



SYMBIOSIS COLLEGE OF ARTS & COMMERCE

An Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

COURSE TITLE		Fundamentals of Management
Course Learning Outcomes: On successful completion of the module students will be able to: <ol style="list-style-type: none">1. Identify the applications of management principles2. Relate theory to practical knowledge of the subject3. Apply the basic techniques to real life situations4. Compare management practices of different organizations.		
Gist of this course in maximum 3 to 4 lines	This course aims to familiarize students with basic management principles and practices. It will also expose them to latest trends at the international level.	
Detailed syllabus		
Unit	CONTENTS OF THE COURSE	No. of Lectures
1.	Management: Conceptual Framework 1.1 Introduction to management—Basic concepts and fundamentals 1.2 Levels of Management and Managerial process 1.3 Managerial roles and skills of successful managers 1.4 Professionalization of Management in India	03
2.	Planning and Forecasting (Roadmap) 2.1 Meaning, significance and nature of planning 2.2 Planning premises, levels in planning and types of planning 2.3 Forecasting – Meaning and Techniques.	06
3.	Decision-making 3.1 Meaning, Definition and Types of decisions 3.2 Process of Decision Making 3.3 Factors influencing decision-making	04
4.	Organising 4.1 Organisational Design and Structure 4.2 Types of Organisations 4.3 Centralisation, Decentralisation and Delegation of authority	05
5.	Staffing 5.1 Manpower Planning, Recruitment and Selection, 5.2 Training and Development, Succession Planning	6
6.	Motivation and Leadership 6.1 Meaning and types / methods of motivations 6.2 Theories of motivation 6.3 Understanding leadership and Leadership styles of successful	9

	leaders 6.4 Leadership Theories - Trait, Contingency, Path goal etc.	
7.	Controlling 7.1 Control process 7.2 Techniques of controls 7.3 Prerequisites for effective control	3
8.	Management Practices 8.1 Management of Change. 8.2 Corporate Governance, Business Ethics and CSR 8.3 MBO 8.4 Quality. 8.5 International management practices	18
	Total Number of Lectures	54
Teaching Methodology :	1. Books 2. Films 3. Field visits	
Suggested Print Sources: A. Reference Books 1. Principles of Management - Koontz & O'Donnell. 2. The Management Process - R S Davar. 3. Essentials of Management - Koontz & O' Donnell Tata McGraw Hill Publishing House. 4. Principles & Practice of Management- T N Chhabra, Dhanapat Rai & Co. 5. Management - Prasad. 6. Management Concept, Theory and Practices - S.N Chand, Atlantic Publication 7. Case studies in Management- Premvrat, Ahuja, P.K Jain 8. Management –Tasks, Responsibilities, Practices - Peter Drucker 9. Management Challenges for the 21 st Century- Peter Drucker B. Journals 1. Harvard Business Review 2. Indian Management Journal 3. Vikalp Management Journal of IIM A 4. The Indian Management by All India Management Association 5. Journal of International Business studies ❖ Suggested Web Sources: 1. www.businesstoday.com 2. www.managementstudyguide.com 3. www.12manage.com		