



Kot Bhalwal, Jammu



Model Institute of Engineering
& Technology (Autonomous)
Course Handout

COURSE HANDOUT

PRINCIPLES OF MANAGEMENT (BFSMJ-101)

BFSI-1ST SEMESTER

ACADEMIC YEAR (2024-25)

Ms. Heena Sharma

Assistant Professor

School of Management-UG



School of Management-UG

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal, Jammu - 181122

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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
BFSMJ-101	Principles of Management	Major	4	4	0	0	40	60	100

COURSE OUTCOMES

At the end of the course the student will be able to:	
CO1	Describe the various functions of Management
CO2	Comprehend the various types of Organization Structures.
CO3	Assess the importance of leadership and motivation in organizations.
CO4	Analyze the feedback and control procedures in an organizational setting.
CO5	Appraise 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: its significance and main elements; Coordination-its importance and techniques; Controlling: Concept, planning-control relationship, 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.

(10 Hours)



Textbooks

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Principles of Management	P C Tripathi, PN Reddy	Mc GrawHill	7 th (2021)
2.	Essential of Management	Koontz O' Donnel	Tata Mc GrawHill Education	11 th (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 Mc GrawHill	7 th (2021)

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 1, Ch.1
5	Principles of Management	Book 1, Ch.4
6	Evolution of Management Thought	Book 1, Ch.2
7	Scientific Management	Book 1, Ch.2
8	Management by Objectives	Book 1, Ch.13
9	Management by exception	https://study.com/learn/lesson/management-exception-pros-cons.html#quiz-course-links
10	McKinsey's 7-S Approach	Book 2, Ch. 1
Unit-II Nature, purpose and framework of Planning		
11	Types of plans	Book 1, Ch.4
12	Nature of objectives and MBO	Book 1, Ch.13
13	Nature and purpose of organizing	Book 1, Ch.7
14	Determinants of organization structure	Book 1, Ch.7
15	Line and staff concept	Book 1, Ch.8
16	New approaches in organization design	https://www.aihr.com/blog/organizational-design/
17	Downsizing	Book 2, Ch.7
18	Span of management	Book 1, Ch.7
19	Authority relationships	Book 1, Ch.8
20	Delegation and decentralization	Book 1, Ch.8
Unit-III Staffing		
21	Human Resource Management	Book 2, Ch.11
22	Performance appraisal	Book 1, Ch.13
23	Career Strategy	Book 1, Ch.13



24	Change Management	Book 1, Ch.21
25	Leading: Human Factors	Book 1, Ch.17
26	Motivation	Book 1, Ch.15
27	Communication	Book 1, Ch.16
28	Teams and Team Works	Book 1, Ch.7
Unit-IV Direction as a management process		
29	Direction: significance and main elements	Book 1, Ch.15
30	Coordination-its importance and techniques	Book 1, Ch.9
31	Controlling: Concept	Book 1, Ch.18
32	Planning-control relationship	Book 1, Ch.18
33	Process of control	Book 1, Ch.18
34	Types of Control	Book 1, Ch.18
35	Control Techniques	Book 1, Ch.18
Unit-V Contemporary Issues		
36	Knowledge management	Book 1, Ch.12
37	Total quality management	Book 2, Ch.20
38	Business process re-engineering	Book 1, Ch.21
39	New people management	https://www.scribd.com/doc/13261131/New-People-Management
40	Management of productivity	https://superscaling.com/blog/productivity-management/
41	Corporate Governance	Book 1, Ch.3
42	Creativity and Innovation	Book 1, Ch.3
43	Theory of constraints: Issues and concerns	https://www.planettogether.com/blog/theory-of-constraints-example-in-manufacturing

ADDITIONAL WEB RESOURCES

1.	MOOC: Coursera course on Principles of Management https://www.coursera.org/learn/principles-of-management
2.	NPTEL: Archived NPTEL NOC course on Principles of Management https://archive.nptel.ac.in/courses/110/107/110107150/
3.	Course Pack: Course Pack of Principles of Management from Harvard Business Review. https://hbsp.harvard.edu/coursepacks/1141736

GRADING AND ASSESSMENT

- **Sessional 1 & 2:** 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 (02:45 PM-03:30 PM)
Friday (02:45 PM-03:30 PM)
- **Contact Information**
heena.bba@mietjammu.in