

**M. E.
Semester II**

Principles of Management (POM)

Course Contents:

Module No.	Modules/Sub-Modules
I	Basic concepts of management: Definition – Need and Scope – Different schools of management thought – Behavioural, Scientific, Systems, and Contingency
II	Contribution of Management Thinkers: Taylor, Fayol, Elton Mayo
III	Functions of Management – a) Planning – Concept, Nature, Importance, Steps, Limitations, Management by objectives b) Organizing - Concept, Nature, Importance, Principles, Centralization, Decentralization, Organization Structures- Line and Staff Authority, Functional, Product, Matrix, Geographical, Customer, New Forms of Organization – Virtual, Organizations as Networks - Types of Network Organizations/Clusters - Self-Organizing Systems. Organizational Designs for Change and Innovation - Designing Principles for New Forms of Organizations c) Staffing - Concept, Nature, Importance, Steps, Concept of knowledge worker. d) Directing – Concept, Nature, Importance. e) Controlling - Concept, Nature, Importance, Process of controlling, Control Techniques.
IV	Group Dynamics and Team Management Theories of Group Formation – Formal and Informal Groups and their interaction, Importance of teams - Formation of teams – Team Work, Leading the team, Team Meeting, Conflict Management - Traditional vis-à-vis Modern view of conflict, Conflict Process - Strategies for resolving destructive conflict, Stress management, employee welfare, energy management and energy audit
V	Decision making: Concept, Nature, Importance, and Process. Types of decisions, Problems in decision making. Modern approaches to management Concept of Knowledge management, change management, technology management, supply chain management, introduction to Intellectual Property Rights (IPR) and cyber laws, process and project quality standards – six sigma, CMM, CMMI, PCMM, Impact of IT quality management systems, learning organizations
VI	Contemporary Issues Social Responsibility & Ethics, Globalization & Management Inventing & Reinventing Organizations, Culture & Multiculturalism, Managing Organizational Change & Innovation

Basic Text Books:

Sr. No.	Author/s	Name of the Book	Publisher	Edition and Year of Publication
T1	Koontz	Essentials of Management	Tata McGraw Hill	Latest Edition
T2	Anil Bhat, Arya Kumar	Management Principles, Process and Practices	Oxford	Latest Edition
T3	Shejwalkar and Ghanekar	Principles and Practices of Management	Tata McGraw Hill	Latest Edition

Reference Books:

Sr. No.	Author/s	Name of the Book	Publisher	Edition and Year of Publication
R1	Joseph Phillips	IT Project Management	Tata McGraw-Hill	Latest Edition
R2	Peter Drucker	Management-Tasks, Responsibilities and practices	Transaction	Latest Edition
R3	R. N. Gupta	Principles of Management	S. Chand	Latest Edition
R4	S. A. Sherlekar	Management	Himalaya	Latest Edition
R5	T. Ramasamy	Principles of Management	Himalaya	Latest Edition
R6	Dr. P. C. Shejwalkar, Dr. Ghanekar and Dr. Bhivapathaki	Principles and Practice of management	Everest publishing House	Latest Edition