

Subject Code: 1MS3010206

Subject Title: Management Process

1. Course Overview

This course deals with the basic principles of management that have been derived from managerial experience. Management as a discipline has evolved over a period of time. The course will provide a historical perspective to the discipline. One of the program objectives is for the participants to understand their personal experience in work organization in terms of management theory. This course looks at the behavior of people in work organization & problems associated with such behavior in work. The course will help the participants observe & reflect on their own as well as other group member's behavior in work organizations.

2. Course Objectives

After the course, participants

- Would be able to understand, classify & describe different functions of management & other activities that is carried out in managing the organization.
- Would be able to describe different changes taking place over period of time in management with the help of historical context.
- Would be able to describe process of Managing the organization & steps essential in implementing the process.
- Would be able to understand theories of Management & relate these theories to general management practices.
- Would be able to identify different managerial skills including leadership skills essential for running an organization.

3. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit	University	Continuous	Total
				Total Assessment	Assessment	
3	1	0	4	60	40	100

4. Syllabus:

Module No.	Contents	Total Hours	Weight (%)
1	Development of Management thought (Essential) ✓ Emergence of scientific management, ✓ Contribution of Taylor, Fayol, Weber, Bernard & Elton Mayo ✓ Linkages between Scientific Management & Human Relations Movement ✓ Hawthorne Experiments	5	15

2	Overview of the process & components of management ✓ Planning, Organizing, Directing, Staffing, Coordinating, Controlling	5	10
3	Planning ✓ Types of plan, steps in planning, & process of planning ✓ Nature of objectives, setting objectives ✓ Concept & process of Managing by Objectives ✓ Introduction to Strategic planning process	7	10
4	Decision-Making ✓ Importance & steps in Decision Making; ✓ Traditional approaches to decision-making;	5	10
5	Organizing ✓ Concept of organization, process of organizing, bases of departmentalization, Authority & power - concept & distinction. Decentralization - concept, reasons for decentralization, ✓ Introduction to theory of organizing	7	15
6	Coordination ✓ Concept & importance of coordination; factors which make coordination difficult; techniques or methods to ensure effective coordination.	5	10
7	Control ✓ Concept, planning-control relationship, process of control - setting objectives, establishing standards, measuring performance, correcting deviations, Human Response to control.	5	15
8	Leading ✓ -Introduction to Leadership, - Traits of Leader - Types of Leader ✓ - Role of a Leader	5	15

5. Suggested Readings

Text Books

Author /s	Publication	Title
Stephen P. Robbins, Mary Coulter, Niharika Vohra	Pearson Education	Management

Reference Books

Author /s	Publication	Title
Chuck Williams, ManasRanjanTripathy	Cengage Learning	Management
Stephen P. Robbins, Mary Coulter, Niharika Vohra	Pearson Education	Management
Stephen P. Robbins	Prentice Hall of India, New Delhi	Organization Theory – Structure

6. Evaluation Scheme

Sr. No.	Component	Weight
1	University Examination * For the written examination, the open book examination may be opted by the paper setter appropriately	60%
2	Internal Assessment -Depending on the need and objectives of the subject, internal assessment should include minimum three of the following sub-components; <i>Class Test, Quiz, Assignments, Case Presentation, Class Participation, Projects, Team/Individual Assignments.</i> -The weightage of a sub-component should not exceed 50% of internal assessment component weight. -The bifurcation of sub-components shall be communicated by the instructor before commencement of the academic sessions.	40%