M.COM

SEMESTER-IV

(MCMM22403T): PRINCIPLES & FUNCTIONS OF MANAGEMENT

MAX. MARKS: 100

EXTERNAL: 70

INTERNAL: 30

PASS: 40%

Credits:6

Objective: The course aims to provide basic knowledge to the students about the organisation and management of a business enterprise.

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give clear instructions to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

SECTION A

Management: Evolution & Thoughts

Management: The Conceptual Framework



Taylors Scientific Management

Fayol's Principles of Management

Behavioral School of Management

System & Contingency Approach to Management

Management Function: Planning

Nature & Importance of Planning

Principles & Process of Planning

Types of Plans

Strategic Planning

Decision making: Concept of decision making,

Significance of decision making, types of decisions,

Decision making process models of decision making,

Creativity in decision making, quantitative methods of decision making.

Management Function: Organizing

Concept, Characteristics & Principles of Organization

Organization Structure

Authority & Responsibility

Delegation & Decentralization

SECTION B

Management Function: Staffing & Directing

Nature & Importance of Staffing

Process of Staffing

Nature, Importance & Principles of Direction

Elements of Direction

Leading: People and Organizations, skills, traits,

Role of leader and theories of leadership

Motivating: Theories of Motivation-Application of

motivation concepts in Organisations.

Management Function: Controlling & Coordination

Nature, Process of Controlling

Types of Controlling

Techniques of Controlling

Coordination & Communication



Suggested Readings:

1. Harold Koontz and Heinz Weihrich, "Essentials of Management: An InternationalPerspective", 7th edition (2007), McGraw–Hill, New Delhi.
2. Richard L Daft, "The New Era of Management", 2nd edition (2008), Thomson, New Delhi.
3. Stephen P Robbins, David A. Decanzo, "Fundamentals of Management", 6th edition (2007),Pearson Education, New Delhi.
4. Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, "Organisational Behaviour ", 14thedition, Pearson Education, New Delhi.
5. K. Aswathappa, "Organisational Behaviour, Text, Cases and Games", 10th edition (2012),Himalaya Publishing.
6. Sekaran, Uma, "Organizational Behaviour: Text and Cases", 2007, Tata McGraw Hill, NewDelhi.
7. McShane, Steven L.; Glinow, Mary Ann Von and Sharma, Radha R, "OrganisationalBehaviour", 5th edition (2008), Tata McGraw Hill, New Delhi.
8. Philip Sadler, "Leadership", 2nd edition (2005), Viva Books Private Limited..
9. http://swayam.gov.in/
10. http://edx.org/
11. http://epgp.inflibnet.ac.in/

