

SARDAR PATEL UNIVERSITY
Programme: BBA(Information Systems Management)
Semester: I
Syllabus with effect from: JUNE 2011

Paper Code: UM01CBBS01	Total Credit: 3
Title Of Paper: Principles of Management	

Unit	Description in detail	Weighting (%)
1	Nature & Scope of Management Meaning of management, Significance & objectives of management Management as a process, Management as a Profession, Management V/S Administration, Levels of Management.	25 %
2	Planning Meaning, Definition, Nature of Planning, Importance of planning Planning premises, Constraints in planning, Planning process Types of plans.	25 %
3	Organising Definition, Process, Principles, Types of departments, Meaning of delegation, Need and advantages of delegation, Meaning of Centralization & decentralization, Advantages & disadvantages of decentralization, Forms of Organisation:(Line Organisation, functional organisation & line and staff organisation only)	25 %
4	Directing Motivation: Meaning, Importance of motivation, Theories of motivation: Maslow's, Herzberg's and McGregor's theories Leadership: Meaning, Importance, Leadership styles : Autocratic, Participative, free rein styles & paternalistic – Meaning, Importance of communication, Principles of effective communication, Barriers to effective communication , Communication Networks, Controlling and Importance of control system, Controlling Process.	25 %

Basic Text & Reference Books

- Business Organisation And Management by C B Gupta
- Principles And Practices of Management by L M Prasad
- Modern Business Organisation And Management by S A Sherlekar
And V S Sharlekar

