and pre-control) - Requirements for effective control.

**SUGGESTED READINGS:**

1. Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
2. Business Organization & Management: Patrick Anthony, Himalaya Publishing House
3. Business Organization & Management: Dr. Manish Gupta, PBP.
4. Organization & Management: R. D. Agarwal, McGraw Hill.
5. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House
6. Business Organization & Management: C.R. Basu, Tata McGraw Hill
7. Business Organization & Management: M.C. Shukla S. Chand,
8. Business Organisation and Management: D.S. Vittal, S. Chand
9. Organizational Behaviour Text & Cases: V.S.P. Rao, Himalaya Publishing House
10. Business Organization & Management: Uma Shekaram, Tata McGraw Hill
11. Business Organization & Management: Niranjan Reddy & Surya Prakash, Vaagdevi publishers
12. Business Organisation and Management, Dr. Neeru Vasihth, Tax Mann Publications.