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| **NAME OF DEPARTMENT:** | | | | | | | | | | | | | | | | | | | Computer Applications | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Subject Name:** | | | | | | | | | Principles of Management | | | | | | | | | | | | | | | | | | | | | | | | | **Subject Code:** | | | | | | | | | TBI 104 | | |
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| **Course Name:** | | | | | | | | | BSc IT | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |
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| **1** | **Contact Hours:** | | | | | | | | | | | 45 | | | |  | | | | | | | | | | | | | | | | | | | **L** | | 3 | | | **T** | | 0 | | **P** | 0 | |
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| **2** | **Examination Duration(Hrs):** | | | | | | | | | | | | | | | | | | | | |  | **Theory** | | | | | 0 | 3 |  | **Practical** | | | | | 0 | | 0 | |  | | | | | |
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| **3** | **Relative Weightage:** | | | | | | | | | | | | |  | | | | | **CWE:** | | | | | | | 25 | | **MTE:** | | | 25 | | **ETE:** | | | | 50 | | | |  | | | | |
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| **4** | **Credits:** | | | | | | 0 | | | 3 | |  | | | | | | | | | | | | |  | | |  | | |  | |  | | | |  | | | |  | | | | |
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| **5** | **Semester:** | | | | | | | **🗸** | | | |  | | |  | | |  | | |  | | |  | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | **Autumn** | | | | | | | **Spring** | | | | | | | **Both** | | | | | | |  | | | | | | | | | | | | | | | | | | |
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| **6** | **Pre-Requisite:** | | | | | | | | | | | **Very basic Idea about what is business and organization.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **7** | **Subject Area:** | | | | | | | | | | | **Management** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **8** | **Objective:** | | | | | | | | | | To familiarize students with the basic concepts, principles, functions of management and issues to be dealt in a Business Organization. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **9** | **Course Outcome:** | | | | | | | | | | | | | | A student who successfully fulfills the course requirements will be able to understand how:   1. Managers manage business organizations in the dynamic global environment 2. Organizations develop and maintain competitive advantage 3. Business decisions are made using various tools and techniques to remain competitive.   d) Analyze the leadership function, recognizing leadership as the relationship between a supervisor and subordinates in an organizational environment  e) Excel the skills to integrate IT and management sectors. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **10** | | **Details of the Course:** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Unit No.** | | | | **CONTENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **CONTACT HOURS** | | | | | | |
| **1** | | | | **Nature of Management:**  Meaning, Definition, it's nature purpose, importance & Functions, Management as an Art, Science & Profession- Management as social System, Manager’s role and skills, Concepts of management-Administration-Organization  **Evolution of Management Thought**: Contribution of F.W.Taylor, Henry Fayol ,Elton Mayo, Chester Barhard& Peter Drucker to the management. thought. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 10 | | | | | | |
| **2** | | | | **Planning, Forecasting and organizing:**  Planning - Meaning - Need & Importance, Planning process, types ,levels – advantages & limitations. Forecasting –Process of forecasting, Need & Techniques. Decision making steps and Process, Organizing - Elements of organizing & processes: Types of organizations, Delegation of authority - Need, difficulties in delegation – Decentralization, Centralization | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 10 | | | | | | |
| **3** | | | | **Staffing and Direction:** Nature and Purpose of Staffing: meaning, manpower planning, recruitment methods and selection process, Coordination - Meaning, elements of coordination, Techniques for Effective Coordination, need and Importance of coordination .  Direction - Nature –Principles, Communication-Types, process & Importance of communication. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 10 | | | | | | |
| **4** | | | | **Motivation, leadership and controlling**: Motivation, its need and Importance – theories of motivation, Leadership - Meaning - styles, qualities & functions of leaders.  Controlling - Need, Nature, importance, Process of controlling & Techniques of controlling. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 7 | | | | | | |
| **5** | | | | **Recent Trends in Management:**  Corporate social responsibility, cases in favor and against CSR, CSR in India, concept of strategic management, Management Crisis, Total Quality Management, Stress Management, Management of Change. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 8 | | | | | | |
|  | | | | **TOTAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **45** | | | | | | |
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| **11** | | **Suggested Books:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **Sl. NO.** | | | **NAME OF AUTHORS/BOOKS/PUBLISHERS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **YEAR OF PUBLICATION/REPRINT** | | | | | |
| **1** | | | Essential of Management - Horold Koontz and IteinzWeibrich -McGrawhills International. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2009 | | | | | |
| **2** | | | Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons - New Delhi. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2008 | | | | | |
| **3** | | | Management Theory & Practice - J.N.Chandan. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2010 | | | | | |
| **4** | | | Essential of Business Administration - K.Aswathapa Himalaya Publishing House. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2011 | | | | | |
| **5** | | | Business Organization & Management - Dr. Y.K. Bhushan. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2012 | | | | | |