

Graduation Programme in Management (Commerce)

Principles of Management Semester-I	Course Code: Nature of Course: Major/Minor
Credits : 4 (3+1)	

Course Description:

This course is designed to highlight the genesis of the Management. The course will cover the evolution of management thought, basic concepts, principles and practices.

Course Objectives:

The objective of the course is to provide the student with an understanding of basic management concepts, principles and practices.

Learning Outcomes:

After completing this course, the student is expected to:

- Develop basis understanding of management thought.
- Develop an understanding of various management processes: planning, organizing, directing, leading and controlling.

Curriculum Details:

Unit- 1

Management Thought

Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical and Human Relations Approaches – Mayo, Hawthorne Experiments, Behavioural Approach, Systems Approach; Contingency Approach – Lawrence & Lorsch, MBO - Peter F. Drucker.

(Knowledge, Comprehension)

Unit- II

Planning and Organizing

Planning: Concept, Process, Importance and Limitations; Types of Plans. Concept and process of organizing, Span of management, Different types of authority (line, staff and functional), Decentralisation and Delegation of authority.

(Knowledge, Comprehension)

*Shreya
Kishu
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Unit- III

Staffing, Directing and Controlling

Staffing: Concept and process. *Motivation*: Concept, Importance; Major Motivation theories - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory. *Leadership*: Concept, importance and styles; *Communication*: Concept, importance, Process and Types; Barriers to Effective Communication.

Controlling: Concept, Process, Limitations and Principles of Effective Control.

(Knowledge, Comprehension)

Unit - IV (Internal Assessment: Tutorial/Practical)

Concerned Teacher to identify case study from Unit-1, Unit-2 and Unit-3. The Student would analyze the Case and make a presentation of the case.

Each student, at the instructions of the concerned teacher, will submit an assignment and deliver a presentation on the case assigned to him/her.

Suggested Readings:

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education.
2. Stephen P Robbins and Madhushree Nanda Agrawal, *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education.
3. George Terry, *Principles of Management*, Richard D. Irwin
4. Newman, Summer, and Gilbert, *Management*, PHI
5. James H. Donnelly, *Fundamentals of Management*, Pearson Education.
6. B.P. Singh and A.K. Singh, *Essentials of Management*, Excel Books
7. Griffin, *Management Principles and Application*, Cengage Learning
8. Robert Kreitner, *Management Theory and Application*, Cengage Learning
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi
10. Peter F Drucker, *Practice of Management*, Mercury Books, London.

Note: Latest editions of text books may be used

Amal K
Kishu
Taran
Mohan

Shobana
Suman
Anamika