



Kot Bhalwal, Jammu



Model Institute of Engineering
& Technology (Autonomous)
Course Handout

COURSE HANDOUT

PRINCIPLES OF MANAGEMENT (MBA - 102)

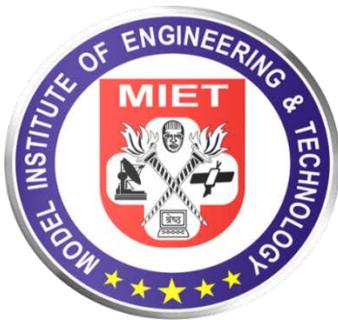
MBA – 1st SEMESTER

ACADEMIC YEAR (2024-25)

Dr Mansi Gupta

Sr. Asst. Professor

School of Management - UG



School of Management - UG

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal, Jammu - 181122

www.mietjmu.in



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1



Please Do Not Print Unless Necessary



Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
MBA- 102	Principles of Management	Core	4	4	0	0	30	70	100

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.

Unit-I

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. (10 Hours)

Unit-II

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). (10 Hours)

Unit-III

Organizing: Organizational structure and design; types of organizational structures; Span of control, authority, delegation, decentralization, social responsibility of managers (08 Hours)

Unit-IV

Concept and Importance of Staffing, Human resource planning, Recruitment, selection, training & development, performance appraisal, Organizational Change- Concept, Techniques for Initiating Change, Resistance to Change. (10 Hours)

Unit-V

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. (10 Hours)

Textbooks

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Essentials of Management	Koontz, Weihrich	Tata McGraw Hill	6 th (2004)
2.	The New Era of Management	Daft, R. L.	Cengage Publications.	10 th (2013)

Reference Books

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Principles of Management.	Tripathi P.C& Reddy, P. N	Tata Mc Graw Hill	9 th (2018)



COURSE PLAN		
Unit-I Nature, Purpose, and Evolution of Management Thought		
S.No	Topics	Recommended Books
1	Management: Concept, Management: Art and Science, Management as a Profession, Management Vs. Administration	Book 1, Ch.1
2	Management process, Managerial roles & skills, Levels of management	Book 1, Ch.1
3	Ethical and best practices in management	Book 1, Ch.2
4	Taylor and Scientific Management, Fayol's Administrative Management, Bureaucracy	Ref. Book, Ch.2
5	Hawthorne Experiments and Human Relations, Social System Approach, Decision Theory Approach.	Ref. Book, Ch.2
Unit-II Planning		
5	Planning: Types of Plans	Book 1, Ch.4
6	Steps in Planning Process	Book 1, Ch.4
7	Strategies, level of Strategies	Book 1, Ch.4
8	Policies and Planning	Book 1, Ch.5
9	Decision making, Process of Decision Making,	Book 1, Ch.6
10	Techniques in Decision Making	Book 1, Ch.6
11	Management by Objectives (MBO)	Book 1, Ch.6
Unit-III Organizing		
16	Organizing: Organizational structure and design	Book 1, Ch.7
17	Types of organizational structures	Book 1, Ch.8
18	Span of control,	Book 1, Ch.8
19	Authority & delegation	Book 1, Ch.9
20	Decentralization	Book 1, Ch.9
21	Social responsibility of managers	Book 1, Ch.2
Unit-IV Staffing		
22	Concept and Importance of Staffing	Book 1, Ch.10
23	Human resource planning	Book 1, Ch.11
24	Recruitment, selection, training & development	Book 1, Ch.11
25	Performance appraisal	Book 1, Ch.12
26	Organizational Change- Concept, Techniques for Initiating Change	Book 1, Ch.13
27	Resistance to Change	Book 1, Ch.13
Unit-V Direction as a management process		
28	Direction as a management process: it's significance and main elements	Book 1, Ch.14
29	Coordination - it's importance and techniques	Book 1, Ch.14
30	Communication- concept, types, communication network	Book 1, Ch.17
31	Barriers to effective communication	Book 1, Ch.17
32	Organizational control- concept, control process	Book 1, Ch.18
33	Techniques of control	Book 1, Ch.19



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ADDITIONAL WEB RESOURCES

1.	NPTEL: Principles of Management; By Prof. Usha Lenka, IIT Roorkee. https://onlinecourses.nptel.ac.in/noc21_mg30/preview
2.	Coursera: https://www.coursera.org/learn/principles-of-management .
3.	HBPE Course Pack: Principles of Management 2024 created on Harvard Publishing House https://hbsp.harvard.edu/coursepacks/1190521

GRADING AND ASSESSMENT

- **Sessional Test 1 & 2** : 15 marks
- **Assignment**: 10 marks
- **Attendance**: 05 marks
- **Final Examination**: 70 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**
Thursday 03:30 – 4:30 PM
- **Contact Inform4ation**
mansi.mba@mietjammu.in