

NIRMA UNIVERSITY
Institute of Technology
B. Tech - All Branches
Semester III/IV

L	T	P	C
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Course Code	HSXXX
Course Title	Principles of Management

Course Learning Outcomes (CLO):

At the end of the course, students will be able to-

1. interpret the various theories and processes of management
2. relate with different functional areas of management
3. appreciate the role and need of managers in different organisations

Syllabus:

Teaching hours:

Unit I	8
Nature of Management: Concept, Significance, Role & Skills, Levels of Management, Concepts of POSDCORB (Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting). Overview of Decision making. Evolution of Management thoughts, Contribution of F.W Taylor, Henri Fayol and Contingency Approach. Overview of Indian thoughts on Management, Management by Objectives (MBO)	
Unit II	4
Planning: Meaning, Importance, Elements, Process	
Unit III	6
Organizing: Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Meaning, Advantages and Limitations of organizing. Departmentation: Meaning, Basis and Significance, Span of Control: Meaning, Factors affecting span of Control, Centralization vs. Decentralization, Delegation: Authority & Responsibility relationship	
Unit IV	6
Directing, Co-ordination and Controlling: Leading : Concept of leadership, Directing: Meaning and Process, Co-ordination as an Essence of Management, Controlling: Meaning, Process and Technique	
Unit V	6
Functional Management: Introduction to different functional aspects of management- Finance, Operations, Marketing, Human Resource and Strategic Management	

Self-Study:

Self-study contents will be declared at the commencement of the semester. Around 10% of the questions will be asked from the self-study contents

Suggested Readings[^]:

1. Koontz & Weihrich , Essentials of Management; Tata McGraw Hill
2. Tripathy & Reddy , Principles of Management; Tata McGraw Hill
3. Kreitner & Mohapatra, Management ; Biztantra
4. Robbins , Decenzo & Coulter, Fundamentals of Management; Pearson Education
5. Stoner, Freeman & Daniel R Gilbert, Management; Pearson Education
6. Robbins & Coulter, Management; Prentice Hall (India) Pvt. Ltd

L = Lecture, T = Tutorial, P = Practical, C = Credit

[^] this is not an exhaustive list