

1067 –MANAGEMENT PRACTICE AND PROCESSES										
Teaching Schedule Per Week			Progressive Assessment		Examination Schedule (Marks)					
Lectures	Practical	Credits			Theory		Practical Ex.		Total	
4	-	4	25		3Hrs.	100	-		125	
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total	
		MOP		75	25	100	25	-	125	44

FUNCTIONAL: Modern office management is a functional aspect of general management, hence, it is expected that students become aware of the nature and functions of management. They are expected to learn the skills of decision-making and techniques of motivation. They are also expected to learn from the practical experiences; as written down in their biographical books; of highly acclaimed leaders and manager in business field.

COURSE CONTENTS.		Hrs	Mks
		4	10
1. NATURE OF MANAGEMENT			
Definition and scope, Management Vs Administration, Is it an ART or SCIENCE?			

Level of management, Principles of management, Management as a process.	8	15
2. FUNCTIONS		
Planning –Organising- Staffing – Directing (Communicating, Motivating, Leadership) Co-ordinating, Controlling, Various steps in planning (Advantages & Disadvantages), Limitation of planning, Steps in organising, Organisation chart, Delegation of authority, Centralisation Vs De-centralisation, Steps in controlling, Basic of a Good control System.	7	10
3. SCHOOLS OF MANAGEMENT	10	15
4. DECISION MAKING		
Steps in Decision-Making, Types of Decisions, Rationality and Decision-Making, Creativity and Decision-Making, Quantitative techniques, Decision tree.	10	5
5. MOTIVATION		
Theories of Motivation, Maslow's Need Hierarchy, Hygiene Theory, McGregor's Theory X and Y., Comparision of Maslow & Herzberg theories, Essentials of a sound motivational system, Factors affecting morale of employees.	15	20
6. LEADERSHIP		
Concept, Qualities of a leader, Leadership styles, Theories of Leadership, Trait Approach, Behavioural Approach, Situational Approach Comparisons, Factors influencing choice of style, Black & Molton Managerial Grid, Some Leading Business Leaders, J.R.D.Tata (TATA), Rohinton Aga (THERMAX), Rusi Modi (TATA STEEL)	10	15
7. COMMUNICATION		
Importance, Elements, Process, Formal and Informal, Down-ward, Upward, and Horizontal Communication, Verbal and Non Verbal Communication, Barriers of Communication, Essentials of a sound system	64	100
Total		

REFERENCE BOOKS

1. Koontz & O' Donnel, " Essentials of Management" (TMH),
2. Allen, L.A. " Management & Organisation".
3. Sheldon Oliver, "The Philosophy of Management",
4. Davar, R.S., "Management Process"(DAVAR),
5. Prasad, L.M. "Principles & Practice of Management" (SULTAN),
6. Gupta, C.B., "Principles & Practice of Management" (Mayoor),
7. Newman & Warren, " The Process of Management" (PHI),
8. Terry & Franklin, "Principles of Management" (Taraporewala),
9. Singh, R.N., "Management Thoughts and Thinkers"(Sultan),
10. Moorey & Reiley, "Principles of Organisation" (Harper),
11. Massie, J.L., "Essentials of Management" (PHI),
12. Henri Fayol, "General & industrial Management (Pitman).

