

COURSE: MINOR
Essentials of Management

Semester - II	Credits: 2	Subject Code: BBMINHRM22301	Lectures: 30
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Course Outcomes:

At the end of the course, the learner will be able to:

- CO1: Recall the Significance of Management and describe the scope of Management.
- CO2: Estimate the Contributions of Classical and Modern thinkers toward the field of Management and recognize the significance of the Indian Ethos
- CO3: Comprehend the roles and skills required for Managerial jobs.
- CO 4: Explain the Principles and Functions of Management.

Unit 1: Introduction to Management

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- Introduction to Management: Concept and Significance, An Emerging Profession, Scope of Management, Purpose of Management, Levels of Management, Functions- Managerial and Operational functions, Management as an Art, Science
- Managers and Environment
- Managerial Skills
- Role of Managers
- Indian Ethos for Management
- Managerial Ethics

Unit 2: Development and Functions of Management

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- Evolution and Approaches to Management Thought
- Contribution towards Management Thoughts: Management Thinkers: Frederick Taylor, Henry Fayol, Stephen Covey, Management Styles of Indian Business Leaders -Ratan Tata, Jeff Bezos
- Functions of Management: Planning, Organizing, Staffing, Directing, Controlling

Recommended Text Books:

- D.S. Jambhulkar, *Principles of Management*, Thakur Publishing, 2022
- C.B.Gupta, *Management-Theory and Practices*, Sultan Chand and Sons 2022.

Reference Books:

- Harold Koontz , Heinz Weihrich, *Essentials of Management*, McGraw Hill, New Delhi, 2015
- J.S. Chandan, *Management Concepts and Strategies*, Vikas Publishing House, New Delhi, 2016
- L.M. Prasad, *Principles and Practices of Management*, Sultan Chand and Sons-New Delhi,

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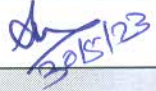
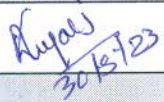

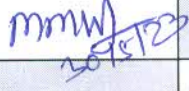
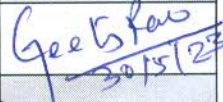
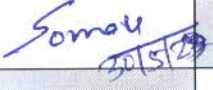
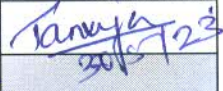
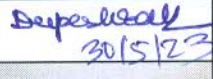
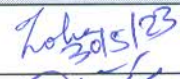
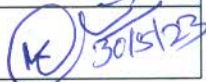


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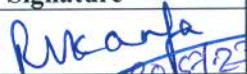
- Stephen P. Robbins, Mary Coutler, *Management*, 8th Edition, Pearson, 2019
- Heinz Wehrich, Mark V. Cannice, Harold Koontz, *Management A Global, and Entrepreneurial Perspective* McGraw hill, New Delhi, 2019
- James Pickford, *Mastering Management 2.0*, Pearson, 2014

Websites:

- www.12manage.com
- http://www.actionleadership.com/
- https://hbr.org/topic/cross-cultural-management
- Ugcmoocs.inflibnet.ac.in- Principles and Practices of Management
- Ugcmoocs.inflibnet.ac.in- Management Concepts and Organisational Behaviour

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