

Open Course: 1 - CC 1551.2 PRINCIPLES OF MANAGEMENT

No. of instructional Hrs per week: 3 No. of Credits: 2

Aim of the Course: To familiarise the students from other faculties on the framework of management.

Course objectives: To provide knowledge on the fundamentals of management principles and functions.

Module 1:

Introduction to Management: - Meaning and definition, scope, importance, management and administration, management levels- Management- science, art or profession- Henry Fayol's principles of management. (10 Hrs)

Module 2:

Planning: - Meaning, objectives, types of plans, steps in planning and limitations of planning. (9 Hrs)

Module 3:

Organising: - Concept, significance, types- formal and informal, line and staff and functional, centralisation, decentralisation, delegation and departmentation. (15 Hrs)

Module 4:

Staffing: - Importance, sources of recruitment and selection, training and development. (Conceptual framework only) (10 hrs)

Module 5:

Directing and controlling : - Meaning and elements of direction -Controlling- Meaning - steps-. Methods of establishing control.(10 Hrs)

Books recommended:

1. Koontz.O. Donnel, Principles of management, Tata Mcgrawhill, publishing co, New Delhi.
2. L. M. Prasad, Principles of Management, Sultan Chand & sons, New Delhi.
3. R.C. Bhatia, Business Organisation and Management, Ane books, P. Ltd. New Delhi.
4. Tripathy Reddy, Principles of Management, Tata McGraw Hill Publishers, New