

BBA.LL.B (HONS.) – I-SEMESTER

PRINCIPLES AND PRACTICE OF MANAGEMENT

COURSE CODE:

Course Objectives: The course is intended to provide knowledge on basic perspectives of management theories and practices. This will form foundation for further study of functional areas of management and provide for understanding how organizations function.

Course Outcomes:

1. Discuss and communicate managerial functions, Skills, levels and roles of managers and how it will affect future managers.
2. Identify & communicate the management evolution and how it will affect future managers.
3. Use the types of plans, process involved in planning and process involved in decision making & techniques applied for making decisions.
4. Execute different motivational theories & strategies to motivate organizational members, right leadership style and different modes of communication.
5. Implement tools and techniques for filling organizational vacancies with competent people and for ensuring effective control in the organization.

UNIT -I: Nature of Management: Concept of management, Functions of management, Managerial roles, Management Levels, skills of management, Evolution of management thought: History and current thinking: Classical approach, Behavioural approach, Management science approach, the contingency approach, the systems approach.

UNIT – II: Planning and Organizing: Importance of planning, Benefits and disadvantages of planning, Types of plans, Process of planning, concept of MBO, decision making process and decision-making techniques. Organizing: Basic Types of organization structures, Concept of Departmentation, span of control.

UNIT – III: Directing: concept of leadership and leadership styles and theories, Motivation: Maslow's need hierarchy theory, Herzberg's two factor theory, Theory X and Theory Y, Equity theory, Expectancy theory, Communication: Process, types of communication, Barriers to communication and Effective Communication.

UNIT – IV: Staffing: Manpower planning, Recruitment, selection, training, performance appraisal, grievance handling.

UNIT – V: Controlling: Need for controlling, Steps involved in controlling, process of controlling, and Tools for Control: Balanced Score Card, Financial controls, Total Quality Management

Text Books:

1. Samuel C.Certo, S.Trevis Certo: Modern Management, 13/e, Prentice-Hall, New Delhi
2. Heinz Weihrich, Harold Koontz: Management A Global perspective, 10/e, Tata McGraw Hill.
3. Daft, The New Era of Management, Thomson, 7/e, New Delhi.