

BASICS OF MANAGERIAL CONCEPTS

Sem	Subject code	Category	Lecture		Theory		Credit
			Total Hrs	Hrs per week	Total Hrs	Hrs per week	
I		Core paper - I	75	5	75	5	4

COURSE OBJECTIVE:

Knowledge on the basics of managerial economics is essential for all kinds of organizations. This subject will enhance the students to learn about basic functions of management like planning, organizing, Delegation, Conflict and Coordination.

COURSE OUTCOMES:

On Successful completion of the Course the student will be able:

CO Number	CO Statement	Knowledge level(K1-K4)
CO1	To acquaint the students with the fundamentals of management functions.	K1
CO2	To make clear and understand about planning and organization policies.	K2
CO3	Interpret why a good organizational structure and coordination is needed for effective organizations .	K2
CO4	To Managing power and authority, responsibilities understand in several organizations.	K3
CO5	Causes of conflicts and need for co-ordination clearly understand in an organization.	K3

K1 – Remember; K2 – Understand; K3 – Apply; K4– Analyze

MAPPING WITH PROGRAMME OUTCOMES:

COS	PO1	PO2	PO3	PO4	PO5	PO6
CO1	S	S	M	M	M	S
CO2	M	S	M	M	M	M
CO3	M	M	M	M	S	M
CO4	M	M	M	M	M	M
CO5	M	M	M	M	M	M

S – Strong; M – Medium; L – Low

UNIT- I Management**15 Hours**

Concept of Management – Scope –Importance - Nature - Functions - Evolution of Management Thought - Levels of management - Functional areas of management-Management skills – Management – An art or Science – Management and Administration – Roles of manager.

UNIT -II Planning**15 Hours**

Concept of Planning: Nature- Importance- Steps-Types of Planning- Types of Plan- Barriers to Effective planning-Making planning effective -Concept of Forecasting - Techniques of Forecasting - Management By Objectives –**Concept of Decision Making** - Types of Decision Making -Decision Making process-Techniques of Decision making process.

UNIT- III Organizing15 Hours

Concept of Organization and Organizing: Nature –Process- Principles of Organization - Factors Affecting Organization structure-Organization Structure. **Concept of– Departmentation:** Bases-Principles-Need-Types-Span of management-**Delegation of Authority:** Blocks to effective Delegation –Measures for Effective Delegation –Centralization and Decentralization. Power-Bases of power-**Concept of Authority:** Sources-Limits-Responsibility –Authority Relationships-Concept of line and staff Authority-Organization Manual.

UNIT- IV Staffing and Directing

15 Hours

Recruitment: Process-Recruitment policy-Recruitment organization-planning-Factors affecting Recruitment Policy and programme-Sources-Techniques-**Selection:**Concept-Nature-process-Selection Testing-Selection Interviewing-Barriers of selection-**Training and Development:**Objectives-Need-Importance-Distinguish between Training and Development-Process-Types-**Concept of Motivation:** Importance of Motivation-Types of Motivation-Theories of Motivation: Maslow's Need Hierarchy Theory-McClelland's Need Theory-McGregor's Theory X and Y Theory.

UNIT -V Control and Coordination

15 Hours

Fundamentals of Controlling: Concept - Process - Need For Control - Types of Control :Budgetary Control And Non –Budgetary Control-Steps in Controlling-Source of Controlling-Techniques –Limitation-**Coordination:** Need-Importance –Steps-Types and principles of Coordination-Techniques of Effective Coordination-Difference Between Coordination and Cooperation.

TEXT BOOKS:

Sl. no	Authors	Title	Publishers	Year of publication
1	L.M. Prasad	Principles and Practice of Management	Sultan Chand & Sons 8 th Edition	2013
2	J. Jayasankar	Principles of Management	Margham publication	2009
3	R. Sivarethinamohan and P. Aranganathan	Principles of Management	CBA Publication	2011
4	R.N.Gupta	Principles of Management	Sultan Chand & sons	2001
5	Taloo	Business organization and Management	Tata McGraw Hill	2007

REFERENCE BOOKS:

S.N O	Authors	Title	Publishers	Year of publication
1	Hellriegel, Slocum & Jackson	Management - A Competency Based Approach	Thomson South Western, 10th edition	2007
2	Charles W L Hill, Steven L McShane,	Principles of Management	Mcgraw Hill	2007
3	P.C.Tripathi& P.N.Reddy	Principles of Management	Tata Mcgraw Hill	1991

TEACHING METHODOLOGY:

- 1.Chalk& Talk
2. Lecture
3. Seminar
4. Assignment
5. Chart preparation
6. PPT
7. Group Discussion
8. You tube class
9. Case study
10. Role play

SYLLABUS DESIGNER:

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