ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

# II SEMESTER OFFICE MANAGEEMNT Time:5hrs/week

OFF-Mi1-2401(4) **PRINCIPLES OF MANAGEMENT** Marks:100

w.e.f AK 2023-2024 (Admitted batch) **SYLLABUS**

# LEARNING OBJECTIVES:

* To outline the fundamental activities of managers
* To explain the basic concepts, principles and theories of management
* To examine the broad functions of management
* To propose initiatives to address the contemporary issues and challenges in the field of management
* To understand various controlling techniques practiced at organizations.

**LEARNING OUTCOMES:**

After completion of the course students are able to

* Understand the fundamental functions of the managers.
* Learn the process of planning and framing of objectives
* Acknowledge the concept of organizing and its principles
* Find out the solutions for the contemporary issues and challenges in the field of management
* Practice various controlling techniques

# UNIT-I: INTRODUCTION TO MANAGEMENT

Definition – Nature, process and significance of management –Role of managers – Managerial Skills and Roles – Schools of Management Thought - Management as a Science or Art - Management as a profession- Administration and Management- Functions of Management. Contemporary Issues and Challenges in Management of 21st Century.

# UNIT-II: PLANNING

Planning - Nature and Importance of Planning- Types of Plans - Levels of Planning - Steps in planning - Making Effective Plans- Objectives and Management By Objective (MBO) Decision Making: Nature of decision making - Types of decisions – Decision Making Process**.**

# OFF-Mi1-2401 ::2::

# UNIT-III: ORGANIZING

Organizing - Nature and purpose - Principles of Organization - Types of Organization - Organisational Structure and Design – Line, Staff and functional authority – Conflict between Line and Staff – Overcoming the Line-Staff Conflict. Committees, Departmentation - Span of control – Authority, Responsibility and Accountability - Principles of Delegation - Steps - Centralization Vs Decentralization – Factors determining the degree of Decentralization of authority.

# UNIT-IV: STAFFING AND DIRECTING

Staffing - Nature and Purpose of staffing – Importance of staffing – Components of Staffing - Manpower planning - Recruitment and Selection. Directing – Nature of directing function - Principles– Motivating people at work – Motivation theories.Communication skills for directing – Barriers of communication.

# UNIT-V: CONTROLLING

Controlling - Concept, Nature and Importance - Essentials of Control - Requirements of an Effective Control System – Behavioural Implications of Control – Techniques of Managerial control.

# REFERENCE BOOKS:

1. Koontz, H., & Weihrich, H. Essentials of Management, McGraw Hill Publishers.
2. Gupta, R.S., Sharma, B.D., & Bhalla. N.S. (2011). Principles & Practices of Management (11th edition). New Delhi: Kalyani Publishers.
3. L M Prasad, (2007). Principles and Practices of Management, Himalaya Publishing House
4. Rao, P.S. (2009). Principles of Management, Himalaya Publishing House.

\*\* \*\* \*\*