

## Associated Core (AC) -2

### Semester-II

## MANAGEMENT PRINCIPLES AND PRACTICES

CREDITS: 4 Lectures-60

Full Marks-100:25(MSE) +75(ESE)


PassMarks-40:10(MSE)+30(ESE)


### Course Objectives:

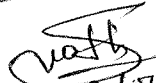
1. To learn the concept, nature, scope, and significance of management as both an art and a science, and to identify key managerial roles and functions.
2. To examine the evolution of management theories and understand the processes of planning and decision-making.
3. To analyze the principles of organizing, various organizational structures, and the concepts of authority, responsibility, delegation, and decentralization.
4. To study staffing processes, leadership and motivation techniques, communication networks, and control mechanisms.
5. To explore contemporary management issues, including digital transformation, data-driven decision-making, remote work practices, ethical leadership, and sustainability.

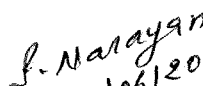
### Course Outcomes: Students will be able to

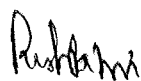
1. Describe management concepts, its nature as both an art and a science, and identify key managerial roles and functions.
2. Analyze management theories and apply appropriate planning and decision-making techniques in organizational contexts.
3. Evaluate different organizational structures and implement effective delegation, authority, and decentralization strategies.

  
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4. Demonstrate effective staffing, leadership, communication, and control practices in managerial settings.
5. Integrate digital transformation, data analytics, ethical considerations, and sustainability into modern management practices.

## **CONTENT OF SYLLABUS**

### **Unit – I:**

#### **Introduction to Management**

Meaning and Definition, Nature & Scope of Management; Importance of management; Management as an art science and Profession; distinction between management and administration; Roles and Skills of Manager; Levels of Management; Functions of Management.

### **Unit II**

#### **Management Thought**

Evolution of Management Thought: Classical (Taylor, Fayol, Max Weber), Human Relations (Mayo), Behavioral (McGregor), MBO (Peter Drucker) Systems & Contingency approaches (Modern Management Theories).

### **Unit III**

#### **Planning and Decision-Making**

Planning: Meaning and Definition, Nature, Scope, Objectives and Importance of Planning; Planning Process and Components: Strategic Planning and Its Application in Organizations, policies, Types of Planning: Strategic, Tactical, Operational; Forecasting and its role in planning. Decision-Making: Meaning, Steps and Process.

### **Unit IV**

#### **Organizing**

Meaning and Principles of organizing, Organization Structure, Formal vs informal organization, departmentalization, line–staff authority, Span of control; Authority

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& Responsibility; Delegation of Authority, Centralization & Decentralization.

## Unit V

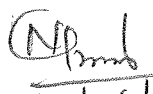
### Staffing, Directing & Controlling

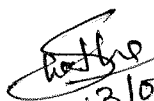
Staffing: Meaning and importance, Recruitment and Selection, Induction & Orientation; Directing: Meaning and Principles, Supervision, Meaning and Styles of Leadership, Coordination; Communication: Process, channels, barriers; Controlling: Meaning and Importance of Control, Control Process, Techniques of control, Steps and Challenges, Relationships between Planning and Control.

### Suggested Reference Books

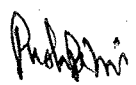
- Prasad, L. M. (2020). *Principles and practice of management*. Sultan Chand & Sons.
- Ramasamy, T. (2018). *Principles of management*. Mumbai: Himalaya Publishing House.
- Koontz, H., & Weihrich, H. (2016). *Essentials of management*. Tata McGraw-Hill.
- Schermerhorn, J. R., & Bachrach, D. G. (2016). *Introduction to management* (13th ed.). Wiley.
- Tripathi, P. C., & Reddy, P. N. (2016) *Principles of management*. Tata McGraw- Hill Education.
- Robbins, S. P., Bergman, R., Stagg, I., & Coulter, M. (2014). *Management*. Pearson.
- Sr. Prof. D. Sreeramulu & Prof. S. Lakshmi Narasimham, *Principles & Practices of Management*, Tata Publications.

  
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