



# माँ विन्ध्यवासिनी विश्वविद्यालय, मीरजापुर

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M.Com First Year - Second Semester						
Course Code:	MANAGEMENT- CONCEPTS AND PRACTICES			L- 48, T-12, P-0 Total=60	Credit – 04 (Minor Elective Paper)	
Pre-requisite: Max. Marks: 25+75 & Min. Passing Marks: 40 ,						
Course Objective: This course familiarizes the students with the basics and principles of management.						
Course Outcomes: At the end of the course, the student will be able to						
CO1	Understand the various approaches, thought and practices of management.					
CO2	Learn about the strategic planning process and organisation activity in management process.					
CO3	Know the various direction and coordination techniques with its implications.					
CO4	Comprehend the different leadership and motivation theories.					
CO5	Provide insight of controlling, change management and assessing the significance of communication in it.					
Mapping of course outcomes with the program outcomes						
	PO1	PO2	PO3	PO4	PO5	
CO1	2	3	1	2	3	
CO2	2	3	3		3	
CO3	2	2	2	2	3	
CO4	2	3	3	1	2	
CO5	1	3	2	2	3	

*\*1- Slightly correlated, 2- Moderately correlated, 3- Highly correlated, Blank space indicates no Correlation*

**Unit-1 Introduction:** Concept, Nature, Process and Significance of Management; An overview of functional areas of Management; Development of Management Thought; Classical and Neo-Classical System; Contingency Approach. **(No. of Lectures 15)**

**Unit-II Planning:** Concept, Process Importance and Types. Decision-Making: Concept, Process and Importance Management by Objectives, **Organizing:** Concept, Nature, Process and Significance: Authority and Responsibility Relationships: Centralization and Decentralization; Organizational Structure- Forms. **(No. of Lectures 15)**

**Unit-III    Direction:** Concept and Techniques, Coordination as an Essence of Management, **Motivation-** Concept, Importance Theories-Maslow, Herzberg, McGregor, Financial and Non-Financial Incentives, **Leadership-** Concept and Leadership styles, Likert's Four System of Leadership. **(No. of Lectures 15)**

**Unit-IV        Communication-** Nature, Process, Networks and Barriers. Effective Communication. **Controlling:** Importance, Concept and Process, Effective Control System. Techniques of Control; **Management of Change:** Concept, Nature and Process of Planned Change, Resistance to Change.**(No. of Lectures 15)**

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**Textbooks:**

1. *Gupta, C.B.*, "Business Organisation", Mayur Publication, (2021).
2. *Singh, B.P., Chhabra, T.N.*, "An Introduction to Business Organisation & Management", Kitab Mahal, (2014).
3. *Bhusan Y. K.*, "Business Organization", Sultan Chand & Sons
4. *Jagdish Prakash*, "Business Organistaton and Management", Kitab Mahal publishers,
5. *Agarwal K.K.*, "Business Organisation and Management"
6. *Shukla, Sudhir*, "Vyavasayik Sanghathan Avam Prabandha"
7. *Shukla, Sudhir*, "Management Concept & Principles"

**Reference Books:**

1. *Sherlekar, S.A. and Sherlekar, V.S.*, "Modern Business Organization & Management Systems Approach Mumbai", Himalaya Publishing House, (2000).
2. *Jolshi, G.L.*, "Vyavasayik Sanghathan Avam Prabandha"
3. *Prasad, Jagdish*, "Vyavasayik Sanghathan Avam Prabandha"