



Kot Bhalwal, Jammu

Model Institute of Engineering
& Technology (Autonomous)
Course Handout

COURSE HANDOUT

PRINCIPLES OF MANAGEMENT (HSMC-301)

CSE- 3RD SEMESTER

ACADEMIC YEAR (2024-25)

Sunanjita Mahajan

Assistant Professor

School of Management



School of Management

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

श्रेष्ठ

श्रम

नवीनता

Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
HSMC-301	Principles of Management	HSMC	3	3	0	0	50	100	150

COURSE OUTCOMES

At the end of the course the student will be able to:

CO1	Understand the various approaches Management Functions: Planning, Organizing, Staffing, Leading and Controlling.
CO2	Discuss the various types of Organization Structures.
CO3	Appreciate the importance of leadership and motivation in organizations
CO4	Analyze the feedback and control procedures in organizational setting
CO5	Demonstrate an understanding of current and relevant management knowledge.

Detailed Syllabus

Section A

Unit 1: 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. (5 Hrs)

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. (6 Hrs)

Unit III: Staffing: Human Resource Management and Selection, Performance appraisal and Career strategy, Managing Change. Leading: Human Factors and Motivation, Leadership, Communication, Teams and Team Work. (5 Hrs)

Section B

Unit IV: Direction as a management process: its significance and main elements; Coordination-its importance and techniques; Controlling: Concept, planning-control relationship, process of control, Types of Control, Control Techniques. (06 Hrs)

Unit V: 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. (03 Hrs)

Textbooks

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Principles of Management	L. M. Prasad	Sultan	10th (2019)
2	Organizational Behavior	Stephen P. Robbins	Prentice-hall	18th (2018)
3	Essential of Management	Koontz O Donnel	Tata Mc-Graw Hill	10 th (2015)

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,	Tata Mc Graw Hill	6 th (2017)

COURSE PLAN
Unit-I

S. No	Topics	Recommended Books / Links
1	Definition, nature, purpose and scope of management	Book 1: Chapter 1
2	Skills and roles of a Manager	Reference Book 1: Chapter 1
3	Functions of Management	Book 1; Book 2: Chapter 1
4	Principles of Management	Book 1: Chapter 2
5	Evolution of Management Thought Scientific Management	Reference Book 1: Chapter 2
6	MBO; MBE.	https://www.investopedia.com/terms/m/management-by-objectives.asp https://www.shiksha.com/online-courses/articles/management-by-exception-blogId-153075 Book 1: Chapter 18
7	McKinsey 7s Framework	https://strategicmanagementinsight.com/tools/mckinsey-7s-model-framework/

Unit-II

9	Planning: Concept, Importance, Nature	Reference Book 1: Chapter 4
10	Types of Plan	Reference Book 1: Chapter 4
11	Planning Process	Reference Book 1: Chapter 4
12	Nature and Purpose of Organizing	Book 1: Chapter 8
13	Determinants of Organization Structure	Reference Book 1: Chapter 7
14	Line and Staff Concept	https://www.indeed.com/career-advice/career-development/line-staff-organization#:~:text=A%20line%2Dstaff%20organization%20is,their%20expectations%20to%20the%20team.
15	New Approaches to Organization Design	https://cleartax.in/s/npv-net-present-value Book 1: Chapter 8
16	Downsizing	https://www.investopedia.com/terms/d/downsize.asp
17	Span of management	Reference Book 1: Chapter 7
18	Authority, responsibility, Delegation and Decentralization	Reference Book 1: Chapter 8

Unit-III

19	Staffing: Concept, nature and importance	Book 1: Chapter 12
20	Human Resource Management	Book 1: Chapter 12
	Performance Appraisal and career	Book 1: Chapter 13



	Strategy	
21	Selection	Book 1: Chapter 12
23	Motivation	Book 1: Chapter 15
24	Leadership	Book 1: Chapter 16
25	Team and Team Work	Reference Book 1: Chapter 7
Unit-IV Dividend Decisions		
26	Directing: Concept Significance and Elements	Book1: Chapter 14
	Controlling Concept, types, techniques and relationship with planning	Book1: Chapter 18,19
27	Coordination: Importance & Techniques	https://www.economicdiscussion.net/management/coordination/techniques-of-coordination-in-management/31480
Unit-V Recent Developments		
33	Knowledge Management	https://www.techtarget.com/searchcontentmanagement/definition/knowledge-management-KM#:~:text=Knowledge%20management%20is%20the%20process,training%20documents%20and%20other%20information.
34	Total Quality Management	https://corporatefinanceinstitute.com/resources/management/total-quality-management-tqm/
35	Business Process Re-engineering	https://www.bain.com/insights/management-tools-business-process-reengineering/#:~:text=What%20Is%20Business%20Process%20Reengineering,done%20to%20deliver%20customer%20value.
36	New People Management	https://www.scribd.com/doc/13261131/New-People-Management
37	Management of Productivity	https://www.simplilearn.com/tutorials/productivity/what-is-productivity-management
38	Corporate Governance	Reference Book 1: Chapter 4
39	Creativity and Innovation	https://www.businessnewsdaily.com/6848-creativity-vs-innovation.html
40	Theory of Constraints	https://www.leanproduction.com/theory-of-constraints/

ADDITIONAL WEB RESOURCES

1	NPTEL: Principles of Management https://nptel.ac.in/courses/110107150
---	--

GRADING AND ASSESSMENT

- **Sessional Test:** 20 marks
- **Assignment:** 20 marks
- **Attendance:** 10 marks
- **Final Examination:** 100 marks



MIET
FUTURE BEGINS HERE...

Model Institute of Engineering
& Technology (Autonomous)
Course Handout

Kot Bhalwal, Jammu

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- Friday (03:30 PM – 04:30 PM)
- **Contact Information**
sunanjita.mba@mietjammu.in

