

## MBA101: MANAGEMENT – MICRO AND MACRO

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

### Course Objectives:

- Personal, managerial and organizational preferences and styles achieved through the use of self-assessment instruments, exercises and role plays.
- Key managerial skills gained from class preparation, presentations, case studies, and exercises
- Personal ability and skills to work collaboratively

Hours: 40

**UNIT I (10 Hrs): Management Skill Pre-Assessment through personal awareness of one's personal values, orientation toward change and interpersonal skill; Management Skills for Everyday Life, Skills required for managerial success – Technical, Human Relation and Conceptual, Understanding Role and responsibilities of Managers at different levels, Challenges of Globalization**

**UNIT II (10 Hrs): Personal Management Skill-Learning and Analysis through; Individual Aspects: Perceptual Process, Personality Assessment, Attitude and Values, Learning and trust, Emotional Intelligence, Spiritual Quotient and Stress Management, Time Management, Building Social Capital, Emotional Baggage**

**UNIT III(10 Hrs): Group and Organizational Management Skill-Learning and Analysis through; Group Aspects: Motivation, Leadership, Group Dynamics and Conflict, Organizational Aspects: Power and Politics, Trends in Organizational Change, Model for Managing Change, Managing Cultural Diversity**

**UNIT IV (10 Hrs): Management Skill Application through; Organizational Management: Planning and Prioritizing, Decision Making, Organisational Structure, Departmentation, Controlling Concept, How Industries Evolve: Principles for Achieving and Sustaining Superior Performance, Societal Management, Managing Cross Border.**

### Suggested Readings:

1. Management-Stoner, Freeman & Gilbert Jr, PHI
2. Fundamentals of Management: Concepts and Applications-Robbins S.P. and Decenzo David A, PHI
3. Management: A Global and Entrepreneurial Perspective-Wehrich Heinz and Koontz Harold, McGraw Hill
4. Organizational Behaviour -Robbins Stephen P., Pearson Education
5. Organizational Behaviour: Human Behaviour at Work-Newstrom John W., TMH
6. Organizational Behaviour-McShane L. Steven, Glinow Mary Ann Von, Sharma R.,TMH

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