

Management Concepts and Practices

Credit point: 3

Full mark -100

Total Hours: 45

COURSE OUTCOME

After completion of this course, students will be able to

- Understand the concept and functions of management
- Apply current trends in management in their personal and professional career
- Identify appropriate management techniques for managing self as well as business
- Develop decision making skills to manage different organizational functions

COURSE CONTENTS

Unit 1: Planning and Decision making [12 hours]

✓ *Learning Outcome: Gain conceptual understanding about the functions of management*

- Nature, Purpose, and Importance of Planning, Types of Planning
- Decision Making: Process and types. Relationship of planning and decision making.

Unit 2: Organizing and Staffing [11 hours]

✓ *Learning Outcome: Develop proficiency in managing organizational team work.*

- Concept of Organizing, Formal and Informal Organizations, Teamwork: Types and Stages of Team Building.
- Staffing: Meaning of Recruitment, Selection, Socialisation process and Training. Importance and limitations of online staffing practices.

Unit 3: Directing and Controlling [11 hours]

✓ *Learning Outcome: Demonstrate skills of directing and controlling manpower within the organisation.*

- Directing: Functions and techniques, Importance and Process of Controlling, Types of Controlling and challenges.
- Importance of communication in management practices. Process and types and obstacles in communication process.

Unit 4: Role of Managers in Managing Change [11 hours]

✓ *Learning Outcome: Acquire skills of self-management to implement change in the organisation.*

- Developing Skill components, Self-management and Challenges faced by a manager. Importance of motivation in self-growth, leadership qualities
- Change management, types and resistance to change. Process for implementing change

Textbooks

- " Management Concepts and Practices" by T. Ramasami and S.K. Acharya (HPH)
- "Principles of Management" by Sharma & Gupta (Kalyani Publishers)

Suggested Books

- "Management" by VSP Rao & V H Krishna (Excel Books)
- "Principles and Practices of Management" by L. M. Prasad (S. Chand Publishers)

Sample Question

1. What is planning?[1 mark]
2. Differentiate between formal and informal organization. [2 marks] [50 word]
3. Discuss various types of communication. .[5 marks] [300 words]
4. What do you mean by change management? Discuss the process for implementing change.
[8 marks] [Within 800 words]