

Principles of Management

Course Title: Principles of Management

Course No: MGT205

Nature of the Course: Theory

Semester: III

Full Marks: 80 + 20

Pass Marks: 32 + 8

Credit Hrs: 3

Course Description:

The course covers fundamental concepts of management including organization, decision making, planning, controlling, and concepts of motivation, leadership, and communication.

Course Objectives:

Upon completion of this course, students are expected to be able to:

1. Focus on the foundations of management, covering the essential concepts in management.
2. Reflection of contemporary trends in management.
3. It offers strong practical focus and also covering latest research studies in the field.

Course contents:

Unit 1: Introduction to Managers and Management (5 Hrs.)

What is Management and what do managers do? Defining management; Management functions; Management roles; Management skills; History of management

Unit 2: Organizational Culture and Environment (5 Hrs.)

The manager: Omnipotent or symbolic? The organization's culture; Environment: Defining environment, specific environment, general environment, Influence on management practice

Unit 3: Decision Making the Essence of Manager's Job (5 Hrs.)

The decision making process; the rational decision maker; Decision making styles; analyzing decision alternatives: Certainty, Risk, Uncertainty, Group decision making

Unit 4: Planning (5 Hrs.)

The foundations of planning; The definition of planning; Purposes of planning; Types of plans; Contingency factors on planning; Objectives: The foundation for planning; Multiplicity of objectives; Real versus stated objectives; Traditional objective setting; Management by objectives

Unit 5: Organization Structure and Design (5 Hrs.)

Defining organization structure and design; Building the vertical dimension of organizations; Building the horizontal dimension of organizations; The contingency approach to organization design; Application of organization design

Unit 6: Motivation (5 Hrs.)

Motivating employees; what is motivation? Contemporary approaches to motivation; Contemporary issues in motivation; from theory to practice: suggestions for motivating employees

Unit 7: Leadership (4 Hrs.)

Managers verses leaders; Trait theories; Behavioral theories; Contingency theories; Emerging approaches to leadership; Contemporary issues in leadership

Unit 8: Communication (4 Hrs.)

Communication and interpersonal skills; Understanding communication; Communication styles of men and women; Feedback skills; Delegation skills; Conflict management skills; Negotiation skills

Unit 9: Controlling (4 Hrs.)

Foundations of control: What is control? The importance of control; The control process; Types of control; Qualities of effective control; The dysfunctional side of control; Ethical issues in control

Unit 10: Controlling tools and techniques (3 Hrs.)

Information controls; financial controls; Operations controls; Behavioral controls

Text/Reference Books:

1. Robbins, S.P. & Coulter, Mary (1996) Management; Prentice Hall.
2. Robbins, S.P. & Decenzo, David A. (2001) Fundamentals of Management, Pearson.
3. Robbins, S.P., Coutler, M. & Bohara, N. (2010). Management (10 th ed.) New Delhi: Prentice Hall.

Model Question

Tribhuvan University
Institute of Science and Technology
2078

Bachelor Level/First Year/Third Semester/Science

Full Marks: 60

Course Title: principles of Management

Pass Marks: 24

Course No: MGT: 205

Time: 3 hours

Candidates are required to give their answers in their own words as far as practicable.

Group A**Long Answer Questions****Attempt any 2 questions. [2*10=20]**

1. Define management. How would you tie up managerial Skills and work performance in IT sectors? (4+6)
2. What is environment? How do you define the affect of environmental factors in organizational Performance? (2+8)
3. Define Organizational structure. Evaluate the relationship between the vertical relationship and horizontal relationship in structural development. (2+8)

Group B**Short Answer Questions****Attempt any 8 questions. [8*5=40]**

4. Discuss the omnipotent and symbolic thought of manager. (5)
5. What is planning? Discuss the types of plans. (2+3)
6. Discuss the techniques of employee motivation. (5)
7. Critically discuss the contingency theory of leadership. (5)
8. Define communication. Explain the communication style of men and women. (2+3)
9. Discuss the various techniques of group decision making. (5)
10. Explain the process of controlling. (5)
11. Discuss the techniques of financial control. (5)
12. Write short notes on: (2*2.5=5)
 - a. Management by objective
 - b. Manager vs. leader