

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-2019

Semester: I

Paper Code: UB01CCOH51	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