

## Foundation Course

### FC-201(1) Principles of Management

#### Course Introduction:

The field of management has undergone a sea change and has today assumed a form of a profession with a well-defined body of knowledge. This knowledge is continuously evolving and new issues and findings are constantly emerging. This field is attracting many people who want to undergo a formal training in this area.

#### Objectives:

The student would be able

- 1.) To get a basic understanding with reference to working of business organizations through the process of management.
- 2.) To understand the managerial functions of planning and organizing.
- 3.) To discuss on the managerial functions of staffing, directing and controlling.

**No. of Credits: 2**

**Theory Sessions per week: 3**

**Teaching Hours: 40 hours**

UNIT	TOPICS / SUBTOPICS	TEACHING HOURS
1	<b>Introduction to Management, Planning and Organizing</b>	<b>10 hours</b>
	<ul style="list-style-type: none"><li>• <b>Management</b><ul style="list-style-type: none"><li>○ Meaning and process of management</li></ul></li></ul>	
	<ul style="list-style-type: none"><li>• <b>Planning</b><ul style="list-style-type: none"><li>○ Meaning</li><li>○ Planning process</li><li>○ Planning premises</li><li>○ Types of plans – based on breadth and use.</li></ul></li></ul>	
	<ul style="list-style-type: none"><li>• <b>Organizing</b><ul style="list-style-type: none"><li>○ Introduction</li><li>○ Meaning of organizing</li><li>○ Principles of organizing.</li></ul></li></ul>	
2.	<b>More on Organizing and Staffing</b>	<b>10 hours</b>
	<ul style="list-style-type: none"><li>• <b>Departmentation</b><ul style="list-style-type: none"><li>○ Meaning</li></ul></li></ul>	
	<ul style="list-style-type: none"><li>• <b>Bases of departmentation</b><ul style="list-style-type: none"><li>○ Function wise</li><li>○ Product wise</li><li>○ Territory wise</li><li>○ Process wise</li><li>○ Customer wise.</li></ul></li></ul>	

	<ul style="list-style-type: none"> <li>• <b>Delegation</b> <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Elements of delegation</li> <li>○ Principles of effective delegation.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Centralization and decentralization</b> <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Factors affecting degree of centralization and decentralization.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Staffing</b> <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Human Resource Planning <ul style="list-style-type: none"> <li>▪ Meaning</li> <li>▪ Importance</li> </ul> </li> <li>○ Job Analysis <ul style="list-style-type: none"> <li>▪ Meaning</li> <li>▪ Importance</li> </ul> </li> <li>○ Recruitment <ul style="list-style-type: none"> <li>▪ Meaning</li> <li>▪ Only sources of recruitment</li> </ul> </li> <li>○ Selection <ul style="list-style-type: none"> <li>▪ Meaning</li> <li>▪ Only the selection process</li> </ul> </li> <li>○ Training <ul style="list-style-type: none"> <li>▪ Meaning</li> <li>▪ Methods of training-job rotation</li> </ul> </li> <li>○ Lectures/conference vestibule(a short note on these)</li> </ul> </li> </ul>	
3	<b>Directing</b>	<b>10 hours</b>
	<ul style="list-style-type: none"> <li>• <b>Meaning of directing</b></li> <li>• <b>Principles of directing</b></li> <li>• <b>Motivation</b> <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Theories of motivation <ul style="list-style-type: none"> <li>▪ Herzberg's Two-Factor theory</li> <li>▪ McGregor's Theory X and Theory Y , Theory Z</li> </ul> </li> </ul> </li> <li>• <b>Leadership</b> <ul style="list-style-type: none"> <li>○ Meaning of leadership</li> <li>○ Types of leadership <ul style="list-style-type: none"> <li>▪ Autocratic</li> <li>▪ Democratic</li> <li>▪ Theories of leadership-Blake and Mouton's</li> <li>▪ Managerial grid</li> <li>▪ Leadership continuum</li> </ul> </li> <li>○ Communication <ul style="list-style-type: none"> <li>▪ Meaning and Importance</li> </ul> </li> </ul> </li> </ul>	

4	<b>Control</b>	<b>10 hours</b>
	<ul style="list-style-type: none"> <li>• <b>Meaning and Nature of control</b></li> <li>• <b>Importance of control</b></li> <li>• <b>Control process</b></li> <li>• <b>Essentials/principles of effective control system</b></li> <li>• <b>Techniques of control-Break-Even Analysis</b></li> </ul>	

**Textbook:**

Principles of Management (Fifth Edition)

Publication: Tata McGraw Hill

By P C Tripathi, PN Reddy,

**Reference Book:**

1. Fundamental of Management, Concept, application, skill development

Publication: Cengage Learning

By Robert N. Lussier

2. Entrepreneurship and Managemen

Publication: Pearson

By: S. Nagendra, VS Manjunath

3. Management-Concept, Practice and Cases

Publication: Tata McGraw Hill(first Edition-2010)

By: Karminder Ghuman and K. Aswathapa