



Kot Bhalwal, Jammu



Model Institute of Engineering  
& Technology (Autonomous)  
Course Handout

## COURSE HANDOUT

PRINCIPLES OF MANAGEMENT (OEC-701(C))

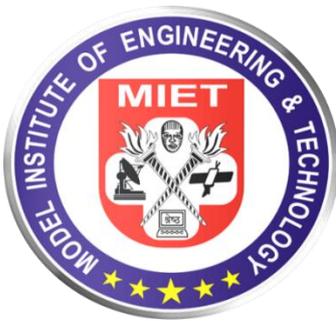
CIVIL-7<sup>th</sup> SEMESTER

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

[www.mietjmu.in](http://www.mietjmu.in)



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
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.

#### 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.

(06 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).

(05 Hours)

#### Unit-III

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

(05 Hours)

#### Unit-IV

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.

(07 Hours)

#### Unit-V

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.

(07 Hours)

### Textbooks

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Essential of Management	Koontz O' Donnel	Tata Mc GrawHill Education	13 <sup>th</sup> (2020)
2.	The New Era of Management	Daft, R. L.	Cengage Publications	10 <sup>th</sup> (2013)



**Reference Books**

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
3	Principles of Management	Tripathi, P.C .and Reddy, P.N.	Tata Mc GrawHill	9 <sup>th</sup> (2018)
4	Management	Stoner, J.F., Freeman, E. R., & Gilbert, D.R.	Pearson Publications	6 <sup>th</sup> (2013)

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	Book 3, Ch.1
2	Management Vs. Administration, Management process	Book 3, Ch.1
3	Managerial roles & skills, Levels of management	Book 3, Ch.1
4	Ethical and best practices in management. Taylor and Scientific Management	Book 1, Ch.1
5	Fayol's Administrative Management	Book 1, Ch.1
6	Bureaucracy	Book 3, Ch.2
7	Hawthorne Experiments and Human Relations	Book 1, Ch.1
8	Social System Approach	Book 3, Ch.2
9	Decision Theory Approach.	<a href="https://mbanote.org/decision-theory-of-management/">https://mbanote.org/decision-theory-of-management/</a>
Unit-II Planning		
10	Types of plans	Book 3, Ch.4
11	Steps in Planning Process	Book 1, Ch.4
12	Strategies, level of Strategies	Book 1, Ch.5
13	Policies, and Planning	Book 1, Ch.5
14	Decision making: Process of Decision Making	Book 3, Ch.5
15	Techniques in Decision Making	Book 3, Ch.5
16	Management by Objectives (MBO)	Book 1, Ch.4
Unit-III Organizing		
17	Organizational structure	Book 1, Ch.8
18	Organizational design	<a href="https://www.aihr.com/blog/organizational-design/">https://www.aihr.com/blog/organizational-design/</a>
19	Types of organizational structures	Book 3, Ch.7
20	Span of control	Book 3, Ch.7
21	Authority	Book 3, Ch.8
22	Delegation and decentralization	Book 3, Ch.8
23	Social responsibility of managers	Book 1, Ch.2
Unit-IV Staffing		
24	Concept and Importance of Staffing	Book 1, Ch.11
25	Human Resource Management	<a href="https://www.coursera.org/in/articles/human-resource-management">https://www.coursera.org/in/articles/human-resource-management</a>



26	Recruitment & Selection	Book 3, Ch.11
27	Training & Development	Book 3, Ch.12
28	Performance appraisal	Book 3, Ch.13
29	Organizational Change- Concept, Techniques for Initiating Change	Book 3, Ch.21
30	Resistance to Change	Book 3, Ch.21
<b>Unit-V Directing and Controlling</b>		
31	Direction as a management process: it's significance and main elements	Book 3, Ch.15
32	Coordination-it's importance and technique	Book 3, Ch.9
33	Communication- concept, types	Book 3, Ch.16
34	Communication network, barriers to effective communication	Book 3, Ch.16
35	Organizational control- concept, control process	Book 3, Ch.18
36	Techniques of control.	Book 3, Ch.18

#### ADDITIONAL WEB RESOURCES

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

#### GRADING AND ASSESSMENT

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

#### FACULTY INFORMATION

- **Office Hours**  
Monday (02:45 PM-03:30 PM)  
Friday (02:45 PM-03:30 PM)
- **Contact Information**  
[heena.bba@mietjammu.in](mailto:heena.bba@mietjammu.in)

