

**BITS PILANI, DUBAI CAMPUS**  
**ACADEMIC UNDERGRADUATE STUDIES DIVISION**  
**First Semester 2024 – 2025**  
**Course Handout (Part – II)**

**Date:** 26.08.2024

*In addition to Part I (General Handout for all courses appended to the Time Table) this portion further specific details regarding the course.*

**Course No.** : MGTS F211 (3 0 3)  
**Course Title** : Principles of Management  
**Course Instructors** : Dr. Anurag Singh, Yusra Qamar, Dr.Aqila  
**Instructor-in-charge** : Dr. AQILA

**Scope and Objective of the Course**

The course aims at acquainting the students with various aspects of modern management. During the past two decades a revolution has taken place in the area of management. The new era is one in which entrepreneurship; innovation & technology are seen as the backbone of management. The course would enable students to acquire knowledge of basic principles of management which can be applied for managing situations in the professional world.

**Course Pre/Co- requisite (if any) & Catalogue / Bulletin Description**

*As given in the Bulletin 2024 – 2025*

**Study Material:**

**Text books**

**TB1:** Stephen P. Robbins and Mary Coulter, Management, Pearson Education, New Delhi, 15<sup>th</sup> edition (2021).

**Reference books**

Anil Bhat & Arya Kumar, Management: Principles, Processes and Practices, Oxford University Press, New Delhi (2009).

**Lecture Schedule:**

S. No.	Learning objectives	Topics to be covered	Reference in Text/Reference Book	No. of Lecture hours
1	To understand Management its nature & purpose	Understanding organizations, who are managers, what do managers do, management functions, managers role, management skills, universality of management	TB CH 1	1-4
2	To study evolution of management thought and various approaches of management	Approaches to Management- Scientific Management (Taylor), Bureaucracy (Weber), Process Management (Fayol), Systems theory, Behavior theory, Contingency theory	TB CH 2	5-9
3	Understand managerial planning process	Planning- nature & purpose, steps in planning, goals, types of plans, rules, policies, procedures, mission	TB CH 8	10-12
4	To know the purpose of organization structure and identify basic patterns of departmentalization	Formal & Informal organization, what is organizing, departmentalization, span of control, centralization & Decentralization, various types of organizational designs	TB CH 11	13-16
5	To Understand the process of staffing	Human resource planning, recruitment, selection tools, orientation, training, development, appraisal	TB CH 12	17-19

6	To know the process of commanding	Five components of Direction – Supervision, Communication, Motivation, Leadership & Coordination	TB CH 14,15,16	20-23
7	To understand managerial function of controlling & basic control process	What is control, process of control, tools for controlling organizational performance	TB CH 17	24-25
8	Understanding the basics of functional area of management – Marketing	What is marketing, Marketing & Selling, 4 P's of marketing - Product, Price, Place, Promotion	RB CH 27 and CH 29	26-28
9	Understanding Problem solving & decision-making process	Problem solving & Decision making: Tools & Techniques	Class Notes	29-31
10	Understanding the basics of functional area of management – Finance	What is a Finance function, sources of Finance, Financial Institutions, Expenditure and distribution of income	RB CH11 and Class Notes	32-34
11	Understanding Managerial competencies, traits, attitudes, and behavior	Attitudes & behaviours and Managerial Competency framework Assimilation process: Through interaction / cases / exercises	Class Notes	35-37
12	Understanding the basics of functional area of management – Production	Types of Production, Production Functions	RB CH8 & Class Notes	38-39
13	Understanding the basics of one functional area of management – Legal	Legal formalities in Formation, conducting business, employee management, environmental issues. Social Responsibility, Obligation	Class Notes	40-42
<b>Total Lectures Planned</b>				<b>42</b>

### **Course Learning Outcomes (CLOs)**

Upon successful completion of this course, students should be able to:

- **CLO1** Understand the concept of Management its nature & purpose
- **CLO2** Apply the concept of evolution of management approaches and managerial planning
- **CLO3** Understand the purpose of organization structure and process of staffing
- **CLO4** Understand the significance of all managerial functions and controlling process
- **CLO5** Apply the concepts of all functional areas of management and enhance managerial competencies, attitudes and behavior adaptable in real life situations at workplace.

### **Evaluation scheme:**

EC No	Evaluation Components	Duration	Weightage	Date & Time	Venue
1	Quiz (Closed Book)*	20 minutes	15%	24-09-2024	To be anno

2	Assignment (Presentation) (Open book)	15 minutes per group	15%	TBA	unced
3	Mid Semester Test (Open book) **	90 minutes	30%	22-10-2024 AN	
4	Comprehensive Exam (Closed Book)	3 hours	40%	31-12-2024 AN	

\*To be conducted during lecture hours.

\*\*Only prescribed text/reference books and/or handwritten notes will be allowed.

### **Mapping of CLOs, PLOs, and CECs**

CLOs	PLOs	EC1	EC2	EC3	EC4
CLO1	2, 4, 7	✓	✓		✓
CLO2	2,4,5,7,8	✓	✓	✓	✓
CLO3	5,7,8		✓	✓	✓
CLO4	2, 3, 5, 7		✓	✓	✓
CLO5	2, 4,5, 7, 8				✓

**Mid-sem Grading:** Mid-sem grading will be displayed after two evaluation components or earlier whenever about 30% of evaluation components are completed.

**Note:** A student will be likely to get “NC” if he/she

- Doesn't appear or appear for the sake of appearing for the evaluation components or scores zero in the pre-comprehensive exam total.
- Scoring zero in the lab component / Abstaining from lab classes throughout.

### **Makeup and Attendance policies:**

**Make-ups** are not given as a routine. It is solely dependent upon the genuineness of the circumstances under which a student fails to appear in a scheduled evaluation component. In such circumstances, prior permission should be obtained from the Instructor-in-Charge (I/C). The decision of the I/C in the above matter will be final.

**Attendance:** Every student is expected to be responsible for the regularity of his/her attendance in classrooms and laboratories, to appear in scheduled tests and examinations, and fulfill all other tasks assigned to him/her in every course. A student should have a minimum of 60% of attendance in a course to be eligible to appear for the Comprehensive Examination in that course. For the students under the purview of the Academic Counseling Board (ACB), the Board shall prescribe the minimum attendance requirement on a case-to-case basis. Attendance in the course will be a deciding factor in judging the seriousness of a student which may be directly / indirectly related to grading.

**General timings for consultation:** Tuesday from 1:55-2:45 pm (8<sup>th</sup> Hour).

**General instructions:** Students should come prepared for classes and carry the textbook(s) or material(s) as prescribed by the Course Faculty to the class.

### **Notices:**

All notices concerning the course will be displayed on the respective notice boards.

**Instructor-in-Charge MGTS F211**

### **Contact Details**

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