



COURSE TITLE: MANAGEMENT FOUNDATION

COURSE CODE: MGMT101

CREDIT UNITS : 03

COURSE LEVEL: UG

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
2	1	-	-	3

Course Objectives:

The aim of the course is to orient the students in theories and practices of Management so as to apply the acquired knowledge in actual business practices. This is a gateway to the real world of management and decision-making. The course is aimed at developing an understanding of basic management principles applicable to individuals, small and large organizations.

Pre-requisites:

Knowledge of Business Studies

Student Learning Outcomes:

By the end of the course students will be able to recognize professional skills required of managers and contrast different types, roles, and styles of managers. Students will also be able to diagnose the management issues in organizations and solve the management issues in real practice. Students will also understand the major functions of management and organizational structure and relationships.

Course Contents/Syllabus:

	Weightage (%)
Module I: Introduction	20
Concept, Nature, Scope and Functions of Management, Levels of Management, Evolution and Foundations of Management Theories - Classical and Neo - Classical Theories, Systems Approach to organization, Modern Organization Theory.	
Module II: Management Planning Process	20
Planning objectives and characteristics, Hierarchies of planning, the concept and techniques of forecasting. Decision Making: Concepts and Process, Management by objectives (MBO) the concept and relevance.	
Module III: Organization	15
Meaning, Importance and Principles, Departmentalization, Span of Control, Types of Organization, Authority, Delegation of Authority.	
Module IV: Staffing	15
Meaning, Job analysis, Manpower planning, Recruitment and selection, Retention: Transfers and Promotions, Appraisals, Management Development, Job Rotation, Training, Rewards and Recognition.	
Module V: Directing	15
Directing: Concept, Principles, Process, Elements. Motivation: Concepts and Theories (Maslow's Need Hierarchy Theory, Herzberg Two Factor Theory, Theory X & Y)ERG Theory. Communication: Concept, Process, Types, Barriers, Effective Communication. Leadership: Concept, Qualities of a Good Leader, Coordination	

Module VI: Management Control	15
Meaning, Nature, Features, Objectives and Process of Management Control and Behavioural Aspects of Management Control, Need for Control system, techniques of control and linkage between planning and control	

Pedagogy for Course Delivery: Lectures, Case studies, Discussions

The course will be a combination of theoretical and case based styles. Case studies, active participation in team exercises, and practical information by Industry experts reinforce learning.

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
30		70

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment						End Term Examination
Components (Drop down)	CPA	TP	Q/S	A	ME	
Weightage (%)	5	5	5	5	10	70

References:

- Koontz O' Donnel, Essential of Management,
- Stoner, Freemand and Gilbert ,Management,
- L.M. Prasad , Principles & practice of Mgmt.
- Burton & Thakur , Management Today