



Tolani College of Commerce (Autonomous)

तोलानी 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 Department/ Programme	Department of Bachelor of Management Studies 1) B.Sc. in Information Technology					
Name of the Course	Open Elective Courses: Principles of Management					
Semester	I					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

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	10
	<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 Organising	10
	<ul style="list-style-type: none">• Planning: Meaning, Importance, Elements, Process, Limitations and MBO.• Organizing: Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Meaning, Advantages and Limitations	
3.	Directing, Leadership, Co-ordination and Controlling	10
	<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	
	TOTAL	30 Lectures

Reference Books:

- Principles of Management - J. Jayasankar
- Business Management - C.B. Gupta
- Business Management - N. Premavathy
- Principles of Management - L.M. Prasad
- Principles of Management - DinkarPagare
- Principles of Management - P.C. Tripathi & P.N. Reddy.
- Essentials of Management - Weihrich 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 , Ajab Pustakalaya
- Essentials of Management , Koontz II & W , Mc. Grew Hill , New York
- Principles of Management-Text and Cases –Dr..M.Sakthivel Murugan, New Age Publications



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Scheme of Evaluation Pattern

Table 1A: Scheme of Continuous Evaluation (CE)

Scheme of Evaluation Pattern

Sub-components	Maximum Marks	Conditions for passing
1) Assignment/Case Studies/ Presentation/Book Review/Project	10	a) A learner must be present for each of the sub-components.
2) MCQ Based Test	10	b) The subtotal of all the 2 sub-components must be minimum 08 marks
Total	20	

Table 1B: Scheme of Semester End Examination (SEE) Evaluation

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30

Minimum Marks to Pass: 12

Duration: 1 Hour

Question Number	Particular	Marks
Q-1	Attempt any TWO of the following:(Module 01) a. Full Length Question (5 marks) b. Full Length Question (5 marks) c. Full Length Question (5 marks)	10
Q-2	Attempt any TWO of the following: (Module 02) a. Full Length Question (5 marks) b. Full Length Question (5 marks) c. Full Length Question (5 marks)	10
Q-3	Attempt any TWO of the following: (Module 03) a. Full Length Question (5 marks) b. Full Length Question (5 marks) c. Full Length Question (5 marks)	10