

SUBJECT : PRINCIPLES OF MANAGEMENT
SUBJECT CODE : HBBB

Objectives of the Course:

This course is an introduction to the management function. It will focus on the theory and functional concepts of Management including planning, organization, leadership and control. This course will review the evolution of Managerial thoughts, functions and practice and will stress a current approaches and emerging concepts. Students will also be given basic knowledge on functional management.

UNIT - I : Conceptual Development

Definition of Management – Nature and Scope - Science or Art – Management, Administration and Governance – Development of Management Thought – Contributions of Fayol and Taylor – Functions of Management – Types of Business Organisation.

UNIT - II : Planning

Nature and purpose – Steps involved in Planning – Objectives – Setting Objectives – Process of Management by Objectives – Strategies, Policies and Planning Premises Forecasting – Decision making.

UNIT - III : Organisation

Nature and Purpose – Formal and Informal Organisation – Organisation Chart – Structure and Process – Departmentalisation by different Strategy – Decentralisation and Centralisation -Delegation of authority – Staffing – selection process and techniques – HRD.

Co-ordination – need – types and Techniques for excellent co-ordination – controlling – meaning and importance – control process.

UNIT - IV : Qualitative Approach

Human Factors – Creativity – Intellectual Skills – Innovation – Leadership Quality – Theories on Motivation: Abraham Maslow Need Hierarchy Theory, Fredrick Herzberg Two Factor Theory, Mc Gregor Theory X and Theory Y – Adaptability of Technology – Inforamtion Communication and Technology (ICT).

UNIT - V: Managerial Skill for Lawyers

Principles of Legal Ethics – Advocates Act, 1961 – Bar Council of India Rules, 1973 – Evaluating the office of the Designated Senior Counsel.

Books Recommended:

1. C.B.Gupta, Management Theory & Practice – Sultan Chand & Sons.
2. L.M. Prasad, Principles & Practice of Management - Sultan Chand & Sons.
3. P.C.Tripathi & P.N.Reddy, Principles of Management – Tata Mc.Graw Hill
4. Charles Hill and Steve Mc Shane, Principles of Management
5. Decenzo David, Robbin Stephen A, Personnel and Human Resource Management
6. Tripathy PC and Reddy PN, Principles of Management (Tata Mc Graw Hill)
7. C.B.Gupta, Management Theory and Practice
8. Kenneth E. Everard, Business Principles and Management
