

NIRMA UNIVERSITY

Institute of Technology

B. Tech - All Branches

Semester III/IV

L	T	P	C
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Course Code	2HS341
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