

SARDAR PATEL UNIVERSITY
PROGRAMME: B.COM. (HONS') (3 Years)
(International Accounting and Corporate Banking & Insurance)
(Under Choice Based Credit System Based on UGC Guidelines)
Syllabus with effect from: June-2018

Semester: I

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| Paper Code: UB01CCOH21 | Total |
| Title of Paper: Management For Managers | Credits: 3 |
| Objective : The objective of this course is to provide the student with an understanding of basic management concepts, principles and practices which will be helpful to them in becoming managers. | |

| Unit No. | Description in Detail | Weightage |
|----------|---|-----------|
| 1 | Introduction to management: Concept, Functions of Management (POSDCoRB), Significance of Management, Management V/S Administration, Managerial Roles & Skills. | 25% |
| 2 | Planning and Decision Making: Concept, Importance, Limitations, Process, Types of Plans, Planning Premises. | 25% |
| 3 | 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% |
| 4 | 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% |

Evaluation : Internal : 40 Marks (Theory)
: External: 60 Marks (Theory) – Two Hours Examination

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