

**SIDO KANHU MURMU UNIVERSITY,**  
**DUMKA**



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**MINOR FROM DISCIPLINE**  
**MANAGEMENT**

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**PAPER:**

- MN-1: FUNDAMENTAL OF MANAGEMENT
- MN-2: MARKETING MANAGEMENT
- MN-3: FINANCIAL MANAGEMENT
- MN-4: HUMAN RESOURCE MANAGEMENT

*For 8/4/24*

**DEPARTMENT OF MANAGEMENT, S.K.M.U, DUMKA, JHARKHAND**

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**B.COM: FIRST SEMESTER**

**PAPER CODE: MGT-MN-1**

**FULL MARKS:100 (External-75: Internal-25)**

**PAPER NAME: FUNDAMENTAL OF MANAGEMENT**

| Course Credits | No. of Teaching Hours Per Week | Total No. of Teaching Hours |
|----------------|--------------------------------|-----------------------------|
| 04             | 04 Hrs                         | 60 Hrs                      |

**Course Objective and Outcome:** The objective for this course to provide an understanding of the task and functions of management and to acquaint the participants with the developments in concept. Theories and practices in the overall field of management.

**Course contents:**

**UNIT-I:**

Meaning, Nature and significance of Management, Approaches of management, Contributions of Taylor, Fayol and Barnard, Functions of a Manager, Social responsibility of Managers, Values in management.

**UNIT-II:**

The Nature & significance of Planning, Objectives, Steps of Planning, Decision making as key step in planning. The Process and Techniques of Decision Making.

**UNIT-III:**

Organizing: Nature - purpose - organizational structure - Theories of organization - span of control - Line & staff functions. Authority & Responsibility -centralization and decentralization -delegation of authority.

**UNIT-IV:**

Staffing: Nature and Significance, Selection, Appraisal and Development of Managers. Directing: Issues in managing human factors, Motivation, nature and Significance's, Theories and Techniques.

**UNIT-V:**

Directing: Nature of directing - leadership qualities - styles - motivation - morale and discipline. Controlling: The objectives and process of control - Role of information in control- Performance standard – Measurement of performance, remedial act – Integrated control system in an organization. Control techniques.

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**Suggested Readings:**

- Koontz H., Weihrich H. (2009); Principles of Management; Tata Mc Graw Hill; 8th Edition.
- Williams C (2009) Principles of Management; South-Western/Cengage Learning; 5th Edition.
- Prasad L.M, principles and Practice of Management, Sultan Chand & Sons, 20th Edition.
- Jaiswal B. & Maheshwari R.K. (2010), Essentials of Management: NRBC.
- Weihrich Heinz and Koontz Harold (2013); Management: A Global, Innovative, and Entrepreneurial Perspective; Mc Graw Hill; 14th Edition.
- Andrew Leigh (2012); The Essentials of Management: Everything you need to succeed as a new manager; Pearson UK; 2nd Edition.

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