

**B.COM. I**  
**SEMESTER I**  
**COMMERCE PAPER I**  
**PRINCIPLES OF MANAGEMENT**  
**Computer Code- 140106**  
**4 credits**

**Marks: 100** (External Exam: 75 Marks and Internal Exam: 25 Marks)

**Objective:** To acquaint students with the managerial concepts, developments, and functions.

Unit	TOPIC	Lectures	Credits	Marks
1	<b>Objective:</b> To enable students to understand Management Roles, Management Yesterday and Today <b>Contents:</b> <b>Management</b> :Concept, Importance, Scope,Functions and Process, Management Roles and Skills, Management Yesterday and Today (Scientific, Administrative, Human relations, Quantitative, Behavioural and Contingency)	25	1	25
2	<b>Objective:</b> To acquaint the students about the importance of planning and decision making. <b>Contents:</b> <b>Planning</b> :Meaning, Importance, Process, Types, Management by Objectives <b>Decision Making</b> : Meaning, Importance, Steps of rational decision making, Techniques of decision making.	25	1	25
3	<b>Objective:</b> To make the students understand different organizational structures and designs. <b>Contents:</b> <b>Organising:</b> Concept, Principles, Types and Elements of Organisational Structure and Design <b>Span of Control</b> : Meaning, Factors affecting Span of Control, Centralization and Decentralization <b>Delegation</b> : Authority and Responsibility	25	1	25
4	<b>Objective:</b> To provide knowledge to the students about directing, controlling and create awareness about	25	1	25

	social responsibility and ethics. <b>Contents:</b> <b>Directing</b> :Concept, Importance and Principles. <b>Controlling</b> :Meaning, Characteristics of control, Process, Techniques and Effective control system. <b>Recent Trends</b> : Business Ethics, Corporate Social Responsibility (CSR) and Green Management.			
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<b>Sr. No.</b>	<b>Internal Assignment</b>	<b>Marks</b>
<b>1</b>	<b>Project/ Presentation/ Quiz/ Group discussion/ Case Studies/ Written Test/ Assignment</b>	<b>25</b>

#### **References :**

1. Robbins, Stephen P.& Coulter Mary A., (2015), Management (13th Edition), Pearson Education.
2. Koontz, H. & Weihrich, H., (2012), Essentials of Management, (9th Edition), Tata McGraw-Hill Education Pvt. Ltd.
3. Prasad, L. M., (2015), Principles and Practice of Management, Sultan Chand and Sons, New Delhi.
4. Gupta, C. B., (2017), Management Theory and Practice, Sultan Chand and Sons, New Delhi.
5. Tripathi, P.C. & Reddy P.N., (2012), "Principles of Management", (5th Edition), Tata McGraw-Hill Education Pvt. Ltd.
6. Bhatia, S.K., (2009), Business Ethics and Managerial Values, Deep & Deep Publications Pvt Ltd.