

105 : ESSENTIALS OF MANAGEMENT
(3 credits)

Objective

To familiarize the students about the overall management functions like planning, organizing, staffing, leading, and controlling and also the systems model integrates these functions into a system and links the organization with its environment.

MODULE I **(15)**
THE BASIS OF GLOBAL MANAGEMENT THEORY AND PRACTICE and PLANNING, STRATEGIES AND POLICIES AND PREMISES

Unit 1 :Management: Science society and international management- theory and practice-systems approach to the management process-functions of managers-operating in pluralistic society-socially responsibility of managers-ecological environment-ethics in managing-trust as a basis for change management-International management- International management and multinational corporation

Unit 2 :Essentials of Planning and Managing by Objectives –Types and steps in planning-objectives-evolving concepts in Managing by Objectives

Unit 3 :Strategies and Policies and Planning Premises–nature, purpose of strategies and Policies-strategic planning process-TOWS and Portfolio matrices-Industry analysis Competitive strategy by Porter –hierarchy of company strategies.

MODULE II **(15)**
DECISION MAKING AND ORGANIZING

Unit 1 : Decision making-need, limitation, selecting, development, evaluation of alternatives, programmed and , non-programmed decisions-certainty- uncertainty-risks- creativity and innovations

Unit 2 :Nature of Organizing- Entrepreneurship- and Reengineering and Departmentation –formal-informal-organizational division-levels-organizational environment for Entrepreneurship and intrapreneurship -reengineering the organization-structure and process of organizing

Unit 3 : Line/Staff Authority, Empowerment ,Decentralization ,Effective Organizing and Organization Culture Line/Staff –Authority and power-functional authority-Empowerment -Decentralization and delegation of authority –effective organizing-promoting appropriate organizational culture

MODULE III
STAFFING, LEADING and CONTROLLING

(15)

Unit 1 :Staffing :Human Resource Management and Selection -Performance Appraisal and Career Strategy -Managing Change through Manager and Organization Development

Unit 2 :Leading- Human Factors and Motivation -Leadership -Committees- Teams- and Group Decision Making –Communication

Unit 3 :Controlling The System and Process of Controlling -Control Techniques and Information Technology

Suggested Reading:

1. Harold Koontz, Heniz Wehrich “Essentials of Management An international Perspective ”- Tata McGraw-Hill
2. Human Resource Management - Garry Dessler
3. Aswathappa. K. Business Environment for Strategic Management, Himalaya Publishing House
4. Harold koontz, Heinz Wehrich ,Essentials of management: An Inetrnational perspective, 6th edition Tata McGraw Hill, Ddelhi
5. Cherumnilam, Francis, Business Environment, Himalaya Publishing House
6. Samuel C. Certo and J Paul Peter, Strategic Management, McGraw Hill, USA
7. Peter F. Drucker ,Management: Tasks, Responsibilities, Harper Collins Publishers
8. Schermerhorn John R. Jr ,Core Concepts of Management ,John Wiley & Sons

Suggested Journals

1. Journals of Business and Industrial ,marketing- Emerald Journals
2. International Journal of Quality and reliability management- Emerald Journals
3. Business Process Management Journal- Emerald Journals
4. Management Journals- Emerald Journals