

Course Code: BMGT E1015

Title: Principles of Management

Aim : To; (i) provide the students with theoretical knowledge on principles of management, (ii) and develop the basic skills required to perform managerial functions.

Learning Outcomes : On completion of this course, students should be able to;

- describe the nature of management and managers
- summarize and evaluate, classical, behavioural, and system perspectives of management
- identify the nature and components of organizational environment
- identify and explain four basic functions of management

Content:

Introduction of management; kinds of managers found at different levels and areas, managerial roles and skills. Perspectives of management; classical thoughts of management, behavioural perspective of management, system perspective of Management. Context of management; general tasks environment, internal environment of an organization, how the environment affects the organization, how organization adapt to their environments. Four basic functions of Management; Planning; planning process, organizational goals, kinds of plans, nature of strategic management, rational perspective of decision making. Basic elements of organizing; designing jobs, grouping jobs, establishing reporting relationships, distributing authority among jobs, coordinating activities among jobs, differentiating among positions, organizational design and basic forms of organizational design. Influencing; motivation, theories of motivation. Communication; interpersonal communication, organizational communication. Nature of leadership, leadership Vs management, power, leadership behaviours, Michigan and Ohio studies, managerial grid. Controlling; steps in controlling process, types of control, preliminary control, screening control, pos-traction control, financial control, budgetary control, bureaucratic control, decentralized control.

Method of Teaching and Learning : Lectures, Seminars

Assessment : Examination, Assignments

Recommended Readings:

Certo Samuel C. and Certo Strevis (2007). *Modern Management*. New Delhi: Prentice Hall of India.

Daft Richard L. (2007) *The New Era of Management*. Delhi: Rahul Print Opack.

Griffin Ricky W. (2010). *Management Principles and Applications*. (10th Edition), New Delhi: Mifflin Gengage Learning India Private Limited. Robbins. Stephen P. (2010), *Management*. (10th) New Delhi: Edition Prentic Hall of India.

Stoner J. A.F. Freeman R E. and Gilber D. R. (1996). *Management*. New Delhi: Prentice Hall of India.