

# KADI SARVA VISHWAVIDYALAYA

B.E .SEMESTER-III / IV

Subject Name: Principles of Management

Sub Code: CC301-N / CC401-N

## Teaching and Evaluation Scheme

Teaching scheme				Total Credit	Evaluation Scheme					
L	T	P	TOTAL		Theory		Mid Sem Exam	CIA	Practical	Total
Hrs	Hrs	Hrs	Hrs		Hrs	Marks	Marks	Marks	Marks	Marks
3	-	-	3	3	3	70	30	20	-	120

### Learning Objectives:

1. This course presents a comprehensive and systematic understanding for fundamentals of management Theory and practice. It begins with focuses on the basic functions of management, various managerial roles, types of skills required at different levels of organisation management.
2. The evolution of various management theories provide an insight to students for time and need based management solutions over a period of time in constantly changing business and industry environment for better organisational management and problem solving.
3. It focuses on different types of organizational structures, importance of organizational culture for management as well as employees.
4. it also provides adequate basic understanding about financial management and accounting disciplines.

### Outline of the Course

Sr. No	Title of the unit	Minimum Hours per Unit
1	Introduction to Management and Organizations	9
2	Schools of Management thoughts	9
3	Organizational Structure and Design	9
4	Organizational Culture and Environment	9
5	Understanding Basics of Financial Management and Accounting	9

☞ Total hours (Theory): 45

☞ Total hours (Lab): 0

☞ Total hours: 45

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## Detailed Syllabus

Sr. No.	Topic	Lecture Hours	Weightage in (%)
1.	<b>Introduction to Management and Organization</b> Define Management, Management Process, Functions of management: Planning, Organizing, Controlling and Leading, Types of Managers, Management Roles, Management skills, Define organization.	9	20%
2.	<b>Schools of Management thoughts</b> Schools of Management, Scientific management, General Administrative Theory, TQM, The Behavioral Approach, The Systems approach, The contingency approach	9	20%
3.	<b>Organizational Structure and Design</b> Work specialization, Types of Organizational structures, Departmentalization, Chain of Command, Span of Control, Centralization and Decentralization, Formalization	9	20%
4.	<b>Organizational Culture and Environment</b> Concept of culture and its importance Attributes of culture, How employees learn culture, How does culture affect managers and employees, Define Environment – External environment, General Environment. How the environment affects managers.	9	20%
5.	<b>Understanding Basics of Financial Management and Accounting</b> Financial Accounting – Introduction, Purpose, Definition, Accounting Terms, Types of Accounts, Financial Management – Introduction, Purpose, Definition, Importance, sources of finance.	9	20%

### Instructional Method and Pedagogy:

- At the start of course, the course delivery pattern, prerequisite of the subject will be discussed.
- Lectures will be conducted with the aid of multi-media projector, black board, OHP etc.
- One internal exam will be conducted as a part of internal theory evaluation.
- Assignments/ Projects based on the course content will be given to the students for each unit and will be evaluated at regular interval evaluation.
- Surprise tests/Quizzes/Seminar/tutorial will be conducted as a part of an overall internal evaluation.

### Text Books:

1. 'Management-I' – Stephen P. Robbins, Mary Coulter, Neharika Vohra –Pearson, New Delhi, Latest edition.
2. Financial Accounting – Introduction, Purpose, Definition, Accounting Terms
  1. Financial Accounting, Maheshwari & Maheshwari, Vikas Publishing House
3. Financial Management – Introduction, Purpose, Definition, Importance
  1. Financial Management, I. M. Pandey, Latest Edition, Vikas Publication
  2. Financial Management, Srivastava & Misra, Oxford University Press, New Delhi

### Reference Books:

- 'Management –Concept, Practice and cases', Karminder Ghuman and K. Aswathapp, Tata Mc Graw Hill Education Pvt Ltd, 2010.
- 'Principles of Management', T. Ramaswamy, Himalaya Publishing House. Edition 2011.
- 'Principles of Management', Richard L. Daft, Cengage Learning, 2009.
- 'Principles and Practice of management', L. M Prasad, Sultan chand & Sons.2013.
- 'Essentials of Management', Koontz and Weihrich, Tata McGraw Hill, 2004, 6<sup>th</sup> Edition
- 'Financial Management' – Theory and Practice, Chandra, Prasanna, Latest Edition, Tata McGraw-Hill Publishing Company, New Delhi.
- Reference Book - Financial Accounting for Management: - An Analytical Perspective, Ambrish Gupta, Pearson Education.