

Name of Institute: Indus Institute of Management Studies (IIMS)

Name of Faculty: Dr. Neelam Kshatriya

Course code: BB0104

Course name: Introduction to Management Thoughts

Pre-requisites: Management Concepts

Credit points: 3 Credits

Offered Semester: III

Course Lecturer (weeks 01 – 15)

Full name: Dr. Neelam Kshatriya

Department with siting location: Management

Telephone: 9825070369

Email: neelamkshatriya.mba@indusuni.ac.in

Consultation times: 3.00 PM to 4.00 PM

Students will be contacted throughout the Session via e-mail with important information relating to this Course. Google Classrooms will also be uploaded.

Course Objectives

The course also provides an insight into the evolution of management theory and elaborates on the different schools and management thoughts. It further explains the six major functions of Management i.e. Planning, Organizing, Staffing, Leading, Directing and Controlling.

Course Outcomes (CO)

On successful completion of this course students will be able to:

On successful completion of this course students will be able to:

CO1 To understand the Managerial functions.

CO2 To understand the planning process in the organization.

CO3 To understand the concept of organization.

CO4 Demonstrate the ability of directing, leadership and communication effectively.

CO5 To analysis isolate issues and formulate best control methods.

CO6 Understand the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.

Course Outline

Unit-I

Introduction to Management:

Definition, Nature, Types of Managers, Managerial skills and Levels, Basic Functions of Management. Evolution of Management Theory: Scientific Management—F.W. Taylor, Henry L Gantt, Frank and Lillian Gilbreth, Theory of Henry Fayol, Fayol's vs. Taylor's comparison. Behavioural Model of Management (Hawthorne studies), Modern Theories of Management (Systems Management School, Situational Approach School) Interdisciplinary nature of management; Managing in a dynamic environment

Unit-II

Planning: Definition, Nature, Importance, Types of Planning, Steps in Planning
Organizing: Concept, Definition, Formal and Informal Organisation, Organizational Structure, Span of Management, Delegation of authority, Departmentation.

Unit-III

Staffing: Definition, Factors affecting Staffing—The External and Internal Environment, Identification of Job Requirements, Job Evaluation, Recruitment, Selection, Placement, Training and development
Leadership: Definition, Leadership Characteristics, Leadership Theories

Unit-IV

Directing and Controlling: Meaning of Motivation, Motives, Motivation theories; Meaning of directing & control, Need of Control, Control Process.

Method of delivery

Lectures, PPT, case studies, experiential exercises, Active Learning Techniques.

Study time

Three hours per week

CO-PO Mapping (PO: Program Outcomes)

PO1: Enhance Conceptual clarity & domain knowledge

PO2: Develop Awareness of Business Environment

PO3: Build Effective oral & written communication skills

PO4: Prepare Original thinkers and creative problem solvers

PO5: Comprehend Ethical and Social Responsibility

PO6: Develop Ability for team building & effective human development

	PO1	PO2	PO3	PO4	PO5	PO6
CO 1	3	3	1	3	2	3
CO 2	3	2	1	1	3	2
CO 3	3	3	1	3	2	3
CO 4	3	3	1	2	2	3

CO 5	3	3	1	2	2	3
CO 6	3	3	1	2	2	3

Blooms Taxonomy and Knowledge retention (For reference)

(Blooms taxonomy has been given for reference)

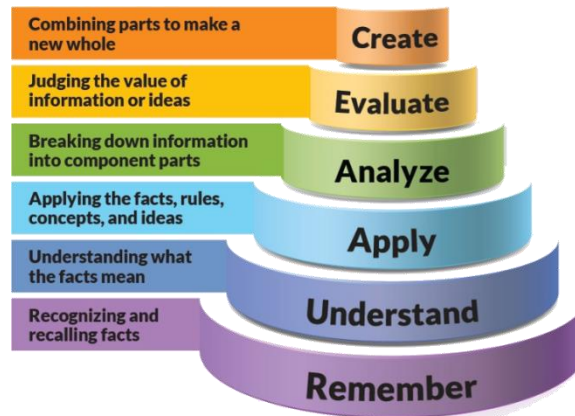


Figure 1: Blooms Taxonomy

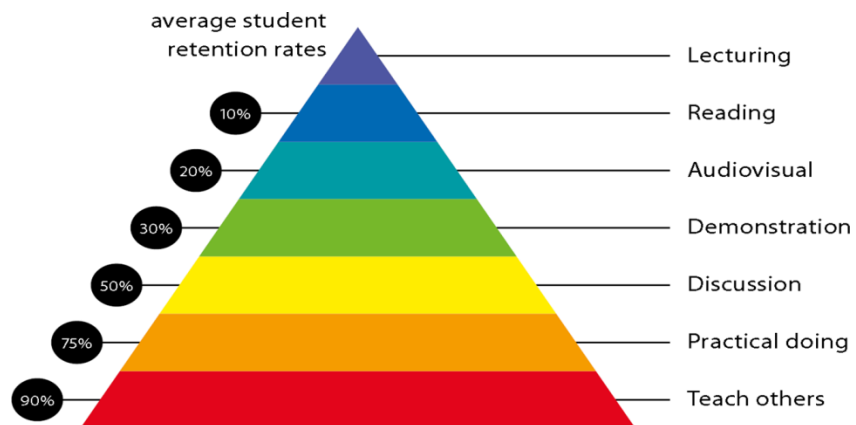


Figure 2: Knowledge retention

Graduate Qualities and Capabilities covered

(Qualities graduates harness crediting this Course)

General Graduate Qualities	Specific Department of _____ Graduate Capabilities
-----------------------------------	---

<p>Informed</p> <p>Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.</p>	<p>1 Professional knowledge, grounding & awareness</p>
<p>Independent learners</p> <p>Engage with new ideas and ways of thinking and critically analyze issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.</p>	<p>2 Information literacy, gathering & processing</p>
<p>Problem solvers</p> <p>Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.</p>	<p>3 Problem solving skills</p>
<p>Effective communicators</p> <p>Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognize how culture can shape communication.</p>	<p>4 Written communication</p>
	<p>5 Oral communication</p>
	<p>6 Teamwork</p>
<p>Responsible</p> <p>Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.</p>	<p>7 Sustainability, societal & environmental impact</p>

Lecture times

Tuesday - 2:05PM – 3:05PM
Wednesday-2:05PM – 3:05PM
Friday - 2:05PM – 3:05PM

Attendance Requirements

The University norms states that it is the responsibility of students to attend all lectures, tutorials, seminars and practical work as stipulated in the Course outline. Minimum attendance requirement as per university norms is compulsory for being eligible for mid and end semester examinations.

Details of referencing system to be used in written work

Text books

L.M.Prasad – Principles and Practice of Management (2001) Sultan Chand and Sons - Edition- 5
Robbins, DeCenzo and Bhattacharyya Essential of Management Pearson Publication

Reference Books:

Koontz, H. and Weihrich, H (1998) & (2001) Essentials Of Management (Tata McGraw Hill: New Delhi) Edition- 5th and 10th

ASSESSMENT GUIDELINES

Your final course mark will be calculated from the following:

Assignment	10 Marks
Group Presentaion	5 Marks
Attendance	5 Marks
Mid semester	40 Marks
Final exam (<i>closed book</i>)	40 Marks

Su

SUPPLEMENTARY ASSESSMENT

Students who receive an overall mark less than 40% in mid semester or end semester will be considered for supplementary assessment in the respective components (i.e mid semester or end semester) of semester concerned. Students must make themselves available during the supplementary examination period to take up the respective components (mid semester or end semester) and need to obtain the required minimum 40% marks to clear the concerned components.

Late Work

Late assignments will not be accepted without supporting documentation. Late submission of the reports will result in a deduction of -5% of the maximum mark per calendar day

Format

All assignments must be presented in a neat, legible format with all information sources correctly referenced. **Assignment material handed in throughout the session that is not neat and legible will not be marked and will be returned to the student.**

Retention of Written Work

Written assessment work will be retained by the Course coordinator/lecturer for two weeks after marking to be collected by the students.

University and Faculty Policies

Students should make themselves aware of the University and/or Faculty Policies regarding plagiarism, special consideration, supplementary examinations and other educational issues and student matters.

Plagiarism - Plagiarism is not acceptable and may result in the imposition of severe penalties. Plagiarism is the use of another person's work, or idea, as if it is his or her own - if you have any doubts at all on what constitutes plagiarism, please consult your Course coordinator or lecturer. Plagiarism will be penalized severely.

Do not copy the work of other students.

Do not share your work with other students (except where required for a group activity or assessment)

Course schedule(subject to change)

(Mention quiz, assignment submission, breaks etc as well in the table under the Teaching Learning Activity Column)

Week #	Topic & contents	CO Addressed	Teaching Learning Activity (TLA)
Weeks 1	Definition, Nature, Types of Managers, Managerial skills and Levels, Basic Functions of Management.Evolution of Management Theory	CO1	Discussion & Lecture
Weeks 2	Scientific Management—F.W. Taylor, Henry L Gantt, Frank and Lillian Gilbreth, Theory of Henry Fayol, Fayol's vs. Taylor's comparison.	CO1	Case Study Discussion & Lecture
Week 3	Behavioral Model of Management (Hawthorne studies), Modern Theories of Management (Systems Management School, Situational Approach School)	CO2	Lecture
Week 4	Definition, Nature, Importance, Types of Planning, Steps in Planning	CO2	Case Study & Lecture
Week 5	Concept, Definition, Formal and Informal Organization	CO2	Lecture
Week 6	Organizational Structure, Span of Management	CO3	Discussion & Lecture
Week 7	Delegation of authority, Departmentation	CO3	Discussion & Lecture
Week 8	Definition, Factors affecting Staffing—The External and Internal Environment	CO4	Lecture

Week 9	Identification of Job Requirements, Job Evaluation	CO5 & CO6	Lecture
Week 10	Revision	CO4,CO5 & CO6	Lecture
Week 11	Mid Term Exams		
Week 12	Recruitment, Selection, Placement, Training and development	CO5 & CO6	Discussion & Lecture
Week 13	Definition, Leadership Characteristics, Leadership Theories	CO5 & CO6	Case Study Discussion & Lecture
Week 14	Meaning of Motivation, Motives, and Motivation theories	CO5 & CO6	Discussion & Lecture
Week 15	Meaning of directing & control, Need of Control, Control Process	CO5 & CO6	Lecture