

SARDAR PATEL UNIVERSITY
Programme & Subject: Master of Labour Welfare (MLW)
Semester: I
Syllabus with Effect from: June - 2014

Paper Code: PA01CMLW04	Total Credit: 4
Title Of Paper: Principles of Management	

Unit	Description in Detail	Weightage (%)
I	Historical Development Definition of Management –Science or Art of Management and Administration – Development of Management Thought – Contribution of Taylor and Fayol, Weber and Elton Mayo – functions of Management	20%
II	Planning & Organizing Planning : Nature & Purpose – Steps involved in planning – Objectives – Setting Objectives – Process of Managing by Objectives –Strategies, Policies & Planning Premises – Forecasting – Decision – marking Organizing: Nature and Purpose – Formal and informal organization – Organization Chart – Structure and process – Departmentalization by different strategies – Line and staff authority – Benefits and Limitations – De – Centralization and Delegation of Authority.	30%
III	Directing Leadership – Types of Leadership Motivation – Hierarchy of needs – Motivation theories – Motivational Techniques – Job Enrichment – Communication – Process of Communication – Barriers and Breakdown – Effective communication.	25%
IV	Controlling System and process of Controlling – Requirement for effective control – The Budget as Control Technique – Information Technology in Controlling – Use of computers in handling the information – Productivity – Problems and Management – Control of Overall Performance – Direct and Preventive Control – Reporting	25%

Basic Text & Reference Books:-

- Harold Koontz & Heinz Weihrich “ Essentials of Management “ , Tata McGraw – Hill, 1998
- Joseph L Massie “ Essentials of Management”, Prentice Hall of India, (Pearson) Fourth Edition, 2003
- Tripathy PC and Reddy PN, “ Principles of Management “,Tata McGraw – Hill, 1999
- Decenzo David, Robbin Stephen A , Personnel and Human Reasons Management”, Prentice Hall of India, 1996
- JAF Stomer, Freeman R.E and Daniel R Gibert, ”Management “, Person Education, Sixth Edition, 2004
- Fraidon Mazda, “Engineering Management”, Addison Wesley, 2000.

