

S.S. JAIN SUBODH P.G. COLLEGE, JAIPUR

GENERIC ELECTIVE COURSE

COURSE TITLE: BASICS OF MANAGEMENT

NODAL DEPARTMENT: BUSINESS ADMINISTRATION

COURSE CODE: 23GEC_6304T

MARKING SCHEME

Tutorial (Hours)	Time Allowed ESE (Hrs)	Course Credits	Total Marks	End Semester Exam (Max. Marks)	Assignment	Minimum Marks
30	2	2	50	35	15	20

COURSE OBJECTIVES:

The objective of this paper is to make students aware that management is the key of survival, sustainability, profit and growth of an organisation whether it is private or Government.

COURSE CONTENTS:

Management: Meaning, Nature, Concept, and significance in Indian industry, Principles of Management, MBO, MBE, Development of Management thoughts.

(15 hours)

Functions of Management: Planning, Organising, Directing, Decision Making, Coordinating, Directing, Communication, Motivation. Authority. Power, Responsibilities, Delegation of Authority.

(15 Hours)

SUGGESTED READINGS:

1. Mathur, B.S.- Principles of Management, Oscar publications, Delhi.
2. Chatterjee, Satya Saran- Introduction of Management, World Press, Delhi.
3. Banerjee, Mritunjoy- Business Administration, Asia Publication House, University of Michigan Sarlekar, S. - Business Management, Kitab Mahal, Allahabad.

COURSE OUTCOMES:

On successful completion of the course the students will be able to:

1. Provide the primary knowledge of the management and the roles of managers which can be helpful in students' future in any field
2. This paper is very helpful for those students who wants to go in managerial jobs.


(Prof. K. B. Sharma)

Principal


Head of the Department