

As Per NEP 2020 AC –
Item No. –

**Tolani College of Commerce
(Autonomous)**



Title of the Course: Principles of Management

Programme: Bachelor of Commerce (Logistics) (Semester II)

Syllabus for 2 credits

From the academic year 2024 – 202

Name of the Course: Principles of Management

Sr. No.	Heading	Particulars
1	Description the course:	The Principles of Management course provides students with a foundational understanding of the fundamental concepts, theories, and practices essential for effective management in organizations. Through a combination of theoretical knowledge and practical applications, learners will explore key topics such as planning, organizing, leading, and controlling, along with contemporary issues in management.
2	Vertical:	Minor
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives:	<ol style="list-style-type: none"> 1. To develop a comprehensive understanding for the learners about the nature of management, including the levels of management and approaches to management. 2. To acquaint the learners with the context of organizational management like planning, decision making and delegation of authority.
8	Course Outcomes:	<ol style="list-style-type: none"> 1. Learners will be able to demonstrate an understanding of the nature of management, enabling them to analyze and apply different management theories and practices in organizational contexts effectively. 2. Learners will be able to summarize the concepts of planning, decision-making, and delegation of authority signifying the ability to formulate strategic plans, make informed decisions, and effectively delegate tasks and responsibilities within a managerial role.

Modules

Module 1: Nature of Management and Planning Function of Management (15 Hours)

- **Interdisciplinary Nature of Management:** Meaning and Features of management, concepts of Management as an Art, Management as Science and Management as a Profession.
- **Levels of Management:** Hierarchy of managerial positions – three levels, Roles and Managerial Skills by Professor Robert Katz, The Blake and Mouton Managerial Grid.
- **Approaches to Management:** Techniques of Scientific Management by Frederick Taylor, 14 Principles of Management by Henri Fayol and Contingency Approach of Management.
- **Planning:** Meaning of Planning, Steps in Planning and Management by Objectives (MBO) assumptions.

Module 2: Management Essentials (15 Hours)

- **Decision Making:** Decision-making process and Decision-making techniques – Programmed and Non-programmed.
- **Organising:** Organising structure -Formal and Informal organization, Line and Staff organization and Matrix organization
- **Leadership:** Various Leadership styles and Qualities of a good leader.
- **Controlling:** Process of Controlling and Techniques of Controlling – Traditional and Modern.

10	References: <ul style="list-style-type: none"> • Dr. Rinkesh Chheda and Divya Thakur, Principles of Management, Himalaya Publishing House, 3rd edition, 2022. • V.S.P Rao, Management: Text & Cases, Excel Books, 2nd Revised edition, 2022. • Dr. Neeru Vasishth and Dr. Vibhuti Vasishth, Principles of Management, Taxmann Publications Pvt. Ltd., 1st edition, 2022 • Angelo Kinicki and Brian K. Williams, Management, McGraw-Hill Education, 9th edition, 2020. 													
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%												
12	Continuous Evaluation through: <table border="1" data-bbox="326 611 1159 810" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Sub-components</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>1)Assignment/ Presentation/ /Project</td> <td>10</td> </tr> <tr> <td>2)MCQ Based Test</td> <td>10</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">20</td> </tr> </tbody> </table> <p>Note: Learner must be Present in all the two exam components of Continuous Evaluation.</p>		Sub-components	Maximum Marks	1)Assignment/ Presentation/ /Project	10	2)MCQ Based Test	10	Total	20				
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2)MCQ Based Test	10													
Total	20													
13	Format of Question Paper: in final examination <p style="text-align: center;">Question Paper Pattern for Semester End Examination (SEE) Maximum Marks: 30 Duration:1 Hour</p> <table border="1" data-bbox="228 1062 1494 1644" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">Question Number</th> <th style="width: 65%;">Particular</th> <th style="width: 20%;">Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Q-1</td> <td>Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">Q-2</td> <td>Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">Q-3</td> <td>Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p>Note: Any of the short notes of 5 Marks can be a case study.</p>		Question Number	Particular	Marks	Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10	Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10	Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10
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Signatures of Team Members

Sr. No	Name	Signature
1.	Ms. Reshma Rajput	
2.	Ms. Shalini Clayton	
3.	Mr. Vedant Kajbaje	
4.		
5.		