

# **Open Course: 1 CC 1581.2 Principles of Management**

**No : of instructional Hrs per week: 3**

**No: of Credits : 2**

**Aim of the Course:** To familiarise the students from other faculties on the framework of management.

**Course objectives:** To provide knowledge on the fundamentals of management principles and functions.

## **Module 1 - Introduction to Management**

Meaning and definition, scope, importance, management and administration, management levels- Management- science, art or profession- Henry Fayol's principles of management. (10 Hrs),

## **Module 2- Planning**

Meaning, objectives, types of plans, steps in planning and limitations of planning. (9 Hrs)

## **Module 3- Organising**

Concept, significance, types- formal and informal, line and staff and functional , centralisation, decentralisation, delegation and departmentation. (15 Hrs)

## **Module 4 - Staffing**

Importance, sources of recruitment and selection , training and development. ( conceptual framework only) (10 hrs)

## **Module 5 - Directing and Controlling**

Meaning and elements of direction -Controlling- Meaning - steps-. Methods of establishing control. (10 Hrs)

Books recommended:

1. Koontz.O. Donnel, Principles of management, Tata Mc grawhill, publishing co, New Delhi.
2. L. M. Prasad, Principles of Management, Sultan Chand & sons, New Delhi.
3. R.C. Bhatia, Business organisation and management, Ane books, P. Ltd. New Delhi.
4. Tripathy Reddy, Principles of Management Tata Mc Graw Hill Publishers, New Delhi.