

PAPER CODE: BB104: PRINCIPLES OF MANAGEMENT

Learning Objectives:

- The course provides an overview of the theories and practices of management in organizational contexts.
- The course also provides for examination of management theory and provides opportunities for application of these ideas in real world situations.

UNIT I: MANAGEMENT:

Nature and scope of management; Functions and levels of Management; Managerial roles; Development of Management Thought, Scientific Management, Contribution of Henry Fayol

UNIT II: PLANNING:

Planning – Nature – Importance – Types – Steps in Planning – Objectives – Policies – Procedures and Methods, Decision Making – Process of Decision making – Types of Decisions – Problems involved in Decision making.

UNIT III: ORGANIZING:

Organizing – Organizational structure - Types of Organization Structure- (Line and Staff, Functional, Product, Committees, Projects, Matrix) — Span of Control – Departmentalization.

UNIT IV: STAFFING AND DIRECTING:

Authority & Responsibility – Delegation – Decentralization – Difference between authority and power – Uses of authority – Distinction between Centralization, Decentralization, Meaning and Functions of Staffing – Nature, Purpose and Scope of Directing.

UNIT V: COORDINATION:

Co-ordination – Need for Co-ordination – Types – Techniques, Controlling – Meaning, Importance and Types of Control -Control Process

REFERENCE BOOKS:

1. Robbins, S. P., & DeCenzo, A. D. Fundamentals of Management, 4th Edition, New Delhi: Pearson Education.
2. Harold Koontz & Heij Wehrich, (2015) Essentials of Management, 10th Edition, Tata McGraw-Hill Education, New Delhi.
3. T.Ramasamy, (2015) Principles of Management, Himalaya Publishing House, Mumbai.

4. L.M. Prasad, Principle and Practice of Management, Sultan Chand and Sons, 6th edition.

Learning Outcomes:

- Evaluate the context for taking managerial actions of planning, organizing and controlling.
- Integrate management principles into management practices.
- Specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances.