

**Learning Objectives: The students will**

1. Know and be familiar with the concepts in managements
2. Understand their application and relevance in personal and professional situations.
3. Have a critical appraisal of real life situations.
4. Analyse and evaluate managers and leaders to follow their example.

**Learning Outcomes:** Upon completing this course the students should be able to:

1. Recognize and understand the role of planning and management in modern organizations
2. Look for opportunities to work with and better understand diversity in people and situations
3. Understand the importance of effective leadership for the success of the organization
4. Apply the principles and skills in case analysis of organizations.
5. Use problem-solving strategies and critical thinking in real life situations

**MODULE 1: Management and Nature of Organization** (20 hours – 1 credit)

**Units in Module 1**

1. Definition of management, nature, purpose
2. Evolution and various schools to management thoughts
3. Principles and functions of Management
4. Levels and type of managers
5. Managerial Roles, Skills and competencies
6. Key personal characteristics for Managerial success

**MODULE 2: Planning and Organizing** (20 hours – 1 credit)

**Units in Module 2**

1. Meaning and nature of planning
2. Steps in planning process
3. Types of plans
4. Organizing as Managerial Function
5. Organization structure – formal and informal
6. Principles of Organizing
7. Delegation and Decentralisation

**MODULE 3: Staffing and Controlling** (12 hours – 7 credits)

**Units in Module 3**

1. Staffing as a function of Management – its functions
2. Controlling – Meaning, Process and important techniques of controlling.

**MODULE 4: Directing & Leading** (12 hours – 7 credits)

**Units in Module 4**

1. Directing as a function of management - Principles
2. Leadership and vision
3. Leadership traits & styles
4. Leaders behaviour – Managerial Grid

**MODULE 5: Motivating** (12 hours – 6 credits)

**Units in Module 5**

1. Meaning of managerial motivation and characteristics
2. Needs theories of motivation – Maslow, Herzberg and McClelland
3. Herzberg's Dual Factor Theory
4. Theory X and Y.

**Book for Study:**

Stoner, Freeman, Gilbert Jr. (2014). Management (6th edition), New Delhi: Prentice Hall India.

**Recommended Readings:**

Gupta, R.S., Sharma, B.D., & Bhalla. N.S. (2011). Principles & Practices of Management (11th edition). New Delhi: Kalyani Publishers

Koontz, H., & Wehrich, H. Essentials of Management, McGraw Hill Publishers

L M Prasad, (2007). Principles and Practices of Management, Himalaya Publishing House

Rao, P.S. (2009). Principles of Management, Himalaya Publishing House