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| **Course Title: Principles of Management** |

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| **INU-School of Management and Social Sciences** |

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| **Course Details:** |

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| Course Title: Principles of Management | |
| Course Code: MGT – 111 | Prerequisite: Nil |
| Program: BBA | Credit Hours: 3 |

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| **Course Faculty:** |
| Ms Sameen Shah\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Office: Faculty block, first floor, INU | |
| Office Visiting Hours: 11:30 am – 3:00 pm (Monday and Tuesday) | |
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| Email: [sameen.shah@ymail.com](mailto:sameen.shah@ymail.com) | |
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| **Course Description:** |

This course covers management principles, methodology, and its application to manufacturing and other enterprises covering managers’ functions in general business, operational area, organizational structures, planning processes, organizing individuals, information flow, motivation, leadership, and decision making processes.

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| **Course Objectives:** |

To provide you with an overview of the role of management thereby giving you an appreciation of the key issues associated with achieving purposeful activity within organizations. The module will enable you to understand the relationship between Management and other fields within the Social Sciences. Furthermore, the module will provide you with foundation material if you are intending further study concerned with Management or Management Sciences.

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| **Learning Outcomes:** |

Having successfully completed this module, you will be able to demonstrate knowledge and understanding of:

* historical developments within the management discipline;
* tools and techniques used within General Management;
* prominent theories within the discipline of Management, Organizational Behavior and Leadership;
* how the role of management can affect the performance of an organization.

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| **Required Course Material:** |

Samson, D. and Daft, R.L. (2015) Fundamentals of Management (5th Asia Pacific Edition) Cengage Learning: Australia.

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| **Course Evaluation (Grade Breakup)** |

Grading will be done as per INU’s grading criteria. The breakup of the grade points is as follows:

Midterm exam 30%

Final Term Exam 50%

Semester project 10%

Quiz + Assignments 7%

Class Participation 3%

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| **Course Policy:** |

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| * Students are expected to be punctual and reach the class room on time. Students would be given an allowance of fifteen minutes to enter the class after it has commenced, after which they would not be allowed to attend the class hence marked absent as well. * There is strict penalty for plagiarism. Students with plagiarized content in their assignments/projects would be awarded an F grade * All assignments are supposed to be printed/ type-written. Assignment’s soft copy also needs to be submitted on the instructor’s email address. * There would be no re-take for any quiz or class activity. A lecturer can, with the chairman’s consent reconsider a genuine case * Assignments due submission are supposed to be submitted by the mentioned date and time. * Electronic equipment, although convenient, often is the source of class disruption. Students are expected to ensure that they turn off or set all electronic equipment on a quiet setting prior to entering the classroom. |
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| **Course Content:** |

**An Overview of Management**

* Definitions of Management
* Characteristics of Management
* Different between Management and Administration

**Functions of Management**

* Functions of Management
* Planning, Organizing, Staffing
* Directing, Controlling, Coordination

**Principles of Management**

* Taylor’s Principles
* Fayol’s Principles
* General Principles

**Importance and Scope of Management**

* Importance of Management
* Scope of Management

**Nature of Management**

* Management as an art
* Management as a Science
* Management as a Profession

**Planning**

* Definition, Nature and Characteristics
* Importance of Planning, Limitations of Planning
* Essentials of a good Plan, Steps in Planning Process
* Types of Planning

**Organizing**

* Nature and Importance of Organizing
* Steps in the Process of Organization
* Formal and Informal Organization, Principles of Organization

**Communication**

* Definition of Communication, Process of Communication
* Importance of Communication, Types of Communication
* Barriers to Communication, Over Coming the Barriers
* Characteristics of a good Communication System

**Staffing**

* Definition of Staffing, Sources of Recruitment
* Steps in Selection Process, Orientation or Induction
* Training (Institutional and on Job), Types and Methods of Training

**Decision Making**

* Meaning and Elements of Decision Making
* Importance and Process of Decision Making
* Salient Features of a good or an Effective Decision
* An Effective Decision Making

**Controlling**

* Definition of Controlling, Characteristics of Controlling
* Objectives of Controlling, Steps in the Process of Controlling
* Essentials of an Effective Control System

**Directing/Direction**

* Definition, Nature and Importance, Principles & Techniques