Paper Code: BCA – 104   L   T   C

Paper ID: 20104   3   0   3

Paper: Principles of Management

Pre-requisites: None

Aim: To understand the function of management and their application in the corporate world.

Objectives

- To get the knowledge about the important management concepts & their application,
- To have an insight of various functional departments in an organization.
- To make students well versed with programming in java.

INSTRUCTIONS TO PAPER SETTERS: **Maximum Marks: 75**
1. Question No. 1 should be compulsory and cover the entire syllabus. This question should have objective or short answer type questions. It should be of 25 marks.
2. Apart from Question No. 1, rest of the paper shall consist of four units as per the syllabus. Every unit should have two questions. However, student may be asked to attempt only 1 question from each unit. Each question should be 12.5 marks.

UNIT – I
Management: Meaning & concept, Management principles (Fayol & Taylor), Management process (in brief), Managerial levels, Roles & skills of a manager, Management Theories (Classical, Neo classical, Behavioral, Systems & Contingency) [Elementary][T1,R1]
                                                         [No. of hrs.-12]
UNIT – II :
Planning: Meaning, Purpose & process, Decision making: Concept & process,
Organizing: Process, Departmentation, Authority & Responsibility relationships, Decentralization. Staffing: Nature & Importance, [T1,R1]   **[No. of hrs.-10]**

UNIT-III
Staffing: Concept, nature & importance of staffing.
Directing: Motivation: concept & theories (Maslow's, Herzberg Two factor, McGregor's theory X & Y) , Leadership: Concepts & styles.
Controlling: Nature, Importance, significance & Process of control.[T1,R1]
                                                         [No. of hrs.-12]

UNIT – IV
Managing People - Meaning, Need of understanding human behavior in organization, Models of OB, **Major concepts in OB (elementary)-** Personality, Learning, Perception & Attitude Building. [T1,R2, R3]   **[No. of hrs.-10]**

TEXT BOOKS
[T1]   Dr. C.B Gupta "Management concepts & practices" S.Chand & Sons, 2009.
REFERENCE BOOKS
[R1]   Stoner,Freeman & Gilbert, "Management" 6th Edition, Pearson International.
            Note : A Minimum of 40 Lectures is mandatory for each course.
Syllabus of Bachelor of Computer Applications (BCA), approved by BCA Coordination Committee on 26th July 2011 & Sub-Committee Academic Council held 28th July 2011. W.e.f. academic session 2011-12