



Tolani College of Commerce (Autonomous)

तोलांनी वाणिज्य महाविद्यालय (स्वायत्त)

Knowledge is Supreme

(Sponsored and Managed by Tolani Education Society, Mumbai - 400 021)
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3rd Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

150-151, SHER-E-PUNJAB SOCIETY,
GURU GOBIND SINGH ROAD,
ANDHERI (EAST), MUMBAI-400 093.

Tel. : (022) 6153 5455
Fax : (022) 6153 5456
E-mail : tcc@tolani.edu
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Name of the Programme	Bachelor of Management Studies					
Name of the Course	Major: Principles of Management					
Semester	I					
Number of Credits	04					
Number of Lectures	60					
Lecture Duration	60 Minutes					
Total Marks:	CE	40	SEE	60	Total	100

Learning Objectives of the Course

Sr.No.	Objectives
LOC1	To build a base for management education i.e. understanding of management theory, which will aid the understanding of other management subject like marketing management, financial management and others.
LOC2	With case and news discussion approach the subject provides opportunities for application of these ideas in real world situations.

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Learner should be able to work as contributing members of a team utilizing these functions of management.
CO2	Specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstance



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Module. No	Details	No. of Lectures
1	Introduction	15
	<ul style="list-style-type: none">• Management: Concept, Significance, Role & Skills, Levels of Management, Concept of PODSCORB, Managerial Grid.• Evolution of Management thoughts, Contribution of F.W. Taylor, Henri Fayol and Contingency Approach.	
2	Planning and decision making	15
	<ul style="list-style-type: none">• Planning: Meaning, Importance, Elements, Process, Limitations and MBO.• Decision Making: Meaning, Importance, Process, Techniques of Decision Making.	
3	Organising	15
	<ul style="list-style-type: none">• Organizing: Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Meaning, Advantages and Limitations• Departmentation: Meaning, Basis and Significance• Span of Control: Meaning, Graicunas Theory, Factors affecting span of Control Centralization vs Decentralization• Delegation: Authority & Responsibility relationship	
4.	Directing, Leadership, Co-ordination and Controlling	15
	<ul style="list-style-type: none">• Directing: Meaning and Process• Leadership: Meaning, Styles and Qualities of Good Leader• Co-ordination as an Essence of Management• Controlling: Meaning, Process and Techniques• Recent Trends: Green Management & CSR, Resistance to Change	
	TOTAL	60 Lectures

Reference Books:

- Principles of Management - J. Jayasankar
- Business Management - C.B. Gupta
- Business Management - N. Premavathy
- Principles of Management - L.M. Prasad



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- Principles of Management - DinkarPagare
- Principles of Management - P.C. Tripathi& P.N. Reddy.
- Essentials of Management - Wehrich and Koontz.
- Principles of Management , Tripathi Reddy , Tata Mc Grew Hill
- Management Text & Cases , VSP Rao , Excel Books, Delhi
- Management Concepts and OB , P S Rao & N V Shah , AjabPustakalaya
- Essentials of Management , Koontz II & W , Mc. Grew Hill , New York
- Principles of Management-Text and Cases –Dr..M.SakthivelMurugan, New Age Publications

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)
Scheme of Evaluation Pattern

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1)Assignment/Case Studies	15 Marks	40%	16
2)Presentation/Book Review/Project	15 Marks		
3)Objective Questions	10 Marks		
Total	40 Marks		

Note: Learner must be Present in all the three exam components of Continuous Evaluation.



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Table 1B: Scheme of Semester End Examination (SEE) Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60 Minimum Marks to Pass: 24 Duration: 2 Hours

Question Number	Particular	Maximum Marks
Q-1	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15
Q-2	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15
Q-3	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15
Q-4	A) Full Length Question B) Full Length Question OR Short Notes To be asked 05 To be answered 03	8 7 15

Note: Theory Questions of 15 Marks may be divided into two sub questions of 7/8 and 10/05 Marks or it can be asked as Full Length Question of 15 Marks