

SYLLABUS

Panjab University, Chandigarh

Principles and Practices of Management

B.Com.-I, Semester-I

Course Code: BCM 107

Time Allowed: 3 Hours

Maximum Marks: 100

[External Assessment: 80 Marks

Internal Assessment: 20 Marks]

Objective: The objective of the paper is to help the students in understanding the process of business management and its functions.

INSTRUCTIONS FOR THE PAPER SETTERS

Note: The question paper covering the entire course shall be divided into three sections:

Section A: This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. (20 Marks)

Section B: This section will consist of essay type/numerical questions from Unit-I of the syllabus. The candidate will be required to attempt two questions out of three questions. Each question will carry 15 marks; the total weightage being 30 marks. (30 Marks)

Section C: This section will consist of essay type/numerical questions from Unit-II of the syllabus. The candidate will be required to attempt two questions out of three questions. Each question will carry 15 marks; the total weightage being 30 marks. (30 Marks)

UNIT-I

Management: Nature, Definitions, Scope, Levels, Process and Significance of Management. Development of Management Thoughts: Classical, Neo-Classical Systems, Contingency and Contemporary Approaches to Management (Drucker, Porter, Prahalad, Senge and Tom Peters)

Planning: Concept, Process, Nature, Steps in Planning, Significance and Types. Decision Making: Concept and Process, Types of Decisions, Management By Objectives (MBO).

Organization: Concept, Nature, Process, Significance, Types, Organisational Structure, Committees, Span of Control. Authority and Responsibility. Delegation, Decentralization and Departmentation.

UNIT-II

Direction: Concept, Features, Importance and Limitations of Direction. Elements of Direction-Supervision, Motivation, Leadership and Communication

Coordination: Concept, Features, Importance and Limitations of Coordination. Internal and External Coordination

Control: Concept, Features, Importance and Limitations of Control. Control Process. Essentials of a Good Control System. Techniques of Control. Relationship between Planning and Control