

Chanakya National Law University, Patna
B.B.A., LL.B. (Hons.) 2022-23; SEMESTER- I

Course Title: Fundamentals of Management

Course Overview

The curriculum is designed to focus on the understanding of the fundamentals of management. The aims at providing an understanding of basic concepts, principles and practices of management and help the students inculcate the ability to apply the concepts to organizational objective.

Module one deals with Nature of Management

Module two focuses on Planning and Decision Making

Module three deals with Organizing

Module four covers Directing, Leadership, Co-ordination and Controlling

Learning Outcomes

The course aims to familiarize the students with the fundamentals of management and its practical application.

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

1. Use the learning for their conduct in the professional world.
2. Analyse the current trends and their relevance in solving cases related to management & business.
3. Apply the learnings in practical context.

List of Topics/ Modules

Topic/ Module	Contents/ Concepts	Sessions / Lectures
Module I: Nature of Management	<ul style="list-style-type: none">• Management: Concept, Significance, Role & Skills, Levels of Management, Concepts of PODSCORB, Managerial Grid.• Evolution of Management thoughts, Contribution of	1-15

	F.W Taylor, Henri Fayol and Contingency Approach.	
Module II: Planning and Decision Making	<ul style="list-style-type: none"> • Planning: Meaning, Importance, Elements, Process, Limitations and MBO. • Decision Making: Meaning, Importance, Process, Techniques of Decision Making. 	16-30
Module III: Organizing	<ul style="list-style-type: none"> • Organizing: Concepts, Structure, Meaning, Advantages and Limitations • Departmentation: Meaning, Basis and Significance • Span of Control: Meaning, Factors affecting span of Control, Centralization vs • Decentralization • Delegation: Authority & Responsibility relationship 	31-45
Module IV: Directing, Leadership, Co-ordination and Controlling	<ul style="list-style-type: none"> • Directing: Meaning and Process • Leadership: Meaning, Styles and Qualities of Good Leader • Co-ordination as an Essence of Management • Controlling: Meaning, Process and Techniques • Recent Trends: Green Management & CSR 	45-60

Recommended/Reference Text Books and Resources:

Text Books

- Essentials of Management, Harold Koontz & Heinz Welhrich, 10th edition, Mc Graw Hill Publisher
- Management-Tasks, Responsibilities, Practices, Peter F Drucker, HarperCollins Publishers

References

- Principles of Management, Ramasamy, Himalaya Publishing
- Management Text & Cases, VSP Rao, Excel Books, Delhi
- Management Concepts and OB, P S Rao & N V Shah, Ajab Pustakalaya

- Principles of Management-Text and Cases –Dr. M. Sakthivel Murugan, New Age Publications

Web Resources

- Lessons you can learn from your competitors, Forbes
- <https://www.forbes.com/sites/forbesfinancecouncil/2017/05/18/lessons-you-can-learn-from-your-competitors/?sh=2766f014205a>
- Understanding Leadership – Harvard Business Review
<https://hbr.org/2004/01/understanding-leadership>
- Other web resources will be shared as the course proceeds.

Instructor Details

Name of the Instructor:	Dr. Shweta Vats
Email:	shwetavats@cnlu.ac.in
Website:	cnlu.ac.in

Signature