



Kot Bhalwal, Jammu



Model Institute of Engineering  
& Technology (Autonomous)  
Course Handout

## COURSE HANDOUT

PRINCIPLES OF MANAGEMENT (BCMMI-207 A)

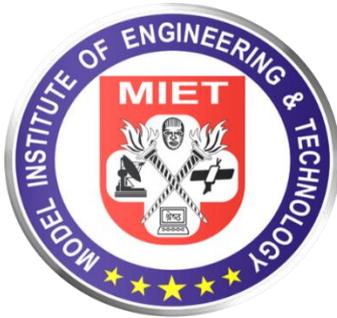
BCOM (H)-2ND SEMESTER

ACADEMIC YEAR (2023-24)

**Dr Anzal Ali Malik**

Associate Professor

Department of Commerce



UG-School of Management

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal, Jammu - 181122

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Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1



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Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
BCMMI-207 (A)	Principles of Management	Minor	4	4	0	0	40	60	100

### COURSE OUTCOMES

At the end of the course the student will be able to:	
CO1	Understand the various functions of Management
CO2	Comprehend the various types of Organization Structures.
CO3	Assess the importance of leadership and motivation in organizations.
CO4	Analyse the feedback and control procedures in an organizational setting.
CO5	Apprise the contemporary issues of management.

#### Unit-I

**Management:** Definition, nature, purpose and scope of management, Skills and roles of a manager, functions, principles; Evolution of Management Thought, Scientific Management, Management by Objectives; Management by exception; McKinsey's 7-S Approach.

(10 Hours)

#### Unit-II

**Nature, purpose and framework of Planning:** Types of plans. The nature of objectives and MBO; Nature and purpose of organizing; Determinants of organization structure; Line and staff concept, new approaches in organization design; Downsizing; Span of management; Authority relationships; Delegation and decentralization.

(10 Hours)

#### Unit-III

**Staffing:** Human Resource Management and Selection, Performance appraisal and Career strategy, Managing Change. Leading: Human Factors and Motivation, Leadership, Communication, Teams, and Teamwork.

(09 Hours)

#### Unit-IV

**Direction as a management process:** Significance and main elements; Coordination-its importance and techniques; Controlling: Concept, planning-control relationship, the process of control, Types of Control, Control Techniques.

(09 Hours)

#### Unit-V

**Contemporary Issues:** Knowledge management; Total quality management; Business process re- engineering; New people management; management of productivity; Corporate Governance; Creativity and Innovation; Theory of constraints: Issues and concerns.

(8 Hours)

### Textbooks

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Principles & Practice of Management	L.M. Prasad	Sultan Chand & Sons	10 <sup>th</sup> (2020)
2.	Essential of Management	Harold Koontz, Heinz Wehrich, Mark V. Cannice	McGraw Hill	11 <sup>th</sup> (2020)

### Reference Books





S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Principles of Management	Tripathi, P.C. and Reddy, P.N.	Tata McGraw Hill	6 <sup>th</sup> (2017)

### COURSE PLAN

#### Unit-I Management

S.No	Topics	Recommended Books
1	Definition, nature, purpose and management	Book 1, Ch.1
2	Scope of management	Book 1, Ch.1
3	Skills and roles of a Manager	Book 1, Ch.1
4	Management Functions	Book 2, Ch.2
5	Principles of Management	Book 2, Ch.2
6	Evolution of Management Thought	Book 2, Ch.2
7	Scientific Management	Book 2, Ch.2
8	Management by Objectives	
9	Management by exception	
10	McKinsey's 7-S Approach	

#### Unit-II Nature, purpose and framework of Planning

11	Types of plans	Book 1, Ch.2
12	Nature of objectives and MBO	Book 1, Ch.2
13	Nature and purpose of organizing	Book 1, Ch.1
14	Determinants of organization structure	Book 2, Ch.2
15	Line and staff concept	Book 2, Ch.2
16	New approaches in organization design-Downsizing	Book 2, Ch.2
17	Span of management, Authority relationships	Book 2, Ch.2
18	Delegation and decentralization	Book 2, Ch.2

#### Unit-III Staffing

19	Human Resource Management	Book 2, Ch.2
20	Performance appraisal and Career Strategy	Book 2, Ch.2
21	Change Management	Book 2, Ch.2
22	Leading: Human Factors	Book 2, Ch.2
23	Motivation	Book 2, Ch.2
24	Communication	Book 2, Ch.2
25	Teams and Team Works	

#### Unit-IV Direction as a management process

26	Direction : significance and main elements	Book 2, Ch.3
27	Coordination-its importance and techniques	Book 1, Ch.4
28	Controlling: Concept, planning-control relationship	Book 1, Ch.4
29	Process of control	Book 2, Ch.3
30	Types of Control	Book 1, Ch.3
31	Control Techniques	Book 2, Ch.3
32	Knowledge management	Book 1, Ch.3

#### Unit-V Contemporary Issues

33	Total quality management	Book 2, Ch.8
34	Business process re-engineering	Book 1, Ch.8



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35	New people management	Book 2, Ch.8
36	management of productivity	Book 1, Ch.8
37	Corporate Governance; Creativity and Innovation;	Book 2, Ch.8
38	Theory of constraints: Issues and concerns	

#### ADDITIONAL WEB RESOURCES

1.	<b>MOOC: Principles of Management</b> <a href="https://onlinecourses.nptel.ac.in/noc21_mg30/preview">https://onlinecourses.nptel.ac.in/noc21_mg30/preview</a>
2.	<b>COURSERA: Video lectures series on Principles of Management</b> <a href="https://www.coursera.org/learn/principles-of-management">https://www.coursera.org/learn/principles-of-management</a>

#### GRADING AND ASSESSMENT

- **Sessional Test:** 20 marks
- **Assignment:** 10 marks
- **Attendance:** 10 marks
- **Final Examination:** 60 marks

#### COURSE POLICIES

- **Attendance:** Minimum 75% attendance is mandatory to appear in the final examination of the course.
- **Academic Integrity:** MIET's academic integrity policies apply. Plagiarism will not be tolerated.
- **Late Submissions:** Assignments and projects must be submitted by the specified timelines.

#### FACULTY INFORMATION

- **Office Hours**  
Monday (12:05 PM - 12:55 PM)  
Friday (12:05 PM - 12:55 PM)
- **Contact Information**  
[anzal.bcom@mietjammu.in](mailto:anzal.bcom@mietjammu.in)