

**Sem. - I**

## **Mandatory 1**

**Programme Name: BMS (Bachelor of Management Studies) (AICTE)**

**Course Name: Principles of Management -I**

**Total Credits: 04**

**Total Marks :100**

**Internal assessment :40 Semester End Examination:60**

---

### **Learning Objectives:**

- To introduce students to basic concepts of Management
- To train students in thinking on application of concepts of Management

### **Course Outcomes:**

CO1) Student will be able to understand and discuss emerging concepts of green management

CO2) Student will be able to outline basic concepts of Management

CO3) Student will be able to summarize and give examples of planning process and steps in planning process; Decision Making steps and process; Organizing steps and process; Controlling process in Management

CO4) Student will be able to classify Leadership styles and related give examples

### **Unit 1: Nature of Management**

- Management: Concept, Significance, Role & Skills, Levels of Management, Concepts of POSDCORB, Managerial Grid.
- Evolution of Management thoughts, Contribution of F.W Taylor, Henri Fayol and Contingency Approach.

### **Unit II: Planning and Decision Making**

- **Planning:** Meaning, Importance, Elements, Process, Limitations and MBO.
- **Decision Making:** Meaning, Importance, Process, Techniques of Decision Making

### **Unit III: Organising**

- **Organizing:** Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Meaning, Advantages and Limitations
- **Departmentation:** Meaning, Basis and Significance
- **Span of Control:** Meaning, Graicunas Theory, Factors affecting span of Control Centralization vs Decentralization
- **Delegation:** Authority & Responsibility relationship

#### **Unit IV: Directing, Leadership, Coordination and Controlling**

- **Directing:** Meaning and Process
- **Leadership:** Meaning, Styles and Qualities of Good Leader
- **Coordination** as an Essence of Management
- **Controlling:** Meaning, Process and Techniques
- **Recent Trends:** Green Management & CSR

#### **Reference Books**

- 1.Principles of Management , Ramasamy , Himalaya Publication , Mumbai*
- 2.Principles of Management , Tripathi Reddy , Tata Mc Grew Hill*
- 3.Management Text &Cases , VSP Rao , Excel Books, Delhi*
- 4.Management Concepts and OB , P S Rao & N V Shah , AjabPustakalaya*
- 5.Essentials of Management , Koontz II & W , Mc. Grew Hill , New York*