

JAI HIND COLLEGE AUTONOMOUS



Syllabus for S.Y.BCom

**Course : Principles of
Management**

Semester : III

Credit Based Semester & Grading System

With effect from Academic Year 2018-19

List of Courses

Course: Principles of Management

Semester: III

SR. NO.	COURSE CODE	COURSE TITLE	NO. OF LECTURES / WEEK	NO. OF CREDITS
SYBCom				
1	CCOM301	Principles of Management	03	04

Semester III – Theory

Course: CCOM301	Introduction to Business (Credits : 4 Lectures/Week: 4)	
	<p>Objectives:</p> <ol style="list-style-type: none"> 1. to provide basic conceptual and applicative knowledge about business organizations 2. to develop the student's employability and entrepreneurial skills <p>Outcomes:</p> <p>Understanding the nuances of business organization-its objectives, new trends, project planning & start-ups.</p>	
Unit 1	<p>Introduction to Management Management- Concept, Nature, Functions, Managerial Skills & Competencies, levels of Management. Henry Fayol's Principles Modern Management Approach- Peter Drucker's dimensions of management, Indian Management thoughts: Origin & Significance of Indian Ethos to Management.</p>	9 lectures
Unit 2	<p>Planning & Decision Making Planning - Steps, Importance, Components, Coordination– Importance M.B.O -Process, Advantages, Management By Exception- Advantages Management Information System- Concept, Components Decision Making- Techniques, Essentials of a Sound Decision Making, Impact of Technology on Decision Making</p>	10 lectures
Unit 3	<p>Organising Organising-Steps, Organisation Structures Features of Line & Staff Organisation, Matrix Organisation , Virtual Organisation Departmentation- Meaning -Bases, Span of Management- Factors Influencing Span of Management, Graicuna's Theory of Span of Management, Tall and Flat Organisation. Delegation of authority- Process, Barriers to Delegation, Principles of Effective Delegation. Decentralisation: Factors Influencing Decentralisation, Centralization v/s Decentralisation</p>	13 lectures
Unit 4	<p>Directing & Controlling Motivation –Concept, Importance, Influencing factors Importance of Communication, Barriers to effective Communication Leadership- Concept, Functions, Styles, Qualities of a good leader. Controlling –Concept, Steps, Essentials of good control system, Techniques of Controlling -PERT, CPM, Budgetary Control, Management Audit.</p>	12 lectures

Textbook & References

1. Management Today Principles & Practice- Gene Burton, Manab Thakur, Tata McGraw-Hill, Publishing Co. Ltd.
2. Management – James A. F. Stoner, Prentice Hall, Inc .U.S.A.
3. Management : Global Prospective – Heinz Wehrich & Harold Koontz, Tata McGraw-Hill, Publishing Co. Ltd.
4. Essential of Database Management Systems - Alexis Leon , Mathews Leon
5. Management – Task Resp, Practices – Peta Druche “willian Heinemann LTD.

Evaluation Scheme

[A] Evaluation scheme for Theory courses

I. Semester End Examination (SEE)- 100 Marks

