



Kot Bhalwal, Jammu



Model Institute of Engineering  
& Technology (Autonomous)  
Course Handout

## COURSE HANDOUT

PRINCIPLES OF MANAGEMENT (BBALLB-102)

BBALLB-1<sup>st</sup> SEMESTER

ACADEMIC YEAR (2024-25)

**Dr. Amanpreet Kaur**

Assistant Professor

School of Management



School of Management

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal, Jammu - 181122

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

**Detailed Syllabus**



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1

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S. No.	Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
								Sessional	Final Exam	Total
1.2	BBALLB-102	Principles of Management	Generic Core	4	5	0	0	30	70	100

### Course Outcomes

At the end of the course the student will be able to: -	
CO1	Interpret the fundamentals of business management.
CO2	Articulate and comprehend the various types of organizational structures.
CO3	Assess the importance of leadership and motivation in organizations.
CO4	Analyze the feedback and control procedures in an organization.
CO5	Appraise the contemporary issues of management.

### Detailed Syllabus

#### Unit-1: Introduction to Principles of Management:

- 1.1 Definition, Nature, Purpose and Scope of Management
  - 1.2 Skills, Roles and Functions of a Manager
  - 1.3 Evolution of Management Thought
  - 1.4 Theories on Management (Scientific Management, Management by Objectives and Management by exception)
  - 1.5 McKinsey's 7-S Approach
- (10 Hrs)

#### Unit-II: Planning and Organization

- 2.1 Meaning, Objectives and Characteristics of Planning
  - 2.2 Process and Types of Planning
  - 2.3 Meaning and Objectives and Principles of Organization
  - 2.4 New approaches in Organization Design: Line and Staff Concept
  - 2.5 Downsizing; Span of management; Authority relationships; Delegation and decentralization
- (12 Hrs)

#### Unit-III: Staffing

- 3.1 Human Resource Management and Selection
  - 3.2 Performance Appraisal and Career Strategy
  - 3.3 Nature, Importance and Types of Motivation
  - 3.4 Meaning, Nature and Importance of Leadership
  - 3.5 Concept, Types and Process of Business Communication
- (12 Hrs)

#### Unit-IV: Direction and Controlling

- 4.1 Concept, Nature and Significance of Directing
  - 4.2 Coordination - Its importance and Techniques
  - 4.3 Concept, Nature and Scope of Controlling
  - 4.4 Controlling Processes and Techniques
  - 4.5 Relationship between Planning and Controlling
- (10 Hrs)

#### Unit-V: Contemporary Issues

- 5.1 Total Quality Management
  - 5.2 Knowledge Management
  - 5.3 Concept of Corporate Governance
  - 5.4 Business process re-engineering
  - 5.5 Managing Diversity in Organizations
- (12 Hrs)

### Textbooks



S.No	Name of the Suggested Books	Name of Author	Publisher Name	Edition (Pub.Yr.)
1.	Principles and Practices of Management	L. M. Prasad	Sultan Chand and Sons	10 <sup>th</sup> , 2019.
2.	Essentials of Management	Koontz O'Donnell et al.	Tata McGraw Hill Education	10 <sup>th</sup> , 2015.

**Reference Books**

S.No	Name of the Suggested Books	Name of Author	Publisher Name	Edition (Pub.Yr.)
3	Principles of Management	P.C. Tripathi and P.N. Reddy	Tata Mc Graw Hill	6 <sup>th</sup> , 2017.
4	Principles of Management	James A.F. Stoner	Pearson Education India	2 <sup>nd</sup> , 2010.

COURSE PLAN		
Unit-I Introduction to Principles of Management		
S.No	Topics	Recommended Books
1	Concepts Management	Book 1, Ch.1
2	Nature of Management	Book 1, Ch.1
3	Purpose and Scope of Management	Book 1, Ch.1
4	Skills of a Manager	Book 1, Ch.1
5	Roles or Functions of a Manager	Book 1, Ch.1
6	Evolution of Management Thought-Early Contributors	Book 1, Ch.2
7	Theories on Management (Scientific Management, Management by Objectives and Management by exception)	Book 1, Ch.2
8	McKinsey's 7-S Approach	Book 1, Ch.1
Unit-II Planning and Organization		
9	Meaning, Objectives and Characteristics of Planning	Book 1, Ch.5
10	Process and Types of Planning	Book 1, Ch.5
11	Meaning and Objectives and Principles of Organization	Book 1, Ch.9
12	New approaches in Organization Design: Line and Staff Concept	Book 1, Ch.10
13	Downsizing; Span of management; Authority relationships; Delegation and decentralization	<a href="https://study.com/learn/lesson/company-downsizing-strategies-business-impacts.html">https://study.com/learn/lesson/company-downsizing-strategies-business-impacts.html</a>



		Book 1, Ch. 9
<b>Unit-III Staffing</b>		
14	Human Resource Management and Selection	Book 1, Ch. 14
15	Performance Appraisal and Career Strategy	Book 1, Ch16
16	Nature, Importance and Types of Motivation	Book 1, Ch. 18
17	Meaning, Nature and Importance of Leadership	Book 1, Ch. 20
18	Concept, Types and Process of Business Communication	Book 1, Ch. 20
<b>Unit-IV Direction and Controlling</b>		
19	Concept, Nature and Significance of Directing	Book 1, Ch17
20	Coordination - Its importance and Techniques	<a href="https://egyankosh.ac.in/bitstream/123456789/13351/1/Unit-14.pdf">https://egyankosh.ac.in/bitstream/123456789/13351/1/Unit-14.pdf</a>
21	Concept, Nature and Scope of Controlling	Book 1, Ch 22
22	Controlling Processes and Techniques	Book 1, Ch23
23	Relationship between Planning and Controlling	<a href="https://ncert.nic.in/textbook/pdf/lebs108.pdf">https://ncert.nic.in/textbook/pdf/lebs108.pdf</a>
<b>Unit-V Contemporary Issues</b>		
24	Total Quality Management	<a href="http://www.fmtvaranasi.edu.in/sites/default/files/TQM.pdf">http://www.fmtvaranasi.edu.in/sites/default/files/TQM.pdf</a> <a href="http://courseware.cutm.ac.in/wp-content/uploads/2020/06/TQM-PDF.pdf">http://courseware.cutm.ac.in/wp-content/uploads/2020/06/TQM-PDF.pdf</a>
25	Knowledge Management	<a href="https://nscpolteksby.ac.id/ebook/files/Ebook/Business%20Administration/ARMSTRONGS%20HANDBOOK%20OF%20HUMAN%20RESOURCE%20MANAGEMENT%20PRACTICE/12%20-%20Knowledge%20Management.pdf">https://nscpolteksby.ac.id/ebook/files/Ebook/Business%20Administration/ARMSTRONGS%20HANDBOOK%20OF%20HUMAN%20RESOURCE%20MANAGEMENT%20PRACTICE/12%20-%20Knowledge%20Management.pdf</a>
26	Concept of Corporate Governance	<a href="https://mgcub.ac.in/pdf/material/202004300422065557326a18.pdf">https://mgcub.ac.in/pdf/material/202004300422065557326a18.pdf</a> <a href="https://www.soas.ac.uk/sites/default/files/2023-01/M444_unit-01_sample.pdf">https://www.soas.ac.uk/sites/default/files/2023-01/M444_unit-01_sample.pdf</a>
27	Business process re-engineering	<a href="https://www.dcs.warwick.ac.uk/olddmodelling/hi/theses/cheny/Chap-3.pdf">https://www.dcs.warwick.ac.uk/olddmodelling/hi/theses/cheny/Chap-3.pdf</a> <a href="https://courses.aiu.edu/Re-Engineering%20System/2/02.Business%20Process%20Reengineering.pdf">https://courses.aiu.edu/Re-Engineering%20System/2/02.Business%20Process%20Reengineering.pdf</a>
28	Managing Diversity in Organizations	<a href="https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/S001610/P001748/M022713/ET/15051083">https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/S001610/P001748/M022713/ET/15051083</a>



		<a href="#">63Module 17 Quad 1 Managing Diversity.pdf</a> <a href="https://edis.ifas.ufl.edu/publication/HR022">https://edis.ifas.ufl.edu/publication/HR022</a>
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### ADDITIONAL WEB RESOURCES

1	Course Pack Principles of Management 2024 created on Harvard Publishing House <a href="https://hbsp.harvard.edu/coursepacks/1190967">https://hbsp.harvard.edu/coursepacks/1190967</a>
2	Research article on Management Planning. <a href="https://www.researchgate.net/publication/371834256_PLANNING_FUNCTION_OF_MANAGEMENT">https://www.researchgate.net/publication/371834256_PLANNING_FUNCTION_OF_MANAGEMENT</a>
3	Additional Resources on Management controlling. <a href="https://www.pearson.fr/resources/titles/27440100959280/extras/7519_chap01.pdf">https://www.pearson.fr/resources/titles/27440100959280/extras/7519_chap01.pdf</a>
4	Knowledge Management <a href="https://dde.pondiuni.edu.in/files/StudyMaterials/MBA/MBA3Semester/HRM/3KnowledgeManagement.pdf">https://dde.pondiuni.edu.in/files/StudyMaterials/MBA/MBA3Semester/HRM/3KnowledgeManagement.pdf</a>

### GRADING AND ASSESSMENT

- **Sessional Test:** 15 marks
- **Assignment:** 10 marks
- **Attendance:** 5 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**  
 Monday (12:55 PM – 1:45 PM)  
 Friday (12:55 PM – 1:45 PM)
- **Contact Information**  
[amanpreet.llb@mietjammu.in](mailto:amanpreet.llb@mietjammu.in)





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