

<b>INSTITUTE</b>	<b>FACULTY OF MANAGEMENT STUDIES</b>
<b>PROGRAM</b>	<b>BACHELOR OF BUSINESS ADMINISTRATION (HONS.)</b>
<b>SEMESTER</b>	<b>1</b>
<b>COURSE TITLE</b>	<b>PRINCIPLES OF MANAGEMENT</b>
<b>COURSE CODE</b>	<b>04BB0101</b>
<b>COURSE CREDITS</b>	<b>4</b>

**Course Outcomes:** After completion of this course, student will be able to:

- 1 Explain the importance of management and describe the functions, roles, and skills of manager.
- 2 Discuss the evolution of Management thought and current practices of management
- 3 Demonstrate the ability to plan, organize, direct ,lead and control effectively
- 4 Assess managerial practices and choices of an organization
- 5 Comprehend the modern management techniques and its relevance in business

**Pre-requisite of course:**N/A

#### Teaching and Examination Scheme

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
4	0	0	50	30	20	0	0

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Introduction to Management</b> Meaning, Nature and Characteristics of Management – Scope of Management - Functional areas - Management as a Science and an Art, Management & Administration – Levels of management & Managerial Skills, Evolution of Management Thoughts - Principles of management - Ethics in Management	10
2	<b>Planning in Management</b> Need and importance of planning - basic purpose of planning, Planning process, Types of plans - Objectives - Management By Objectives, Decision making – Nature and importance- types of decisions – process	10
3	<b>Organizing &amp; Staffing</b> Need for organization - purpose of organization, fundamental principles of organization - Types of organization - Departmentalization, Committees - Centralization Vs decentralization of authority and responsibility, Staffing – Introduction - Need for Staffing - Importance of staffing -Process of staffing	10

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
4	<b>Directing &amp; Coordinating</b> Directing – Meaning, nature and importance – Theories of Motivation – Maslow’s, Herzberg’s & McGregor’s Leadership, Introduction - Formal and Informal Leadership – Characteristics – Styles of Leadership - Importance of Communication as a leader, Coordination – Introduction - Importance of coordination - Principles of coordination	10
5	<b>Controlling &amp; Modern Management Techniques</b> Meaning and steps in controlling – Pre-requisites of a strong control system - Methods of establishing control, Introduction to various latest management techniques: Business process reengineering, business outsourcing, benchmarking, kaizen, six sigma, knowledge management, just in time management, total quality management.	8
<b>Total Hours</b>		<b>48</b>

#### **Textbook :**

- 1 Principles of Management , L. M. Prasad , Sultan Chand and Sons, 2015

#### **References:**

- 1 Management: Text and Cases, Management: Text and Cases, V.S.P. Rao , Excel Books India, 2
- 2 Principles of Management , Principles of Management , Koontz & O’Donnell, McGraw Hill, 4

#### **Suggested Theory Distribution:**

The suggested theory distribution as per Bloom’s taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking</b>
20.00	30.00	25.00	15.00	10.00	

#### **Instructional Method:**

- 1 Theory

#### **Supplementary Resources:**

- 1 <http://kamarajcollege.ac.in/Department/BBA/II%20Year/001%20Core%205%20-%20Principles%20of%20Management%20-%20III%20Sem%20BBA.pdf>
- 2 <http://www.mbaexamnotes.com/principles-of-management.html>
- 3 <https://www.geektonight.com/principles-of-management-pdf/>
- 4 <https://www.cliffsnotes.com/study-guides/principles-of-management>