

**SARDAR PATEL UNIVERSITY**  
**Programme & Subject: BBA LLB**  
**Semester: I**  
**Syllabus with Effect from: June - 2010**

<b>Paper Code: IL - 101</b>	<b>Total Credit:</b>
<b>Title Of Paper: Principal of Management</b>	

Unit	Description in Detail	Weightage (%)
I	<b>Introduction:</b> Concept, nature, process and significance of management; Managerial levels, skills, functions and roles; Management Vs. Administration; Coordination as essence of management; Development of management thought: classical, neo-classical, behavioral, systems and contingency approaches.	
II	<b>Planning:</b> Nature, scope and objectives of planning; Types of plans; Planning process; Business forecasting; MBO; Concept, types, process and techniques of decision-making; Bounded Rationality.	
III	<b>Organizing:</b> Concept, nature, process and significance; Principles of an organization; Span of Control; Departmentation; Types of an organization; Authority-Responsibility; Delegation and Decentralization; Formal and Informal Organization	
IV	<b>Staffing:</b> Concept, Nature and Importance of Staffing. <b>Motivating and Leading:</b> Nature and Importance of motivation; Types of motivation; Theories of motivation-Maslow, Herzberg, X, Y and Z; Leadership – meaning and importance; Traits of a leader; Leadership Styles – Likert’s Systems of Management, Tannenbaum & Schmidt Model and Managerial Grid.	
V	<b>Controlling:</b> Nature and Scope of control; Types of Control; Control process; Control techniques – traditional and modern; Effective Control System.	

**Basic Text & Reference Books:-**

- Stoner, Freeman and Gilbert Jr.; Management, Prentice Hall of India, New Delhi, 2003.
- Gupta, C.B.; Management Concepts and Practices, Sultan Chand and Sons, New Delhi, 2003.
- Koontz, O Donnel and Weirich (2001) – Management, Tata McGraw Hill Publishing Company, New Delhi.
- Chopra, R.K. - Principles & Practices of Management, Sun India Publication, Latest Edition.
- Tripathi P.C. and Reddy P.N., Principles & Practices of Management, 2nd Edition, Tata McGraw Hill.

