

**Paper II**

**B.B.A.L.L.B.: Semester-I  
BBL 102: FUNDAMENTAL OF MANAGEMENT**

Teaching Scheme	Examination Scheme
Lectures: 4hrs/Week	Class Test -12 Marks
Tutorials: 1 hr/Week	Teachers Assessment – 6 Marks
Credits: 4	Attendance – 12 Marks
	End Semester Exam – 70 marks

**Course Outcomes:**

CO1.	o understand about the learning of Management and it's functioning
CO2.	o understand various aspects of Planning and Decision Making
CO3.	o apply knowledge in elimination of wrong management practices
CO4.	o understand about Internal and External environment of business
CO5.	o evaluate different forms of organizations
CO6.	o generate learning about various aspects of staffing, leading and controlling

**Course Content -**

**Unit-1**

Management: Concept, Nature, Scope and Importance, Management: Art and Science, As a Profession, Management Vs Administration, Management Skills, Managerial Roles and Levels of Management, Evolution and Development of Management Thought: Contribution of Taylor, Fayol and Weber, Social System and Decision Theory Approach.

**Unit-2**

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

**Unit-3**

Organizing: Concept, Importance and Principles, types of organization, Formal and Informal Organizational Structure, Departmentation, Span of Control, Delegation of Authority, Authority and Responsibility, Decentralization and centralization, Departmentation: concept and types.

**Unit-4**

Staffing: Concept introduction, Manpower Planning, Job Design, Recruitment & Selection, Training and Development, Directing: Concept, Importance, Techniques of directing; concept and importance. Direction & supervision, role of supervisor, techniques of directing

**Unit-5**

Nature and Scope of Co-ordination, Principles, Techniques and Barriers to Co-ordination, Leadership: Concept, Importance & Leadership Styles.

**Unit-6**

Controlling: Concept, Process, Principles & Techniques of Controlling, Types of Control, Effective control system

**Text and Reference Books-**

1. Essentials of Management, Koontz & Heinz Wehrich; Tata McGraw-Hill, 1998.
2. Essentials of Management, Joseph L Massie; Prentice Hall of India, Pearson, 4th Edition, 2003
3. Management, Stoner, Freeman, Gilbert; Pearson Education, 4th Edition.
4. Management Concepts, Principles and Cases, Ghunman & K. Aswathappa; Tata McGraw-Hill 1st Edition