Course Number and Name
BBA001 - Principles of Management and Organizational

Credits and Contact Hours
3&45

Course Coordinator's Name
Ms Meenakshi

Text Books and References

TEXT BOOKS:

1. Herald Knootz and Heinz weihrich, 'Essentials of Management', McGraw Hill Publishing Company, Singapore International Edition, 2004.
2. Ties AF, Stoner and R. Edward Freeman, "Management" Prentice Hall of India Pvt. Ltd., New Delhi - 110011, 1995.

REFERENCE BOOKS :

1. Joseph I. Massie 'Essentials of Management', Prentice Hall of India Pvt. Ltd., New Delh-110011, 2004.

2. L.M. Prasad "Principles and Practice of Management", Sultan Chand & Sons.2001

3. Uma Sekaran, "Organizational Behaviour", Tata McGraw Hill, 2007

4. https://www.extension.harvard.edu

Course Description
Familiarize the students with the fundamental concepts of Management and to highlight the approaches in organization behavior

Prerequisites	Co-requisites
Professional Courses	Nil

required, elective, or selected elective (as per Table 5-1)
Open Elective

Course Outcomes (COs)	
CO1	Understanding the concepts of Management
CO2	Knowledge on Management Functions
CO3	Understanding the Organization Theory & Approach.
CO4	Knowledge on the Concepts of Motivation
CO5	Clear insight on the factors contributing to discipline
CO6	In-depth Understanding about the concepts of Group Behavior

Student Outcomes (SOs) from Criterion 3 covered by this Course												
COs/SOs	a	b	c	d	e	f	g	h	i	j	k	l
CO1			H	H								
CO2				H					H			H
CO3	L						H					H
CO4		L					H		M			H
CO5												H
CO6									M			H

List of Topics Covered

UNIT -I   NATURE OF MANAGEMENT   9

Definition – theory and practice – effective management – Management : Science of Art – Management in India. Development of Management thoughts – Taylor's – Henry Fayol – Hawthrone experiment – Barnard & Social system – Herbert Simon – Peter Drucker – Various approaches – Management thoughts.

UNIT- II   MANAGEMENT PROCESS   9

Co-ordination – Functions of management – Managers and environment – External and internal Business Ethics – Planning – Fundamentals – Definitions & Features – Steps in planning – types of planning – Objectives – Concepts and features – Hierarchy of objectives – role – Process of MBO – Policy & Strategy – Decision making process – Individual Vs Group Decisions.

UNIT- III   ORGANIZATION STRUCTURE   9

Organizing – Theory & Approach –Authority & Responsibility – Delegation – Centralization & Decentralization – Line & Staff Relationship – Staffing – Fundamentals – System approach – Manpower Planning – Recruitment & Selection – Training and development – Performance appraisal – Direction – Fundamentals Motivation – Theories of Motivation-Maslow's Hersberg's MaClelland's theory X,Y & Z leadership – Theories and Styles – Communication – Type – Controlling – System and Process.

UNIT- IV   ORGANIZATIONAL BEHAVIOUR   9

Definition – Organization – Managerial Role and Functions – Organizational Approaches, Individual behaviour – Causes – Environmental effect – Behaviour and performance, perception – Organizational implications, Personality – Contributing factors – Dimension, Motivation – Need Theories – Process Theories – Job satisfaction, Learning and Behaviour – Learning Curves, Work Design and Approaches.

UNIT -V   GROUP BEHAVIOUR   9

Groups – Contributing factors –Group Norms, types – Causes – Intergroup relations – Conflict and Resolution – Change Process –Resistance to change.