



DEPARTMENT OF MANAGEMENT STUDIES
ADD ON COURSE - FUNDAMENTALS OF MANAGEMENT

Fee: Rs.1000

Duration:36 Hrs

Student Intake: 40

COURSE OVERVIEW:

This course is an introduction to the fundamentals of management. It provides a framework for understanding the factors that influence how organizations evolve, function, and perform.

COURSE OBJECTIVES:

- Providing conceptual understanding of management concepts .
- Familiarizing the students with the contemporary issues in management.
- Enable the students to apply the concepts in the organization .

METHODOLOGY:

Lectures, Case Studies, Role Plays, Group or Class Learning Activities, Experiential Exercises

ASSESSMENT:

CASE ASSIGNMENTS: Throughout the course, students will be required to analyze two cases.

ASSIGNMENT : MANGEMENT CONCEPTS PAPER: Students will be required to write a management concepts paper covering the topics of management principles and concepts.

EXAMS: There will be two exams -- a mid-term and a final exam. The mid-term exam is multiple-choice and will test the student's comprehension of textbook material from the first half of the course. The Final Exam is essay questions that test the student's comprehension and application of the fundamentals of management practice.

SYLLUBUS:

UNIT-I Nature of Management

Tasks of a Professional Manager - Social Responsibilities of Business – Manager and Environment – Systems Approach to Management – Levels in Management – Managerial Skills.

UNIT-II Planning

Steps in Planning Process – Scope and Limitations – Short Range and Long Range Planning – Flexibility in Planning – Characteristics of a Sound Plan – Management by Objective (MBO) – Decision Making – Techniques and Processes.

UNIT-III Organising

Organisation Structure and Design – Authority and Responsibility – Delegation of Authority- Decentralisation – Formal and Informal Organisation.

UNIT-IV Staffing, Directing and Controlling

Overview of Staffing and Directing functions – Controlling – Pre requisites of Control Systems – Control Process – Methods, Tools and Techniques of Control.

UNIT-V Organisational Creativity and Innovation

Management of Innovation – Invention vs. Innovation – Goals of Innovation – Sources of Innovation- Latest Developments in Management

REFERENCES:

1. Koontz & Weirich, “Essentials of Management: An International perspective”, 8th Edn. Tata McGraw-Hill, New Delhi, 2009.
2. Koontz H. Weihrich H “Essentials of Management “ Tata McGraw-Hill, 13th Edition 2001
3. Stephen P. Robbins & David A. Decenzo, “ Fundamentals of Management”, Pearson Education, New Delhi, 3rd Edn. 2001.
4. Tim Hannagan, “Management Concepts and Practices”, Mac Millan India Ltd. 1997.