

BC105 --- PRINCIPLES AND PRACTICE OF MANAGEMENT

Course Description and Objective:

Objective of the course is to provide basic perspectives of Management theories and practices. This will form foundation for further study of functional areas of management and give a conceptual framework for understanding.

Course Outcomes: After Completion of the course student should be able to

- Know the basics concepts of management
- Know about various theories of Management
- Know about various functions of Management

UNIT-I

Introduction to Management: Concept of management – evaluation of management - nature of management – scope of management – functions of management – theories of management – scientific management theory – Henry fayol’s theory – classification theory – human relations theory – behavioral theory – management Vs administration – universality of management

UNIT-II - 12

Planning: Importance – advantages – disadvantages – types of plans – process of planning – steps involved in planning- Decision – Decision Making – Process and Techniques

UNIT-III

Organizing: Principles of organization – types of organization structures, merits, demerits and suitability –Departmentation, Delegation and decentralization

UNIT-IV

Directing – Meaning and Nature of Directing - types of leaders – leadership qualities – leadership theories – motivation theories, Maslow’s need hierarchy theory – Herzberg’s two factor theory – theory X and theory Y – equity theory – expectations theory – communications – importance – formal and informal communication.

UNIT-V

Controlling: Importance of controlling – need for controlling – steps involved in controlling – process of controlling – techniques in controlling.

Text Books:

1. L.M. Prasad – Principles & Practices of Management, Sultanchand & Sons, June 2008
2. Weirich & Koontz, “Essential of Management”, TMH,2007

Reference Books:

1. Jonus A. F. Stoner, “Management”, Thomson.
2. Heinz Weirich, Harold Koontz, “Management A Global Perspective”, TMH, 10/e, 2002.
3. Stephen P. Robbins Mary Coulter, “Management”, PHI, 8/e, 2006