

Depali. V. Alernath
 1st Sem BBALLB A-5

COURSE PLAN

Subject: Principles and Practice of Management

CLASS: II Sem BBALLB

Date of commencement of Classes- 11th February 2019

Course Objectives:

Evaluate the global context for taking managerial actions of planning, organizing and controlling. Assess global situation, including opportunities and threats that will impact management of an organization. Integrate management principles into management practices. Assess managerial practices and choices relative to ethical principles and standards. Determine the most effective action to take in specific situations. Evaluate approaches to addressing issues of diversity

Modules/Units	Topic	No of Hours	Method of Teaching	Prerequisites- Readings/Assignments	Supplementary Reading	Unit Outcomes
UNIT 1	Concept of Management	13	Opening Case Study Chalk and Talk, Lecture with PPT and Discussions	Principles of Management – C. B. Gupta	https://www.business.com/articles/management-theory-of-henri-fayol/	Evolution of Management and theories of Management
	Meaning, Nature, Scope and objectives					
	Evolution of Management thought					
	Taylor's Scientific Management					
	Fayol's theory					
	Elton Mayo and Hawthorne experiments					
	Peter Drucker's Management process					
Functions of Management.						
UNIT 2	Planning	14	Lecture with PPT and Discussions	Principles of Management – C. B. Gupta	http://www.introduction-to-management.24x7s.com/en303	Plans that effect organization.
	Concept and Significance					
	Planning Process					
	Types of Plan					
	Different approaches to planning					
	Strategies, Objectives and policies					

	Decision making Forecasting Organizing – Line, Staff and Functional organization Formal and informal organization Organizational structure Authority and responsibility Delegation and decentralisation divisionalisation and departmentalisation Span of control Chain of command Co-ordination as an essence of management			Management – L. M. Prasad		
UNIT 3	12 Lecture with PPT and Discussions	Opening Case Study	Principles of Management – C. B. Gupta Principles of Management – L. M. Prasad	http://www.businessmanagementideas.com/notes/management-notes/coordination-is-the-essence-of-management-justified/5005	Structure of Organization and hierarchy of Firm.	
UNIT 4	10 Promotion and Demotion Staffing process Recruitment Selection Training Transfer	Chalk and talk, Lecture with PPT and Discussions and Videos Opening Case Study	Principles of Management – C. B. Gupta Principles of Management – L. M. Prasad	http://www.chrmglobal.com/Replies/3528/1/Recruitment-Selection-Placement-and-Induction-.html	How employees from recruitment to Demotion	
UNIT 5	16 Features of effective Control system Leadership Meaning and importance Features and Styles Motivational Theories Maslow's, Mc Grego's theory Communication, Importance Features of good communication Types of communication Barriers and Steps to overcome Managerial control and Need for control Steps in control	Lecture with PPT and Discussions and Videos Opening Case Study	Principles of Management – C. B. Gupta Principles of Management – L. M. Prasad	http://www.yourarticlelibrary.com/business-communication/9-important-measures-to-overcome-the-barriers-of-communication/1006	Leadership styles and how communication helps in Organisation	

No. of Teaching Hrs- 62
No. of Library Hrs- 1
No. of Assessment Hrs- 2
No. of Hrs. for revision and Question Paper Solving- 5
No. of documentaries to be screened: 2
Service Learning (if any)
Guest Lectures (if any) : 1
Any Links:

<http://www.yourarticlelibrary.com/business-communication/9-important-measures-to-overcome-the-barriers-of-communication/1006>

<http://www.yourarticlelibrary.com/management/why-coordination-is-considered-as-the-essence-of-management-discussed/8612>

http://www.academia.edu/9853341/Assignment_On_Evolution_of_Management_thought_Submitted_To

Course Outcome:

Industry/Professional Skills:

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Human Values: Management Ethics and Planning

Academic Co-ordinator: Dr. Anita M J
Coordinator

Course Teacher: Mrs. Deepa S
Internal Quality Assurance Cell
K.L.E. Society's Law College, Bangalore.

Principal: Dr. N. Mallikarjunaiah
K.L.E. Society's Law College
Sir M. Vishweshwariah Layout
Bengaluru- 560 091

No. of Students Presentation- 6
No. of Hand-Outs: 2
No. of writing exercises: 4