

GLS UNIVERSITY
Bachelor of Computer Applications (BCA) (Elective Course)
Semester-III
210303301 PRINCIPLES OF MANAGEMENT

1. Course Objective:

- Acquaint the students with the basic managerial functions of planning, organizing, leading, and controlling resources to accomplish organizational goals.
- Learn the basic concepts and theory of Management and develop an aptitude required for managerial competences.
- The course will enable the students to know, comprehend, apply, analyze, synthesize and evaluate the basic principles of the fundamentals of managing organizations.

2. Course Duration:

The course will have sessions which are divided into five modules. Each module consists of four sessions of 60 minutes each and carries a weightage of 20%.

3. Course Contents:

Module No.	Modules/Sub-Modules	No. of Sessions	Marks Weightage
I	Overview Of Management <ul style="list-style-type: none">• Introduction• Definition• Principles of Management• Importance• Process of Management• Levels of Management, Diagrammatic representation• Management- as Science or Art?• Management software Project<ul style="list-style-type: none">○ Importance○ Project stakeholder	04	20%
II	Planning <ul style="list-style-type: none">• Introduction & Meaning• Features of Planning• Barriers to Planning• Management By Objectives – Introduction and Features• Software Project Planning<ul style="list-style-type: none">○ Reason for project failure Decision Making <ul style="list-style-type: none">• Introduction• Types Approaches	04	20%

III	Organizing <ul style="list-style-type: none"> • Introduction • Meaning • Nature • Importance • Formal Organization vs Informal Organization • Organizational structure • Case study on Planning and Organizing Staffing <ul style="list-style-type: none"> • Introduction • Line of Staffing in software project • Importance of Staffing • Project Stakeholders(Authority & Responsibility) Delegation <ul style="list-style-type: none"> • Introduction • Process • Importance • Barriers • Decentralization – Importance, Limitations 	04	20%
IV	Training <ul style="list-style-type: none"> • Introduction • Need • Importance • Difference between Training & Development Compensation <ul style="list-style-type: none"> • Introduction • Factors affecting compensation, • Introduction to Performance Appraisal Leadership <ul style="list-style-type: none"> • Introduction • Nature • Leadership styles • Management and Leadership 	04	20%
V	Controlling software Project <ul style="list-style-type: none"> • Introduction • Purpose Of Control • Importance Cost Estimation of software Project Resource Allocation Risk Management	04	20%

4. Teaching Methods:

The following pedagogical tools will be used to teach this course:

1. Lectures and Discussions
2. Assignments and Presentations
3. Case Analysis

5. Evaluation:

The students will be evaluated on a continuous basis and broadly follow the scheme given below:

1.	Assignments / Presentations / Quizzes, etc.	30% (Internal Assessment)
2.	Internal Examination	20% (Internal Assessment)
3.	External Examination	50% (External Assessment)

6. Basic Text Books:

Sr. No.	Author/s	Name of the book	Publisher	Edition
T1	Dr. Neeru Vashisth	Principles of Management	Taxmann	3rd

7. Reference Books:

Sr. No.	Author/s	Name of the book	Publisher	Edition
R1	P C Tripathi	Principles of Management	TMH	5 th

8. List of Journals / Periodicals / Magazines / Newspapers etc.:

Sr. No.	Links
1.	http://nptel.ac.in/syllabus/110102016/
2.	https://www.youtube.com/watch?v=TsZukmeaewc
3.	http://freevideolectures.com/Course/3011/Organisation-Management
4.	http://www.nptelvideos.in/2012/11/human-resource-management-i.html
5.	study.com/academy/lesson/planning-as-a-function-of-management.html

9. Session Plan:

Session No.	Topics / Chapters
1 – 4	Overview of Management
5 – 8	Planning, Decision Making
9 – 12	Organizing, Authority & Responsibility Staffing, Delegation
13 – 16	Training, Compensation Leadership
17 – 20	Controlling, Communication

10. Learning Outcome:

Upon the completion of this course, students will be able to

- Explain the roles and responsibilities of managers
- Discuss and analyze the purpose of management
- Analyze the importance of an effective, qualified, and cohesive workforce
- Identify ways to attract, hire, and retain high-quality employees
- Examine the importance of developing clearly identified goals and objectives