

Title: Principles of Management	Code: MGMT 311	
Credit Hours: 3	Year /Semester: I/I	48 Hours

Course Objectives:

The objective of this course is to develop conceptual foundation of management in students. The course familiarizes them with different functional dimensions of management like planning, decision making, organizing, communicating, controlling etc. so that they get acquainted with universal practices of basic managerial jobs.

Unit 1 Introduction**10 Hours**

Meaning and Nature of Management, Functions of Management, Management Levels, Basic Managerial Roles and Skills, Emerging Challenges for Management

Evolution of Management: (Pre- Modern Era, Classical Approach, Human Resource Approach, Quantitative Approach, Behavioral Approach, and Contemporary Approach)

Unit 2 Business Environment**6 Hours**

Meaning and Nature of Environment, Components of Environment, Adaptation of an organization to environment, Concept of Social Responsibility, Arguments for and against Social Responsibility, Managerial Ethics, Managing Ethical Behavior, Emerging Business Environment in Nepal.

Unit 3 Planning and Decision Making**8 Hours**

Concept and Types of Plans, Planning Process, Reason for Planning, Concept and Nature of Decision Making, Decision Making Process, Types of Decisions, Group and Team Decision Making in Organizations, Advantages and Disadvantages of Group Decision Making

Unit 4 Element of Organizing**8 Hours**

Concept, Significance and Process of Organizing, Principles of Organizing: Work Specialization, Unity of Command, Span of Control, Authority and Responsibility, Centralization, Delegation of Authority and Decentralization, Nature and Types of Organization Design, Forms of Organizing: Learning Organization, Virtual, Organization, Network Organization, Challenges to Organizing.

Unit 5 Motivation, Communication and Leadership**12 Hours**

Motivation: Meaning and Nature of Motivation, Motivation Process, Early Theories of Motivation (Maslow's Hierarchy of Needs Theory, McGregor's Theory X and Theory Y and Herzberg's Motivation Hygiene Theory), Common Motivational Techniques, Relation between Motivation and Performance,

Communication: Definition of Communication, Roles of Communication in Management, Communication Process, Barriers to Communication, Overcoming Barriers to Communication, Organizational Communication, Organizational Communication Networks; Conflict: Meaning, Causes and Sources of Conflict, Managing Conflict

Leadership: Meaning, Nature and Functions, Role of Leadership in Motivation, Leadership Styles, Important Leadership Characteristics

Unit 6 Controlling**4 Hours**

Meaning, Nature and Purpose of Control, Steps in Control Process, Types of Control, Qualities of an Effective Control System, Resistance to Control, Overcoming Resistance to Control

Reference Books:

1. Griffin W. Ricky (latest edition), *Management: Principles and Application*, Biz Mantra
2. Robbins P. Stephen and Decenzo A. David: *Fundamentals of Management*, 3th Edition, Pearson Education
3. Robbins P. Stephen and Coulter Mary, *Management*, 10th Edition, Pearson Education
4. Pant, P. R., *Principles of Management*, Buddha-Academic Enterprises Pvt. Ltd., Kathmandu.
5. Poudyal, S. R., Pradhan, G. M. and Bhandari, K. P., *Principles of Management*, Asmita Books Publishers and Distributors (P) Ltd., Kathmandu 2012.
6. Adhikari, D. R., *Principles of Management*, Sunrise Publisher, Kathmandu, 2012.