

## B.COM II<sup>nd</sup> SEMESTER

### COMMERCE

#### BCM-204: PRINCIPLES OF MANAGEMENT

Total Marks: 100 (80- End Semester and 20-Sessional)

Objectives: *Having studied this paper, a student will be able to:*

- a. *To familiarize the students with the management principles*
- b. *Understand the development of management thoughts*
- c. *To understand various functions of management.*

- Unit 0**      **Baseline Analysis:** Introduction of basic concepts, objectives, and goal setting.
- Unit – I:**      Introduction: Concept, Nature and Significance of Management, Objectives of Management, Evolution of Management thoughts – Classical and Neo-classical theories, Administrative Management Theory by Henri Fayol, Scientific Management by FW Taylor and Contemporary Approach to Management; Management Functions.
- Unit – II:**      Planning & Decision Making: Concept & Meaning, Types and objectives of Planning; Steps involved in Planning; Decision Making, Policy, Procedure, Strategy.
- Unit – III:**      Organising: Organising Function-Meaning and Importance, Nature and Process, Organisation Structure-Formal and Informal, Concepts of Line and Staff Authority, Departmentation, Delegation of Authority, Span of Control, MBO.
- Unit – IV:**      Directing: Directing-Meaning and Importance, Steps involved in Directing; Motivation; Leadership; Coordination and Communication.
- Unit – V:**      Controlling: Performance Evaluation, Controlling-Meaning and Importance, Process and Types, Essentials of a Good Control System.
- Unit 100**      **Advanced skills:** Revision of concepts, journal/magazine reviews, and assignments/projects.

#### Suggested Readings

- Prasad, L. M. (2007). *Principles and Practice of Management*. New Delhi: Sultan Chand and Sons.
- F. Drucker, Peter. (2010). *The Practice of Management*. New Delhi: Harper Collins.
- O'Donnell, Cyril. & Koontz, Harold. (2008). *Principles of Management: An Analysis of Managerial Functions*. Madison: McGraw-Hill
- Gupta, C.B. (2012). *Management Principles and Practice*. New Delhi: Sultan Chand and Sons.

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<https://www.iedunote.com/14-management-principles-henri-fayol>