

# ADC/B.Com-II

## Paper-II

### Principles of Management

#### Objectives

The objectives of the course are to enable the participants:

- Expose students to the theories of management, organizational theory, and the practice of management in contemporary organizations from a conceptual, analytical, and pragmatic perspective.
- To analyze the concept of scientific management as well as comprehend the functions and qualities of a good manager.
- To develop skills of effective decision making.
- To acquire knowledge about the process of planning and understand reasons behind the failure of plans.
- To advance knowledge about the characteristics of a good control system.

#### Contents

##### **1. The Emergence of Business and Management Thought:**

Concept of scientific management, Human Relation and Administration, Universal functions of a Manager, qualities of a good manager.

##### **2. Effective Decision Making:**

Process of Decision Making, Rational of Decision Making, preventing the problem, solving the problem. Japanese Decision Making, Group ideas in decision making personal decisions, Guideline for effective decision-making.

##### **3. The Planning Process:**

Activities involved in the process of planning, Choosing objectives, Identify premises, Survey resources, Establish policies, Procedures and rules. Establish budgets. Decide standards. Common reasons for failure of plans.

##### **4. Organization:**

Organization and Organization bureaucracy, Basic elements of organizing, Division of Labour, Delegation of Authority, Centralized Vs Decentralized, Organization structure, Span of Control.

##### **5. Motivations:**

Concepts and Applications in Organization, Personality, Behavior and Motivation, Need Theory, X & Y Theory, Two factor Theory, Human Relations Theory and Money and Motivation Theory.

##### **6. Staffing:**

Staffing activities, determining needs in advance. Selection and Recruiting, Orientation and training, performance appraisal, MBO as a technique for appraisal, Compensation, Promotion, Termination.

##### **7. The Questions of Authority. Concept of Authority in Management:**

Sources of Authority, Line, Staff and Functional Authority.

##### **8. Know Thyself (Understanding Human Psychology)**

Basic Motives, Humanistic approach, Self-actualizing person, Importance of Self-acceptance and Accurate Self Image.

**9. Leadership:**

Manager as a leader, An elementary introduction to leadership theories.

**10. Group Dynamics:**

Characteristics of a group, Reasons, Types and control.

**11. Communications:**

Factors, Process, Noise, Media's Philosophies or Theories of communication.

**12. Concept of Control:**

Control process, Control as a Feedback, Phases, Types, Budgetary Control, Break-even analysis and Control through Ratios, Control through R.O.I., Direct control through Key Results areas, Characteristics of a good control system.

## **Recommended Books**

1. Koontz Harald, Weihrich, Beins, *Management* Mc-Graw Hill, New York latest edition.
2. Fulmer, Robert M., *The New Management*, Mc-Graw Hill, New York.
3. Amin Khalid *New Management*, K.B.E Book Bank Karachi,
4. Dapt, Richad L. *Management*, Fort Worth, The Dryden.
5. Peter Drucker F. *An Introduction View of Management* Hamper's College Press New York.
6. Khursheed H. Siddiqui *Introduction to New Management*, Karachi,
7. Syed Shaukat Ali *New Management*, Rahbar Publisher's Urdu Bazar Karachi.

- Note:**
1. Duration of course will be 20 weeks.
  2. Total 20 lectures of **02** hours duration will be delivered.
  3. Schedule of classes will be provided upon admission.