

**SARDAR PATEL UNIVERSITY**  
**Programme: MHRM**  
**Semester: I**  
**Syllabus with effect from: June 2015**

<b>Paper Code:</b> PA01CHRM07	<b>Total Credits: 3</b>
<b>Title Of Paper:</b> Principles of Management	

Unit	Description in detail	Weightage (%)
	<b>Learner Objectives:</b> <ul style="list-style-type: none"> <li>• Understand the concept of scientific management.</li> <li>• Understand the current trends and practice in management in corporate</li> <li>• Demonstrate understanding of management principles and techniques</li> </ul>	
<b>1</b>	<b>Introduction to Management:</b> <ul style="list-style-type: none"> <li>• Definition, Need and Scope, Key terms in management,</li> <li>• Nature of management,</li> <li>• Process of management,</li> <li>• Significance of management, Different levels of management.</li> <li>• Managerial Skills, Types of managers</li> </ul>	<b>20 %</b>
<b>2</b>	<b>Development of Management thought:</b> <ul style="list-style-type: none"> <li>• Introduction, Classical Theories: F. W. Taylor, Modern theories, Behavioural Approach, Quantitative School of Management, Systems management theory, Contingency School of Management, Quality School of Management</li> <li>• Modern Management Concepts – Peter Drucker: , Peter Senge:, Gary Hamel, " Malvin Toffler, Tom Peters, " Michael Hammer, ", C. K. Prahalad, Michael E. Porter.</li> </ul>	<b>20 %</b>
<b>3</b>	<b>Functions of Management – I:</b> <ul style="list-style-type: none"> <li>• Planning: Introduction, Nature, Factors affecting planning, Myths about Planning , Tools for Planning: Importance/Need/Of Planning: Benefits of planning/ disadvantages of Planning, Steps in Planning Function,Types of Plans, MBO</li> <li>• Organizing: Organizing – concept, name , importance, principles, centralization, decentralization, organization structures,, line and staff authority, functional, product matrix, geographical, customer, virtual, - Organizations asnetworks, - types of network , Organizational design for change and innovation.</li> </ul>	<b>20 %</b>
<b>4</b>	<b>Functions of Management – II:</b> <ul style="list-style-type: none"> <li>• Staffing: Nature and Importance of Staffing Function, Steps in Staffing Process: Manpower planning, Need of Manpower Planning, Types of Recruitment, Selection, Placement, Training, Remuneration, Concept of Knowledge</li> <li>• Directing: Concept , Nature/Characteristics , importance, Role of a supervisor, Functions of a supervisor Leadership, Motivation - Supervision and communication</li> <li>• Controlling: Concept: Features, nature, importance, process, techniques, Co-ordination , Planning and Controlling</li> </ul>	<b>20 %</b>
<b>5</b>	<b>Case studies on Decision Making:</b> <ul style="list-style-type: none"> <li>• Introduction to decision making, meaning, nature, Components , steps in decision making, Decision making</li> </ul>	<b>20 %</b>



## Basic Text & Reference Books:

- Harold Koontz & Heinz Weihrich :Essentials of Management, Tata McGraw Hill
- Principles & Practice of management: L.M.Prasad.
- Management Concepts & Practices – HannaganManagement, 11/E Stephen P. Robbins, San Diego State University, Mary Coulter, Missouri State University – Pearson
- Principles of Management – Tony Mordem, Ashgate Publishing, Ltd
- Peter Drucker, Widely recognized as the father of modern management. "Concept of the Corporation"
- Gary Hamel, author of "Leading the Revolution"
- Michael Hammer, co-author of "Reengineering the Corporation" .
- C. K. Prahalad, co-author of "Competing for the Future:
- Breakthrough Strategies for Seizing Control of Your Industry and Creating the Markets of Tomorrow"
- Michael E. Porter, author of "Competitive Strategy: Techniques for Analyzing Industries and Competitors"
- Edgar Schein, inventor of the term "Corporate Culture"
- Peter Senge, MIT professor and author of The Fifth Discipline:The Art and Practice of the Learning Organization

