

<b>Subject Code: 1MS1010102</b>	<b>Subject Title: Principles of Management</b>
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### 1. Course Objectives:

This course introduces concepts of evolution of management theories. It incorporates the basic functions of management i.e. Planning, Organizing, Leading and Controlling. The course helps students to understand the fundamental concepts of Principles of Management. This course enables students with concept of Organizational Structure, Leadership and Motivation theories.

### 2. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit	Evaluation Scheme (Marks)		Total
				University Assessment	Continuous Assessment	
4	-	-	4	70	30	100

### 3. Syllabus:

Module No.	Contents	Total Hours	Weight
1	Introduction to Management: Meaning, Significance and Objectives, Management as an Art, Science, Profession, Management in India	11	25%
2	Planning: Meaning, Nature of Planning, Planning Process Forecasting: Meaning and Significance Introduction of Decision Making, Process of Decision Making	11	25%
3	Organizing: Features, Importance, Principles of Organizations, Organization Structure, Delegation of Authority, Centralization and Decentralization, Types of Organization (Line, Staff, Matrix) Staffing: Introduction, Meaning, Importance, Brief Idea of Main Staffing Functions	12	25%
4	Directing: Introduction, Definition, Coordination, Importance, Brief Idea of Directing Tools (Leadership, Motivation, Communication) Controlling: Controlling, Importance and Functions of Control, Control Process, Budgetary and Non Budgetary Control	13	25%

#### **4. Suggested Readings**

**Books:**

1. L.M.Prasad: Principles and practice of management, Sultan Chand & Sons, New Delhi.
2. DR.C.B.Gupta: Business Management, Sultan Chand & Sons, New Delhi.
3. Rae V.S.P. and Krishna v. Hari. Management Text & Cases, Excel Books, New Delhi.