

MCA 204 Principles and Practices of Management

Module 1(10 Hours)

Nature and functions of Management: What Managers do? Definition, Management as a Science, Art, Profession, Levels of Managers, Management Process, Skills of Managers, Role of Managers. Scientific Management Theory (Taylor), Administrative Management Theory (Fayol), Behaviouristics Management (Mayo). Systems Theory, Contingency Management theory..

Module 2 (10 Hours)

Planning Nature and Purpose of Planning, The Planning Process, Principles of Planning, Types of Planning, Advantages and Limitations of Planning and Steps to make it effective. Organizing: Nature and Purpose of Organizing, Key components of organizing, Bases of Departmentation, Span of Management and its determinants, Line and Staff Relationship, Line-Staff Conflict, Bases of Delegation, Kinds of Delegation and Decentralization.

Module 3 (10 Hours)

Staffing: Importance, manpower planning, Recruitment and selection, Training and Development, Performance appraisal Leadership: Different sources of power, Management and leadership Approaches to leadership and styles.

Module 4 (10 Hours)

Controlling: Concept and Process of Control, Control Techniques, Human Aspects of Control, Control as a Feedback System, Feed Forward Control, Preventive Control, Profit and Loss Control, Control Through Return on Investment, The Use of Computer for Controlling and Decision Making, The Challenges Created by IT as a Control Tool. Decision Making Process, Individual Decision Making Models.

Module 5 (6 Hours) (as per choice of faculty)

Portion covered can be tested through Internal evaluation only not to be included in University examination)

Reference Books:

1. Stephen P. Robbins, David A. Decenzo, Sanghmitra Bhattacharya, Madhushree Nanda Agarwal, Fundamentals of Management, Pearson Education, 2009
2. Kreitner, Management Theory and Applications, CengageLearning,India, 2009
3. Robbins, Management, 9th edition Pearson Education, 2008,

4. Griffin, Management Principles and Applications, Cengage Learning, India First Edition
5. Harold Koontz, O'Donnell and Heinz Weihrich, Essentials of Management. New Delhi, Tata McGraw Hill, 2006
6. Stoner, Management, PHI Learning, 2008
7. Richard L. Daft, Principles Of Management, Cengage Learning, India, 2009
8. Principles of Management, Meenakshi Gupta, PHI
9. Principles of Management, RN Gupta, S.Chand