



Kot Bhalwal, Jammu



Model Institute of Engineering
& Technology (Autonomous)
Course Handout

COURSE HANDOUT

PRINCIPLES OF MANAGEMENT (BCMMI 206A)

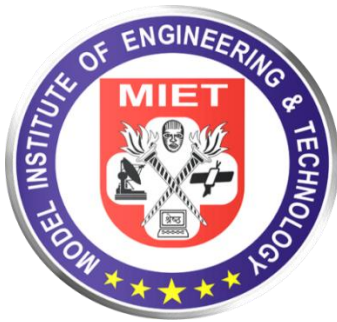
B.Com.-2nd SEMESTER

ACADEMIC YEAR (2024-25)

Dr. Vibhu johar

Assistant Professor

Department of Commerce



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



S. No.	Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
								Sessional	Final Exam	Total
1.	BCMMI-206 (A)	Principles of Management	Minor	4	4	0	0	40	60	100

Course Outcomes:

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

CO1	Understand 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	Apprise the contemporary issues of management.

Detailed Syllabus

Section A

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 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.

(10 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 Teamwork.

(09 Hrs)

Section B

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

(09 Hrs)

Unit V: Contemporary Issues: Knowledge management; Total quality management; Business process re-engineering; New people management; management of productivity; Corporate Governance; Creativity and

(10 Hrs)

Textbooks:

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	Principles & Practice of Management	L. M. Prasad	Sultan chand & sons	10 th (2020)
2	Essential of Management.	Harold Koontz, Heinz Weirich, Mark V. Cannice.	McGraw Hill.	11 th (2020)

Reference Book:

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)



1	Principles of Management	Tripathi, P. C. and Reddy, P.N.	Tata Mc Graw Hill	6 th (2017)
---	--------------------------	---------------------------------	-------------------	------------------------

COURSE PLAN		
Unit-I Management		
S.No	Topics	Recommended Books
1	Definition, nature, purpose and scope of management	https://businesslouder.com/what-is-management/
2	Skills and roles of a manager	Book 1, Ch.1
3	Functions, principles	https://egyankosh.ac.in/bitstream/123456789/35874/5/Unit-1.pdf
4	Evolution of Management Thought	Book 1, Ch.2
5	Scientific Management	Book 1, Ch.2
6	Management by Objectives: Management by exception	https://egyankosh.ac.in/bitstream/123456789/64329/2/Unit-8.pdf https://www.pricefx.com/learning-center/management-by-exception-what-is-it-and-how-does-it-work https://kanchiuniv.ac.in/coursematerials/T1MC1%20Pronciples%20of%20management.pdf
7	McKinsey's 7-S Approach	https://corporatefinanceinstitute.com/resources/management/mckinsey-7s-model/ https://www.lkouniv.ac.in/site/writereaddata/siteContent/202003291621085882smitasingh_mckinsey_7s_model.pdf
Unit-II Nature, Purpose and Framework of Planning		
8	types of plans	Book 2, Ch.3
9	The nature of objectives and MBO	Book 2, Ch.4
10	Nature and purpose of organizing; Determinants of organization structure	Book 2, Ch.7
11	Line and staff concept	Book 2, Ch.9
12	new approaches in organization design	https://www.cliffsnotes.com/study-guides/principles-of-management/organizational-design-and-structure/five-approaches-to-organizational-design https://www.aihr.com/blog/organizational-design/
13	Downsizing	https://theinvestorsbook.com/dow



		nsizing.html#google_vignette https://egyankosh.ac.in/bitstream/ 123456789/6897/1/Unit-17.pdf
14	Span of management, Authority relationships	Book 1, Ch.7, 8
15	Delegation and decentralization	Book 2, Ch 9
Unit-III Staffing		
16	Human Resource Management	Book 2, Ch.11
17	Selection	Book 2, Ch.11
18	Performance appraisal and Career strategy	Book 2, Ch.12
19	Managing Change	Book 1, Ch. 20
20	Leading: Human Factors and Motivation	Book 2, Ch.14, 15
21	Leadership	Book 2, Ch. 16
22	Communication	Book 1, Ch. 17
23	Teams, and Teamwork	https://egyankosh.ac.in/bitstream/ 123456789/21378/1/Unit-2.pdf
Unit-IV Direction as a Management Process		
24	its significance and main elements	Book 1, Ch.15
25	Coordination-its importance and techniques	Book 1, Ch.9
26	Controlling: Concept, planning-control relationship,	Book 1, Ch.18
27	Process of control, Types of Control, Control Techniques.	Book 1, Ch.18
Unit-V Contemporary Issues		
28	Knowledge management	https://document360.com/knowledge-management/ https://www.spiceworks.com/collaboration/content-collaboration/articles/what-is-knowledge-management/#_002
29	Total quality management	http://www.fmtvaranasi.edu.in/sites/default/files/TQM.pdf https://oms.bdu.ac.in/ec/admin/contents/160_P16MBA18_2020051812512021.pdf
30	Business process re-engineering	https://www.geeksforgeeks.org/introduction-to-business-process-re-engineering/
31	New people management	https://www.betterup.com/blog/people-management https://egyankosh.ac.in/bitstream/ 123456789/77171/1/Unit-4.pdf
32	Management of productivity	https://egyankosh.ac.in/bitstream/ 123456789/31707/1/Unit-4.pdf https://www.tutorialspoint.com/what-is-productivity-management-and-why-is-it-important
33	Corporate Governance	https://byjus.com/current-affairs/corporate-governance/ https://www.investopedia.com/terms/c/corporategovernance.asp



34	Creativity and Innovation	https://nios.ac.in/media/documents/249_Enterpreneurship/English_pdf/249_Enterpreneurship_Lesson_4.pdf https://dtnbwed.cbwe.gov.in/images/upload/Creativity-and-Innovation_YYB3.pdf
35	Theory of constraints: Issues and concerns	https://www.wrike.com/blog/understanding-theory-of-constraints/ https://www.smartsheet.com/all-about-theory-of-constraints https://www.tocinstitute.org/theory-of-constraints.html

ADDITIONAL WEB RESOURCES

1.	MOOC: Fundamentals of Management https://www.coursera.org/learn/fundamentals-of-management
2.	HBPE Course Pack: Principles of Management (AY 2024-25) created on Harvard Publishing House https://hbsp.harvard.edu/coursepacks/1190956

GRADING AND ASSESSMENT

- **Sessional Test:** 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 (12:05 PM - 12:55 PM)
Friday (12:05 PM - 12:55 PM)
- **Contact Information**
Vibhu.mba@mietjammu.in