

Syllabus for B.Sc-IT Course

at S.P. College

SEMESTER -- IV

**COURSE TITLE: PRINCIPLES OF
MANAGEMENT**

COURSE CODE: BIT-404

Objectives: The objective of this course is to enable the students to understand contrasting perspective on the structure, operation and management of Organisation and interaction among people who work in them.

UNIT-I

Introduction to Management:

Management – concept, function, process, principles and importance; Managerial Skills and levels; Management as Science; art and profession; Development of Management Thought- Scientific Management, Fayol's Administrative Theory, Hawthorne Studies, Systems and Contingency Approach

UNIT-II

Planning and Decision Making:

Planning – nature, types and importance; steps in planning process; Decision Making – Meaning, types and importance; Management by Objectives – concept and Process.

UNIT-III

Organising:

Organizing – Importance and Steps; Principles of organization. Types of Organisation; Structure, Formal and Informal Organisation; Authority Relationship; Delegation and Decentralisation.

UNIT-IV

Staffing and Directing:

Staffing – Meaning and importance; Recruitment – internal and external sources; Selection process; Direction – importance and principles; Motivation – Concept and process; Need Hierarchy theory of Motivation; Communication – Nature and process; Channels of Communication, Barriers.

Leadership and Control:

Leadership – Meaning and characteristics, Leadership Styles, Functions of Leadership, Effective Leadership; Control; Techniques of Control.

Books Recommended:

1. Stoner Freeman: Management; Prentice Hall Of India (PHI).
2. Koontz, Harold and Cyril O'Donnell: Management; McGraw Hill.
3. Gupta C B: Business Organisation and Management; S Chand & Sons.
4. Luthans F.: Organisational Behavior; Tata McGraw Hill.