

Maulana Abul Kalam Azad University of Technology, WB
(Formerly known as West Bengal University of Technology)

Semester I Minor-I

Detailed Syllabus

Course: Principles of Management		
Course Code: MIM101		Semester: I
Maximum Marks: 100		
Teaching Scheme		Examination Scheme
Theory: 3		End semester Exam: 70
Tutorial: 0		Attendance: 5
Practical: 0		Continuous Assessment: 25
Credit: 3		Practical/Seasonal internal continuous evaluation: 0
		Practical/Seasonal external examination: 0
Sl. No.	Course Objective	
1	To help the students to develop cognizance of the importance of management principles.	
2	To enable them to analyze and understand the environment of the organization.	
3	To study the all-management functions of organization.	
4	To enable them to understand the structure and changes of the organization.	
	Course Outcomes	Mapped module/Unit
CO 1	Students will be able to have clear understanding of managerial functions, theories and same basic knowledge on management.	U1
CO 2	Students will be able to have clear understanding planning function in detail.	U1,U2
CO 3	Students will be able to have clear understanding of organization structure.	U2,U3
CO 4	Students will be able to have clear understanding of how to lead and motivate.	U3,U4
CO 5	Students will be able to have clear understanding of managerial change and resistance.	U5

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Learning Outcome/Skills:

The candidate will be able to focus on the critical domains of management, planning and decision making moreover he will he will gain the expertise on the organisational skills leading and motivation and the techniques adopted for controlling and resisting the managerial skills.

Unit	Total Hours	% of Questions	Bloom's Taxonomy	Remarks, if any
THEORY				
U1	10	25	1	NA
U2	10	25	1,	NA
U3	8	15	1, 2	NA
U4	8	15	1, 2	NA
U5	9	20	1, 2	NA
	45	100%		

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Course Code:	MIM101	
Course:	Principles of Management	Credits:3.0
Contents		
Chapter	Name of the topic	Hours
Unit-I	Introduction to Management <ul style="list-style-type: none"> • Definition and nature of management • Evolution of management theories • Functions of management (planning, organizing, leading, controlling) • Roles and skills of managers • Managerial levels and hierarchy 	10
Unit-II	Planning and Decision Making <ul style="list-style-type: none"> • Importance and benefits of planning • Types of plans (strategic, tactical, operational) • Steps in planning • Environmental scanning • Decision-making process and techniques 	10
Unit-III	Organizing <ul style="list-style-type: none"> • Organizational structure • Departmentalization and span of control • Authority, responsibility, and delegation 	8
Unit-IV	Leading and Motivating <ul style="list-style-type: none"> • Leadership-- definition and styles • Communication and its importance • Motivation theories 	8
Unit-V	Controlling and resistance to management <ul style="list-style-type: none"> • Elements of control process • Types of control (feedforward, concurrent, feedback) • Concept of resistance to change • Overcoming resistance to change 	9
	Total	45

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List of Books

Name of Author	Title of the Book	Name of the Publisher
Stoner James.A., Freeman Edward, Gilbert Daniel	Management	Pearson
Wehrich and Koontz, et al	Essentials of Management	Tata McGraw Hill
V.S.P Rao & Hari Krishna	Management-Text & Cases	Excel Books
Ramaswami T	Principles of Management	Himalaya Publishing
Dipak Kumar Bhattacharyya	Principles of Management - Text and Cases	Pearson
Robbins, S. P	Management	Prentice Hall