

Paper Name: Principles of Management

Paper Code: HMTS 4101

3 lectures/week

MODULE-I [8L]

Introduction to Management: Definition, nature, purpose and scope of management (PODSCORB).

Skills and roles of a Manager, functions.

Evolution of Management Thought: Taylor Scientific Management, Elton Mayo's Behavioral Management, Administrative Management - Fayol's Principles of Management, Hawthorne Studies.

Types of Business organization- Sole proprietorship, partnership, company-public and private sector enterprises –Organization culture and Environment –Current trends and issues in Management.

MODULE-II [8L]

Planning: Types of plans : single used, standing, tactical , operational, strategic.Planning process, Characteristics of planning, Traditional objective setting, Strategic Management concept, premising and forecasting.

Organizing: Nature and Purpose-Formal and informal, organizational chart, organization structure-types-Formal,Informal, line and staff authority, departmentalization, authority, responsibility, accountability ,delegation of authority, centralization and decentralization.

Controlling: Concept, planning-control relationship, process of control, Types of Control, Control Techniques

Human Resource Management-HR Planning, Recruitment, Selection, Training and Development, Performance Management- ranking, graphic rating,BARS, Career planning and management , job satisfaction and job enrichment.

MODULE-III [8L]

Directing: Foundations of individual and group behavior.

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Communication – process of communication – Managing Communication: Nature & function of communication, methods of interpersonal communication, barriers of effective communication, direction of communication flow, role of technology in managerial communication

Decision-Making: Process, Simon's model of decision making, creative problem solving, group decision making.

Coordinating: Concepts, issues and techniques.

MODULE-IV [8L]

Leading: Motivating Employees: Define of motivation, Maslow's Hierarchy need, Alderfer's ERG theory, Herzberg's two factor theory, McGregor's X-Y theory.

Being an Effective Leader Define leader/ leadership, leadership styles -autocratic, democratic, laissez faire, transformational, paternalistic. Blake and Mouton managerial grid.

Management by Objectives (MBO): Management by exception; Styles of management: (American, Japanese and Indian), McKinsey's 7-S Approach, Self-Management

Books:

1. Stephen P. Robbins and Mary Coulter, "Management", Pearson Education, 2017, 13th edition
2. Koontz H. and Weihrich H., "Essentials of Management", McGraw Hill Int. Ed., 2015, 10th edition
3. Bhat A. and Kumar A. "Management: Principles, Processes & Practices", Oxford University Press, 2016, 2nd edition
4. Robbins, Coulter and DeCenzo, "Fundamentals of Management", Pearson Education, 2016, 9th edition
5. Richard L. Daft, "Management", Cengage Learning, 10th edition