



# LLOYD BUSINESS SCHOOL

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## Principles and Practices of Management (PC101) PGDM Trimester-I Session Duration: 90 Minutes per session

### COURSE INTRODUCTION

Principles and practices of management is an introductory course on management process from managers' perspective. The course seeks to help students acquire the requisite knowledge, skills and abilities needed to successfully manage the organization. The course examines the logic and working of organizations and outlines the major functions of management.

The main objective of this course is to help the students to get aware towards varied management principles and practices. This course covers the explanations about the fundamentals of management discipline in organizational context.

It details the different functions of management such as planning, organizing, staffing, directing, and controlling. The course also emphasizes on identification of critical issues and framing of strategies and scenarios required to execute management functions.

### COURSE OUTCOMES

At the end of the course the students shall be able to:

- **CO1:** Analyse effective application of PPM knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.
- **CO2:** Understand the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.
- **CO3:** To familiarize the students with the understanding of basic concepts and the context of management and its processes in <sup>[L]</sup><sub>SEP</sub> organizations
- **CO4:** Demonstrate the roles, skills and functions of management.
- **CO5:** To develop cognizance of the importance of management principles.

## **COURSE PEDAGOGY:**

This course will be based on Class room lectures, Assignments based on discussions, cases and group-project. Students would have to work independently as well as in groups. Students are expected to study the relevant concepts from the book, relevant you tube videos and other materials before they come to the classroom.

## **COURSE READINGS**

The following books are being referred for the course. Students are advised to read newspapers, articles, journals and business magazines daily to augment the classroom learning. The video lecture links of the teaching faculty will also be provided to clear the doubts after the classroom.

### **Text Book**

1. S Koontz, H, & Weihrich, H (2016). Essentials of Management: An International Perspective (8th ed.), Tata McGraw Hills, New Delhi.
2. Ghuman, K & Aswathapa, K, (2017). Management concepts and cases (10th ed.), Tata McGraw Hills, New Delhi.
3. Telsan, M.T. (2016). Industrial and Business Management, (4th ed.), S. Chand, New Delhi.

### **Reference Books:**

1. Robbins, S. (2017). Management, (13th ed.), Pearson Education, New Delhi.
2. Robbins S.P. and Decenzo David A. - Fundamentals of Management: Essential Concepts and Applications (Pearson Education, 5th Edition)
3. Hillier Frederick S. and Hillier Mark S. - Introduction to Management Science: A Modeling and Case Studies Approach with Spreadsheets (Tata Mc Graw Hill, 2nd Edition 2008)
4. Weihrich Heinz and Koontz Harold - Management: A Global and Entrepreneurial Perspective (Mc Graw Hill, 13th Edition 2010)

## **COURSE EVALUATION CRITERIA:**

The evaluation process for the course would constitute of the following:

<b>Component</b>	<b>Weightage</b>	<b>Duration</b>	<b>Key Objectives Tested</b>
Case Study Analysis			
Mid-Term Exam			
Quiz			
Individual Presentation			
Assignment			
Individual Project			
Group Presentation			
Case Presentation			

**Class Participation:** The practical case studies will be discussed in the class. Marks will be allotted on the basis of assignments, analytical & communication skills, interpretation skills and decision making skills with respect to the case and practice problems.

**SESSION PLAN:**

The following session plan would be adhered to by the faculty:

<b>Module</b>	<b>Topics to be covered</b>	<b>Course objectives met</b>	<b>Reading from the text book</b>
<b>Module 1 (6 hours)</b>	<p><b>Management:</b> Concept, Management: Art and Science, Management as a Profession, Management Vv. Administration, Management process, Managerial roles &amp; skills, Levels of management, Ethical and best practices in management.</p> <p><b>Evolution of Management:</b> Taylor and Scientific Management, Fayol's Administrative Management, Bureaucracy, Hawthorne Experiments and Human Relations, Social System Approach, Decision Theory Approach.</p>	CO3, CO4, CO5	
<b>Module 2 (7 hours)</b>	<p><b>Principles of Management-</b> Henry Fayol and FW Taylor – Techniques, Peter Drucker Principles</p> <p><b>Planning and Decision Making:</b> Nature, Objectives, Types and Levels, Process of Planning, Planning Premises and Forecasting, MBO, Rational Decision-Making Process-Bounded Rationality</p>	CO1, CO3, CO5	
<b>Module 3 (7 hours)</b>	<p><b>Organizing:</b> Concept, Forms of Organizational Structure, Combining Jobs: Departmentalization, Span of Control, Delegation of Authority, Authority &amp; Responsibility, Decentralisation</p>	CO1	
<b>Module 4 (4 hours)</b>	<p><b>Staffing:</b> Concept; Overview of - Manpower Planning, Job Design, Recruitment &amp; Selection – Types and Process, Training &amp; Development, Performance Appraisal.</p>	CO1 & CO2	
	<p><b>Directing:</b> Concept, Direction and Supervision Motivation: Concept, Motivation and</p>		

<b>Module 5 (6 hours)</b>	Performance, Theories Of Motivation, Leadership – Styles and Communication  <b>Controlling:</b> Concept, Process, Types of Control, Controlling Techniques. Relationship between Planning and Controlling, Deviation	CO1, CO5	
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**Important Note:**

- a) **Plagiarism** is the use of or presentation of ideas, works that are not one's own and which are not common knowledge, without granting credit to the originator. Plagiarism is unacceptable in Lloyd Business School and will invite penalty. Type and extent of penalty will be at the discretion of the concerned faculty.
- b) **Cheating** is strictly prohibited in Lloyd Business School during examinations/quiz/assignment or providing such assistance to other students. If any student is found guilty, he/ she will be punished as per policy of the institution.