

Course Code	MGT 117
Course Name	Management Theories & Practices
Course Coordinator	Dr. Rita Devi
Credits Equivalent	2 Credits: (One credit is equivalent to 10 hours of lectures / organized classroom activity/contact hours; 5 hours of fieldwork / Tutorial / teacher-led activity and 15 hours of other workloads such as independent individual/ group assignments, presentations, panel discussion, quizzes, local survey, etc.)
Course Objectives	The course is designed to: <ul style="list-style-type: none"> ● Present a thorough and systematic exposure of Management theory and practices. ● Provide a basic understanding of fundamental concepts and principles of Management. ● Enable the students to understand the basic roles, skills and functions of Management.
Course Outcome (Cos)	<ol style="list-style-type: none"> 1. (CO¹): Knowledge of Principles of Management. 2. (CO²): Understanding of basic Roles, Skills and Functions of management. 3. (CO³): Development of Managerial Skills. 4. (CO⁴): Application of skills in real business world
Attendance	Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in the examination.
Evaluation Criteria	Mid Term Examination: 20% End Term Examination: 60% Continuous Internal Assessment : 20% <ol style="list-style-type: none"> a. Class participation = 5% (Note: Below 75%=0, 75-80%=1, Above 80- 85%=2, Above 85-90%=3, Above 90-95%=4, Above 95%=5) <ol style="list-style-type: none"> b. Assignments/Presentation = 10% c. Case studies/Field Survey = 5%

Course Articulation Matrix of MGT- 117 (Management Theories& Practices)									
CO	Program Outcomes				Program Specific Outcomes				
	PO ¹	PO ²	PO ³	PO ⁴	PSO ¹	PSO ²	PSO ³	PSO ⁴	PSO ⁵
CO1	1	1	3	2	1	1	3	-	2
CO2	1	-	1	-	2	1	1	-	3
CO3	1	2	1	3	1	3	3	1	2
CO4	2	1	-	3	2	2	1	1	3

Unit	Course Contents	Hours
I	Introduction to Management <ul style="list-style-type: none"> • Nature and Functions of Management, Levels of Management • Managerial Roles, Skills of Managers • Evolution of Management Theory: Early Classical approaches, Neo-Classical Approaches, Modern Approaches • Case Studies 	04
II	Planning and Decision Making <ul style="list-style-type: none"> • Planning: An Overview, Importance of Planning at Organizations • Steps in Effective Planning, Difference between Strategic and tactical planning • Decision Making, Types of Decisions • Steps to Rational Decision Making, Common difficulties in decision making Case Studies	04
III	Organizing <ul style="list-style-type: none"> • Meaning of Organizing, Building Blocks of Organizing, Process of Organizing, principles of organizing • Elements of Organizational Structure: Work Specialization, Unity of Command, Span of Management: Appropriate span, factors governing span of management, Authority, Delegation and Responsibility, Centralization and Decentralization, Departmentalization: Purpose and Process Case Studies	04
IV	Co-ordination, Staffing and Direction <ul style="list-style-type: none"> • Need for Co-ordination, Types of co-ordination, Approaches to co-ordination • Staffing: Importance and need for proper staffing • Requirements of effective direction • Motivating and Rewarding Employees Case Studies	04
V	Controlling <ul style="list-style-type: none"> • Leadership, Functions of an executive leader, New approaches to Leadership, • Meaning and Need of Managerial Control • Steps in Control Process • Types of Control, Financial Control, Budgetary Control System, Auditing Case Studies	04
	Prescribed Text Books: <ol style="list-style-type: none"> 1. James A. F. Stoner, R. Edward Freeman & Daniel R. Gilbert, JR (2010), Management, 6th Edition, Pearson Education, New Delhi 2. Stephens P. Robbins, David A. Decenzo, Sanghamitra Bhattacharyya & Madhushree Nanda Agarwal (2010), Fundamentals of Management, 6th Edition, Pearson Education, New Delhi 	
	Suggested Extra Readings <ol style="list-style-type: none"> 1. P C Tripathi & P N Reddy (2010), Principles of Management, 4th Edition, Tata McGraw Hill Education Private Limited, New Delhi. 	

	<ol style="list-style-type: none"> 2. Harold Koontz & Heinz Weihrich (2010), Essentials of Management, 8th Edition, Tata McGraw Hill Education Private Limited, New Delhi. 3. Chuck Williams & Manas Ranjan Tripathy (2013), MGMT-Principles of Management: A South Asian Perspective, Cengage Learning India Pvt. Ltd., Delhi. 4. Karminder Ghuman & K Aswathappa (2010), Management, 1st Edition, Tata McGraw Hill Education Private Limited, New Delhi. 5. Dr. Neeru Vasishth (2011), Principles of Management, 3rd Edition, Taxmann Publications Private Limited, New Delhi. 6. Gene Burton & Manab Thakur (2010), Management Today, 13th Edition, Tata McGraw Hill Education Private Limited, New Delhi. 7. Dr. P. Subba Rao & C. Hima Bindu (2010), Management Theory and Practice, 1st Edition, Himalaya Publishing House, New Delhi.
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Lecture Plan		
Lectures No	Topics	Prescribed Text Book
1,2,	Nature and Functions of Management, Levels of Management Managerial Roles, Skills of Managers, Kinds of Managers	Stephens P. Robbins, Fundamentals of Management
3,4	Evolution of Management Theory: Early Classical approaches, Neo-Classical Approaches, Modern Approachesdo.....
5,6	Planning, Steps in Effective Planning, Difference between Strategic and tactical planning Hierarchy of Organization Plans Decision Making, Types of Decisionsdo.....
7,8	Steps to Rational Decision Making, Environment of decision-makingdo.....
9,10	Meaning of Organizing, Building Blocks of Organizing, Process of Organizing, principles of organizingdo.....
11,12	Elements of Structuredo.....
13,14	Need for Co-ordination, Requisites for excellent co-ordination, Types of co-ordination, Approaches to co-ordination, difficulties in co-ordinationdo.....
15,16	Staffing: Importance and need for proper staffing Requirements of effective direction, Motivating and Rewarding Employeesdo.....
17,18	Leadership, Functions of an executive leader, Meaning and Need of Managerial Control, Steps in Control Processdo.....
19	Types of Control, Financial Control, Budgetary Control System,do.....
20	Auditingdo.....

