

### Non-Major-I: MANAGEMENT CONCEPT

Sem	Subject code	Category	Lecture		Theory		Credit
			Total Hrs	Hrs per week	Total Hrs	Hrs per week	
III		Non - Major - I	30	2	30	2	2

#### COURSE OBJECTIVE:

1. The main objective of this course is to give a brief description about the subject to expose learners to various processes of the management system.
2. To enable the students to understand the essential concepts of management.

#### COURSE OUTCOMES:

**On Successful completion Of the Course the student will be able:**

CO Number	CO Statement	Knowledge level(K1-K4)
CO1	To enable the students to understand the basics of management	K2
CO2	To make the students to understand and how it is implemented in day to day life and in the organisation	K2, K3
CO3	To make them aware of how job is divided and how it has been allotted by its nature	K1, K2, K3
CO4	To know how people are acquired for job and selected	K1,K2, K3
CO5	To enable the students to understand how job are Co - ordinated and controlled to achieve the goal	K1,K2, K3,

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

## MAPPING WITH PROGRAMME OUTCOMES

<b>COS</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO 6</b>
<b>CO1</b>	M	S	S	S	S	M
<b>CO2</b>	S	S	M	S	M	S
<b>CO3</b>	S	M	S	S	S	M
<b>CO4</b>	M	S	S	M	S	M
<b>CO5</b>	S	S	S	S	M	S

**S – Strong ;**

**M – Medium;**

**L – Low**

### **UNIT- I MANAGEMENT**

**6 hrs**

**Management** : Nature - Features – Importance – Functions – Levels – Management as an Art – Science – Profession – Role of a Manager – Management Skills – Challenges of a Manager in an Organisation – Social Responsibility.

### **UNIT- II PLANNING**

**6 hrs**

**Planning** : Nature - Features – Importance – Process – Types of Planning – Difference between Operation Planning and Strategic Planning - Types of Plan – Policy – Procedure – Method – Rule – Budget – Programme.

### **UNIT –III ORGANISING**

**6 hrs**

**Organising** : Principles – Centralisation – Decentralisation – Delegation – Types of Organisation.- Departmentation – Span of Management – Organisation chart – Organisation Manual.

### **UNIT- IV STAFFING AND DIRECTING**

**9 hrs**

**Staffing** : Process – Nature – Importance – Recruitment – Sources – Selection – Process – Training - Nature – Importance - Directing – Principles – Importance – Process – Techniques

**UNIT -V CONTROLLING AND CO-ORDINATION**  
**hrs**

**9**

**Controlling** : Process – Need - Importance –  
Techniques. **Co-ordination**: Features - Need –  
Principles – Importance – Techniques in effective co-  
ordination

**Distribution of Marks** : Theory – 100% , Problems – 0%

**TEXT BOOKS:**

<b>Sl. no</b>	<b>Authors</b>	<b>Title</b>	<b>Publishers</b>	<b>Year of publication</b>
1	L.M. Prasad	Principles Of Management	Sultan and Chand	2002

**REFERENCE BOOKS:**

<b>S.No</b>	<b>Authors</b>	<b>Title</b>	<b>Publishers</b>	<b>Year of publication</b>
1	Tripathi and Reddy	Principles of Management	Himalayas Publications	2002
2	T. Ramasamy	Management Principles	Margham Publications	2000
3	Jayasankar	Principles of Management	Margham Publications	2004

**TEACHING METHODOLOGY:**

1. Chalk & Talk
2. Lecture
3. Chart preparation
4. PPT
5. Case study
6. Role play

**SYLLABUS DESIGNER:**

**A.Rama** , Assistant Professor, Department of  
Management Studies, D.K.M College for Women