

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

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.

Gyan Chandel