

St. Joseph's Degree and PG College
B.Com Computers
SEMESTER- II (CBCS)
PRINCIPLES OF MANAGEMENT(w.e.f 2017-18)

Scheme of instruction:		Scheme of Examination:	
Total Duration	:60 Hrs.	Max Marks	100
Hours/Week	:5Hrs.	Internal Examination	:30
Credits	:5	SBT	:10
Instruction Mode	:Lecture	External Semester Exam Duration	:3 Hrs.
Course Code	BC.05.101.22T		

Course Objectives:

1. To acquaint the students with the Principles, Functions and practice of management.
2. To provide them practical exposure through live examples.
3. To acquaint the students with the Principles, Functions and practice of management.
4. To provide them practical exposure through live examples.

Course Outcome:

Unit-I: Introduction to Management: **12 Hrs.**
Meaning-Definition & Concepts-Features (Nature & Characteristics)-Objectives of Management
Importance-Is management an Art Or Science – Management as a Profession - Administration
Vs. Management – Organization and Management – Scope or Branches of Management –
Importance of Management.

Unit II: Functions & Principles of Management: **12 Hrs.**
Classification of Management Functions – Levels of Management
Principles of Management: Meaning - Fayol's Principles.
Scientific Management: Introduction, Meaning & Definition of Scientific Management –
Nature/Features of Scientific Management –Principles/Elements of Scientific Management.

Unit-III: Planning & Decision Making: **12 Hrs.**
Planning: Meaning – Definition -Nature or characteristics – Types /Focus: corporate planning-
strategic planning - Advantages & Disadvantages. **Decision Making:** Meaning, Def & Concept -
Characteristics- Types of decisions – Process of Decision Making.

Unit-IV: Coordination & Motivation **12 Hrs.**
Co-ordination: Meaning, Def –Nature/Characteristics – Needs/Significance- principles and
techniques, difference between cooperation and coordination.
Motivation: Introduction – Nature of Motivation – Theories (AH Maslow only).

Unit-V: Organization Structure**12 Hrs.**

Organization Structure: Meaning, Definition Line organization: Advantages and disadvantages – Staff Organization: Advantages and disadvantages - Line & Staff: Advantages & Disadvantages - Span of supervision (Only Meaning). **Authority:** Meaning - Sources- **Responsibility:** Meaning - Features –**Accountability:** Meaning –Nature. **Delegation:** Definition & Characteristics – Process -Problems-Pre Requisites of Delegation. **Centralization:** Meaning – Definition - Advantages & Disadvantages-**Decentralization:** Meaning – Definition - Advantages & Disadvantages-Difference between Centralization & Decentralization

REFERENCE BOOKS:

1. Koontz and O'Donnel: Essentials of Management – Kalyani Publications- Revised Edition 2011
2. C.B. Gupta: Industrial Organisation and Management - Kalyani Publications:Revised 2011
3. Y.K. Bhushan : Industrial Organisation and Management – Himalaya Publications: Revised 2010
4. Shashi K. Gupta and R.K. Sharma: Business Organization and Management