

SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: I
Syllabus with effect from: June 2011

Paper Code: UB01CCOM01	Total Credit: 3
Title Of Paper: Principles of Management	

Unit	Description in detail	Weighting (%)
1	Introduction to management: Concept, Functions, Significance, Managerial Roles & Skills Planning and Decision Making: Concept, Planning Process, Components of Plans, Decision Making Process	25 %
2	Organising: Concept, Guiding Principles Types of organisation structure: Line, Functional, Line & Staff Delegation of Authority: Meaning and elements of Delegation Centralization Vs Decentralisation	25 %
3	Directing: Elements, Principles, Importance Motivation: Concept, importance Theories of Motivation: Maslow, Herzberg and Theory X & Y Leadership: Meaning and Styles of Leadership	25 %
4	Communication: Concept, Process, Barriers, Corrective Measures Controlling: Concept, Importance, Process	25 %

Basic Text & Reference Books

- Principles and Practices of Management by L M Prasad
- Management by Koontz and Weighrich
- Management by Stoner and Freeman
- Principles & Practices of management by Sherlekar
- Principles of Business Management by J.G.Poojara and S.R.Christian

