|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| **Program: Bachelor of Management Studies (2023-24)** |

 | **Semester: I** |
| **Course: Principles of Management** | **Course Code:** |
| **Teaching Scheme** | **Evaluation Scheme** |
| **Lecture****(Hours per week)** | **Practical (Hours per week)** | **Tutorial (Hours per week)** | **Credit** | **Continuous Assessment (CA)** | **Semester End Examinations (SEE)** |
| **3** | **-** | **-** | **3** | **40** | **60** |
| **Learning Objectives:**1. This course is designed to be an overview of the major functions of management.
2. Emphasis is on planning, organizing, directing and controlling.
3. To expose the students to basic concepts of management.
4. To enable understanding the functions of management.
5. To acquire basic managerial skills
6. To enable them to gain appreciation for emerging ideas, techniques, procedures and practices in the field of management.
 |
| **Course Outcomes:** After completion of the course, learners would be able to:1. Recall and understand the management theories that builds the base for management education and practice.
2. Comprehend and appreciate the functions of management and complexities involved in managing a business through contemporary business cases.
3. Apply the learned management principles to real life business situations.
4. Analyze business situations to point out issues and suggest improvements in management processes.
 |
|  |
| **Outline of Syllabus: (per session plan)** |
| **Module** | **Description** | **No of Hours** |
| **1** | Introduction and Evolution of Management | 11 |
| **2** | Functions of Management | 12 |
| **3** | Directing, Staffing, Leadership, Co-ordination and Controlling | 11 |
| **4** | Recent trends and best practices in Management | 11 |
| **Total**  | **45** |

|  |  |  |
| --- | --- | --- |
| **Unit** | **Topic** | **No. of Hours** |
| **Module 1**  | **Introduction and Evolution of Management**

|  |
| --- |
| * Meaning and Scope
 |
| * Managerial levels and skills
 |
| * Managerial Roles
 |
| * Management: Science, Art or Profession
 |
| * Universality of Management
 |
| * Different schools of management thought - Behavioral, Scientific, Systems and Contingency
 |
| * Contribution of Management Thinkers: Taylor, Fayol, Elton, Mayo
 |
| * Global management: Meaning contemporary issues & challenges in management
 |

 | 11 |
| **Module 2** | **Functions of management**

|  |
| --- |
| **Planning**  |
| * Planning - Concept, Nature, Importance, Limitations
 |
| * Planning – Steps
 |
| * Management by objectives
 |
| * Decision making techniques
 |
| **Organizing**  |
| * Organizing - Concept, Nature, Importance, Principles
 |
| * Centralization & Decentralization
 |
| * Span of management
 |
| * Departmentation – meaning, types and basis
 |
| * Organization Structures- Line and Staff Authority,Functional, Product, Matrix Geographical, Customer,New Forms of Organization Virtual, Organizations,Network Design, Learning organizations (Concept and features)
 |

 | 12 |
| **Module 3** | **Directing, Staffing, Leadership, Co-ordination and Controlling**

|  |
| --- |
| **Directing**  |
| * Meaning and Process
 |
| **Staffing**  |
| * Nature and Scope
 |
| * Manpower Planning
 |
| * Selection and Training
 |
| * Performance Appraisal
 |
| **Leadership**  |
| * Nature
 |
| * Significance
 |
| * Styles Qualities of a Good leader
 |
| **Co-ordinating**  |
| * Meaning and Need
 |
| * Types of Coordination
 |
| * Techniques of Co-ordination
 |
| * Difficulty
 |
| **Controlling** |
| * Nature
 |
| * Purpose
 |
| * Process
 |
| * Pre-requisites of effective control systems
 |
| * Resistance to control
 |
| * Controlling Techniques
 |

 | 11 |
| **Module 4** | **Recent trends and best practices in management**

|  |
| --- |
| **Entrepreneurial Management**  |
| * Entrepreneurial Management vs Corporate Management
 |
| **Diversity Management**  |
| * Types
 |
| * Characteristics
 |
| **Innovation management**  |
| * Key Aspects of Innovation management
 |
| **Benchmarking**  |
| * Importance
 |
| * Process
 |
| **Green Management**  |
| **CSR**  |
| **Best practices across the world**  |

 | 11 |

**Essential Reading:**

1. Harold Koontz, Heinz Weihrich (2015). Essentials of Management: An International, Innovation and Leadership Perspective. India: McGraw-Hill.

**Reference books**

1. Coulter, M. K., Coulter, M., Robbins, S. P., Martocchio, J. J., Long, L. K. (2018). Management. United Kingdom: Pearson.
2. Drucker, P. F. (2020). Peter F. Drucker on Management Essentials. United States: Harvard Business Review Press.
3. Stoner, J. A. F. (1995). Management. India: Pearson Education.
4. Management: Principles and Practice. (2011). India: Jaico Publishing House.
5. Principles and Practice of Management. (2020). (n.p.): Sultan Chand & Sons.

##  Total Marks allotted: 100 marks

## a) Details of Continuous Assessment (CA)

40% of the total marks per course.

Marks allotted for CA is **40 marks.**

Breakup of the 40 Marks is as follows:

|  |  |  |
| --- | --- | --- |
| **Continuous Assessment** | **Details** | **Marks** |
| **Component 1 (CA-1)**  | Internal class test (online or offline)* 3 Class tests will be taken for each course
* Marks scored will be computed as the Best 2 out of 3 tests conducted carrying 10 Marks Each
 | **20 marks** |
| **Component 2 (CA-2)** | Presentations/Project Work/ Viva-Voce/ Book Review/ Field visit & its presentations/ Entrepreneurship Fair/ Documentary filming/ Assignments/Group Discussions Etc. | **20 marks** |

## b) Details of Semester End Examination (SEE)

60% of the total marks per course.

Marks allotted for SEE is **60 Marks.**

Duration of examination will be **Two Hours.**

**QUESTION PAPER FORMAT**

 All Questions are compulsory

|  |  |  |
| --- | --- | --- |
| **Q. No.** | **Particulars** | **Marks** |
| Q.1. | Answer in Brief (Any 2 out of 3)a)b)c) | 12  |
| Q.2. | Answer in Brief (Any 2 out of 3)a)b)c) | 12  |
| Q.3. | Answer in Brief (Any 2 out of 3)a)b)c) | 12  |
| Q.4. | Answer in Brief (Any 2 out of 3)a)b)c) | 12  |
| Q.5. | Read the following Case Study and answer the questions that follow. | 12 |



Signature Signature

(Program Chairperson & Vice Principal) (Principal)