

## BCA 104: Principles of Management

### Teaching Scheme

Lectures: 1 hr/Week

Tutorials: 1 hr/Week

Credits: 2

### Examination Scheme

Class Test -6 Marks

Teachers Assessment – 3 Marks

Attendance – 6 Marks

End Semester Exam – 35 marks

**Prerequisite:** - Fundamental of Managerial skills.



Head  
Department of Computer Applications  
Faculty of Computer Applications  
Invertis University, Bareilly (UP)



Dean Academics  
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### Course Objectives:

1. To understand the functions and responsibilities of managers.
2. To provide tools and techniques to be used in the performance of the managerial job.
3. To analyze and understand the environment of the organization.
4. To develop the awareness about the principles of management.
5. To maintain competitive advantages.

### Detailed Syllabus

#### Unit-1

**Management:** - Concept, Nature, Scope & Importance. Management: Art and Science, As a Profession, Management Vs Administration Management Skills, Managerial Roles & Levels of Management.

#### Unit-2

**Evolution & Development of Management Thought:** Contribution of Taylor, Fayol & Weber Social System and Decision Theory Approach.

#### Unit-3

**Planning:** Nature, Scope & Objectives; Types of plans; planning process; Business forecasting & Planning Premises; MBO: Concept & Process. Techniques & Process of decision-making.

#### Unit-4

**Organizing:** Concept, Importance and Principles, and Process of Organizing. Formal & Informal Organizational Structure, Departmentation Span of Control, Delegation of Authority, Authority & Responsibility, Centralization and Decentralization.

#### Unit-5

**Staffing:** Concept, Manpower Planning, Job Analysis, Recruitment & Selection, Training & Development.

**Directing:** Concept, Importance, Direction & Supervision, Role of Supervisor, Techniques of directing. Nature and Scope of Co-ordination, Principles, Techniques and Barriers to Co-ordination.

#### Unit-6

**Leadership:** Concept, Importance & Leadership Styles, Controlling: Concept, Process, Principles & Techniques of Controlling, Types of Control, Effective Control System.

#### Text and Reference Books

1. Essentials of Management, Harold Koontz, Heinz Weihrich, Tata McGraw-Hill, 1998.
2. Essentials of Management, Joseph L. Massie, Prentice Hall of India, Pearson, 4th Edition, 2003
3. Management, Stoner, Freeman, Gilbert, Pearsons, 6<sup>TH</sup> Edition.

### Course Outcomes:

1. Understand the concepts related to Business organization.
2. Demonstrate the roles, skills and functions of manager.
3. Analyze effective application of PPM knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.
4. Understand the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.
5. Recognize the role of communication in the management function.