

S. No.	Course Code	Course Name	Course Type	C d	L	T	P	Marks		
								Sessional	Final Exam	Total
10	OEC-701(C)	Principles of Management	OEC	3	2	1	0	50	100	150

**COURSE OUTCOMES:**

At the end of the course the student will be able to:	
CO1	Understand different management thoughts and approaches.
CO2	Demonstrate the different levels of planning and decision-making techniques.
CO3	Analyze different types of organizational structures.
CO4	Articulate the different processes in staffing.
CO5	Comprehend the elements of direction and control for achieving organizational objectives.

**Detailed Syllabus  
Section-A**

**Unit 1: Nature, Purpose, and Evolution of Management Thought:** Management: Concept, Management: Art and Science, Management as a Profession, Management Vs. Administration, Management process, Managerial roles & skills, Levels of management, Ethical and best practices in management. Taylor and Scientific Management, Fayol's Administrative Management, Bureaucracy, Hawthorne Experiments and Human Relations, Social System Approach, Decision Theory Approach.

**(6 Hrs)**

**Unit 2: Planning:** Types of Plans; Steps in Planning Process; Strategies, level of Strategies, Policies, and Planning; Decision making, Process of Decision Making, Techniques in Decision Making, Management by Objectives (MBO).

**(5 Hrs)**

**Unit 3: Organizing:** Organizational structure and design; types of organizational structures; Span of control, authority, delegation, decentralization, social responsibility of managers.

**(5 Hrs)****Section-B**

**Unit 4: Staffing:** Concept and Importance of Staffing, Human resource planning, Recruitment, selection, training & development, performance appraisal, Organizational Change- Concept, Techniques for Initiating Change, Resistance to Change.

**(7 Hrs)**

**Unit 5: Directing and Controlling:** Direction as a management process: its significance and main elements; Coordination-its importance and techniques; Communication- concept, types, communication network, barriers to effective communication; Organizational control- concept, control process, techniques of control.

**(7 Hrs)****Textbooks**

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1.	Essentials of Management	Koontz, Donnel	Tata McGraw Hill Publications	13th (2020)
2.	The New Era of Management	Daft, R. L.	Cengage Publications.	10th (2013)

**Reference Books**

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1.	Principles of Management.	Tripathi P.C& Reddy, P. N	Tata Mc Graw Hill	9th (2018)
2.	Management	Stoner, J.F., Freeman, E. R., & Gilbert, D.R.	Pearson Publications	6th (2013)