

MANAGEMENT CONCEPTS & PRACTICES

COURSE NO. CP: 101

Max. Marks (Ext. Exam): 80

Min. Pass Marks : 32

OBJECTIVES:

The objective of this paper is to familiarize the student with basic management concepts and behavioural processes in the organization.

COURSE CONTENTS :

- Unit – I Evolution of Management Thoughts: Bureaucracy theory – Weber, Scientific management F.W.Taylor, Administrative (Process) Management – Henry Fayol, Human relations era – Elton Mayo, Systems and contingency approach, for understanding organizations, Managerial processes, functions, skills and roles in an organization.
- Unit – II Social Responsibility of Business; Understanding and Managing individual behaviour – Personality, Perceptions, Values, Attitudes, Learning, work Motivation, Motivation Theories, Individual decision making and problem solving.
- Unit – III Transactional Analysis, Johari Window. Understanding and managing group processes; Interpersonal and group dynamics applications of emotional intelligence in organisations.
- Unit – IV Group decision making, Leadership Theories, Delegation, MBO and Modern Management Thoughts.
- Unit – V Understanding and Managing organizational system – Organizational design and structure, Work stress: Causes, Sources and Management of Stress.

SCHEME OF EXAMINATION:

Total Marks : (Internal 20, External 80) = 100 marks

PATTERN FOR EXTERNAL EVALUATION:

Sec. A: (Short Answers)	4 out of 8	4 x 8 = 32 Marks.
Sec. B: (Essay type & case)	3 out of 5	3 x 16 = 48 Marks.

SUGGESTED READINGS:

1. Luthans, F. Organizational Behaviour. 7th ed., New York, McGraw Hill, 1995.
2. Stoner, J. etc. Management. 6th ed., New Delhi, Prentice Hall of India, 1996.
3. Chandan J., Organizational Behaviour, Vikas Publication.
4. Koontz O Donnel, Principals of Management.