

Subject Title:	Fundamentals of Management
Subject Code:	2MS1020104

Course Objectives: To develop managerial skills in the students' and to develop aesthetic, intellectual and technological abilities through this subject and Iso subject that integrates theory and practice.

Teaching Scheme (Hours per week)

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

1. Syllabus:

Module No.	Contents	Total Hours	Weightage
1	Introduction of Management, Meaning, Significance and Objectives, Levels of Management (Top, Middle and lower)	12	25%
2	Planning :- Introduction, meaning, Planning Premises and Constraints. Planning Process. Forecasting: Meaning and Importance	12	25%
3	Organizing: Meaning of Organizing. Principles of Organizing Delegation of authority Centralization and Decentralization 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	12	25%

2. 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.