

SARDAR PATEL UNIVERSITY
Programme & Subject: B.Com (Honours)
(3 Years)
Semester: I
Syllabus with effect from: June - 2015

Paper Code: UB01CCOH01	Total Credit: 3
Title Of Paper: Management for Managers	

Unit	Description in Detail	Weightage (%)
I	Introduction to management: Concept, Functions, Significance, Managerial Roles & Skills Planning and Decision Making: Concept, Planning Process, Components of Plans, Decision Making Process	25%
II	Organising: Concept and Guiding Principles Types of Organisation Structure: Line, Functional, Line & Staff Delegation of Authority: Meaning and elements of Delegation Centralization Vs Decentralisation	25%
III	Motivation: Concept, Importance, Theories of Motivation (Maslow, Herzberg and Theory X & Y) Leadership: Meaning and Styles of Leadership Communication: Concept, Process, Barriers, Corrective Measures Controlling: Concept, Importance, Process	25%
IV	Management in the 21st Century Organizational and Natural Environments Social Responsibilities and Ethics Globalization and Management Culture and Multiculturalism	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
- Management by Stoner

