

Programme /Class: <b>Master in Commerce</b>	{ Year- I } Second Semester	Max. Marks: 25+75 Min. Passing Marks: 40
Credit- 4 (Minor Elective) From other faculty	Total No. of Lectures=60 (in hours per week): L- 4/w	
<b>MANAGEMENT CONCEPTS AND PRACTICES</b>		

**Course Objective:** This course familiarizes the students with the basics and principles of management.

**Unit-I 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)

#### Suggested Readings:

1. Gupta, C.B., "Business Organisation", MayurPublication, (2014).
2. Singh, B.P., Chhabra, T.N., "An Introduction to Business Organisation & Management", KitabMahal, (2014).
3. Sherlekar, S.A. and Sherlekar, V.S., "Modern Business Organization & Management Systems Approach Mumbai", Himalaya Publishing House, (2000).
4. Bhusan Y. K., "Business Organization", Sultan Chand & Sons, (1970).
5. Jagdish Prakash, "Business Organistaton and Management", Kitab Mahal publishers, (1997).
6. Agarwal K.K., "Business Organisation and Management"
7. Jolshi, G.L., "VyavasayikSanghathanAvamPrabandha"
8. Prasad, Jagdish, "VyavasayikSanghathanAvamPrabandha"
9. Shukla, Sudhir, "VyavasayikSanghathanAvamPrabandha"
10. Shukla, Sudhir, "Management Concept & Principles"