

<b>Part A – Introduction</b>			
Subject	<b>Business Administration</b>		
Semester	<b>I</b>		
Name of the Course	<b>Principles of Management</b>		
Course Code	<b>B23-BBA-102</b>		
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/VAC)	<b>CC-B1</b>		
Level of the course (As per Annexure-I)	<b>Foundation-Level</b>		
Pre-requisite for the course (if any)	<b>None</b>		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the Nature and Evolution of Management.</li> <li>2. Apply the Managerial skills and roles at workplace.</li> <li>3. Apprehend the functions of Management</li> <li>4. Recognize the latest changes in the field of Management.</li> </ol> <hr/> <p>5*.</p>		
Credits	Theory	Practical	Total
	<b>4</b>	<b>0</b>	<b>4</b>
Contact Hours	<b>60</b>	<b>0</b>	<b>60</b>
Max. Marks: <b>100</b> Internal Assessment Marks: <b>30</b> End Term Exam Marks: <b>70</b>		<b>Time: 3 Hours</b>	

## Part B- Contents of the Course

### Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Introduction to Management: Concept, Evolution of Management Thought, Functions, Significance, Managerial Roles & Skills; Planning and Decision Making: Concept, Planning Process, Components of Plans.	15
II	Organizing: Concept, Guiding Principles, Types of organizational structure: Line, Functional, Line & Staff relationship, Delegation of Authority: Meaning and elements of Delegation, Centralization Vs Decentralization.	15
III	Staffing – Nature and Meaning, Importance, Steps; Directing: Elements, Principles and Importance.	15
IV	Communication: Meaning, Process, Barriers, Corrective Measures; Communication networks, Controlling: Concept, Importance, Process of controlling, Control Techniques.	15
V*		

### Suggested Evaluation Methods

<p><b>Internal Assessment:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Theory</b></li> <li>● Class Participation: <b>5</b></li> <li>● Seminar/presentation/assignment/quiz/class test etc.: <b>10</b></li> <li>● Mid-Term Exam: <b>15</b></li> <li>➤ <b>Practicum</b></li> <li>● Class Participation:</li> <li>● Seminar/Demonstration/Viva-voce/Lab records etc.:</li> <li>● Mid-Term Exam:</li> </ul>	<p>End Term Examination: <b>70</b></p>
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## Part C-Learning Resources

### Recommended Books/e-resources/LMS:

1. Koontz & Weirich. *Essentials of Management*. Tata McGraw Hill.
2. Kaul Vijay Kumar. *Business Organization & Management – Text and Cases*. Pearson.
3. Robbins. *Fundamentals of Management: Essentials Concept and Applications*. Pearson Education.

\*Applicable for courses having practical component.