



**SARDAR PATEL UNIVERSITY**

**Vallabh Vidyanagar**

(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))

**Master of Social Work (Human Resource) – Semester I**

(With Effect from June 2021)

<b>Paper Code</b> <b>PA01CSHR52</b>	<b>Title of the paper</b> <b>Introduction to Management</b>	<b>Credits:</b> <b>05</b>
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<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>• To understand concept and level of management</li> <li>• To develop insights into the origin and development of Management thought</li> <li>• To familiarise with the various managerial functions</li> <li>• To explain organogram of the organisation</li> </ul>
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<b>Course Outline:</b>		
<b>Unit</b>	<b>Unit Description</b>	<b>Weightage*</b>
1	<b>Concept of Management</b>	20%
	1. Definition, Need and Scope, Key terms in management, 2. Nature of management, 3. Process of management, 4. Significance of management, Different levels of management. 5. Managerial Skills, Types of managers	
2	<b>Development of Management thought</b>	20%
	1. Introduction, Classical Theories: F. W. Taylor, 2. Modern theories, Behavioural Approach, Quantitative School of Management, Systems management theory, Contingency School of Management, Quality School of Management 3. Modern Management Concepts – Peter Drucker: Peter Senge, Gary Hamel, " M Alvin Toffler, Tom Peters, " Michael Hammer, ", C. K. Prahalad, Michael E. Porter	
3	<b>Function of Management</b>	20%
	1. Planning: Nature, Types, Importance, Steps in Planning Process, Long range and Short-range Planning, Objectives, MBO, Premising, Decision Making, Strategies & Policies, Making Planning effective and Open System Approach to Planning. 2. Organising: Span of Management, Graicuna’s Theory of Superior-subordinate Relationship, Factors influencing Span of Management, Wide versus Narrow Spans, Decentralisation of Authority, Principles of Delegation, Balancing between Centralisation & de-centralisation, Types of Organisation. 3. Staffing: Nature & Significance, A brief knowledge of Recruitment, Selection, Training & Development, Performance Appraisal. 4. Directing: Nature, Concept of Leadership, Leadership Styles, Theories of Leadership, Charismatic Leadership Theory, Concept of Motivation, Relevance of Communication.	

	5. Controlling: Concept and Importance of Control, Control Process, Types of Control Mechanism, Management by Exceptions.	
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4	<b>Organisation Structure</b>	20%
	1. Line, Staff & Functional Authority relationships, Status & Authority. 2. Classification of Organisational Structure: Classification on the basis of Possession of Authority, Classification on the basis of grouping of activities, New Organisational Designs – Project, Matrix, Organic Structure & Mechanistic Structure Challenge of Modern Organisation, Virtual Organisation.	
5	<b>Case Studies and Project Work</b>	20%
	1 Organisational Structure 2 Function of Management	

**\*Units will have the same weightage in the evaluation as suggested in the course outline**

Teaching-Learning Environment	The course would be taught /learnt through various means like lectures, discussions, writing assignments, viva-voce, seminars, and presentations and browsing on-line resources relevant to the content.
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<b>Evaluation Pattern</b>		
<b>Sr. No</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1	Internal Written/Practical Examination	20%
2	Internal continuous assessment in the form of practical, Viva-voce, Quizzes, seminars, assignments, attendance, participation in co-curricular and extra-curricular activities	10%
3	University Examination	70%

Note: Students will have to score a minimum of 40 (forty) percent to pass the course.

<b>Course Outcome:</b> Having completed this course, student should be able to
<ul style="list-style-type: none"> <li>• Familiarise with various terms and skill required at different level of management</li> <li>• Able to understand various ideologies of management thought</li> <li>• Gain knowledge of various organisation structure of the organisation so it will help them to identify superior and subordinate relationship</li> <li>• Have understanding of different function and its step performed by the managers.</li> <li>• Carry out projects that enable them employable and up scale their skills.</li> </ul>

**Suggested References**

1	Drucker, P. F. (2011). <i>The five most important questions you will ever ask about your organization</i> (Vol. 90). John Wiley & Sons.
2	Hammer, M., Leonard, D., & Davenport, T. (2004). Why don't we know more about knowledge?. <i>MIT Sloan Management Review</i> , 45, 14-18.
3	Koontz, H., O'Donnell, C., & Wehrich, H. (1986). <i>Essentials of management</i> (Vol. 18). New York: McGraw-Hill.
4	Morden, T. (2017). <i>Principles of management</i> . Routledge.
5	Prahalad, C. K. (1995). New view of strategy: An interview with CK Prahalad. <i>European Management Journal</i> , 13(2), 131-138.
6	Prasad, L. M. (2020). <i>Principles and practice of management</i> . Sultan Chand & Sons.
7	Schein, E. H. (2010). <i>Organizational culture and leadership</i> (Vol. 2). John Wiley & Sons.
8	Senge, P. M. (2006). <i>The fifth discipline: The art and practice of the learning organization</i> . Currency.