

Cluster University Sonagar

Graduation Programme in Management (Commerce)

Basics of Management Semester-I	Course Code: UGCOM22D101 Nature of Course: Multi-disciplinary
Credits : 3	

Course Description:

This is multi-disciplinary course of 03 credits (01 credit for each unit). This course is designed to provide a basic understanding related to management. The course will cover the evolution of management thought and various management functions.

Course Objectives:

The objective of the course is to provide the student with an understanding of basic management concepts, principles and practices.

Learning Outcomes:

After completing this course, the student is expected to:

- Develop basis understanding of management thought.
- Develop an understanding of various management processes: planning, organizing, directing, leading and controlling.

Detailed Curriculum:

Unit-I

Management: Definition, nature, process and functions. Evolution of management thoughts - F.W. Taylor, Henri Fayol. Forms of Business Organization.

Unit-II

Planning: Concept, purpose and process; Organising: Concept and purpose; Decentralisation and Delegation of Authority; Staffing: Concept and Process.

Unit-III

Directing: Concept and importance; Motivation: Concept and importance; Leadership: Concept and Styles. Communication: Concept and Types; Controlling: Concept and process.

Suggested Readings:

1. Stoner, Freeman, Gilbert Jr. : Management (Pearson education)
2. Kootz, O'Donnell, Weighrich : Essentials of Management
3. Michael, J. Stahl: Management -Total Quality in a global environment (Blackwell Business)
4. Newman, Warren and Summer: The Process of Management , Concept, Behaviour & Practice.
5. Brech, E.F.L.: Principles and Practice of Management
6. Drucker , P.F. : Managements , Tasks , Responsibilities , Practices

Note: Latest editions of text books may be used