

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE	
Board of Studies in Investment Management	
UG First Year Programme	
Semester – I	
Introduction to Management	Credits 2
I) Nature and History of Management	1
II) Management Functions and Processes	1
From the Academic Year	2024-25

Sr.No.	Heading	Particulars
1	Description the course: Including but not limited to:	This course is designed to introduce students to management concepts, and to provide tools in analyzing and solving management problems that managers face in industry in different phases of planning, organizing, leading, and controlling.
2	Vertical :	Open Elective
3	Type :	Theory
4	Credit:	2 credits (1 credit = 15 Hours for Theory)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: (List some of the course objectives) 1. To understand Management Fundamentals. 2. To examine the various functional areas of management, such as marketing, finance, operations, and human resources, and understand their roles in organizational success. 3. To understand the roles of a manager, including informational, interpersonal, and decisional roles, and how they vary at different levels of management, such as top, middle, and front-line management.	
8	Course Outcomes: (List some of the course outcomes) 1. Student will recall the historical development of management theories. 2. Student will be able to differentiate among the functions of management: such as planning, organizing, staffing, leading, and controlling. 3. Student will be able to identify the key competencies needed to be an effective manager.	

9	Modules:- Per credit One module can be created	
	Module 1: Nature and History of Management	
	• Definition, Nature- Features of Management, Management Functions, Management as a Process, Importance of Management, Management and Administration. Functional Areas of Management, Managerial Skills, Roles of a Manager, Levels of Management, Management as a Science, an Art and as a Profession. • Schools of Management Thought, Classical Approaches: Systematic Management, Scientific Management, Administrative Management, Human Relations Movement and Contemporary Approaches: Quantitative Management, Organizational Behavior, Systems Theory, Contingency Theory	
	Module 2: Management Functions and Processes	
	• Planning: Meaning, Importance, Elements, Process, Limitations and MBO Decision Making: Meaning, Importance, Process, Techniques of Decision Making • Organizing: Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Meaning, Advantages and Limitations • Staffing - Meaning, Nature, Importance, Staffing Process, Manpower Planning, Recruitment, Selection, Orientation and Placement, Training, Remuneration, Performance Appraisal, Promotion and Transfer • Directing: Meaning and Process • Co-ordination as an Essence of Management • Controlling: Meaning, Process and Techniques	
10	Text Books: 1. 2. 3. 4.	

11	Reference Books: 1. Principles of Management by P.C. Tripathi and P.N. Reddy. It is Published by Tata McGraw-Hill Education. 2. Management: Principles and Practices by L.M. Prasad. It is Published by Sultan Chand & Sons. 3. Management: Concepts and Strategies by J.S. Chandan. It is Published by Vikas Publishing House. 4. Principles of Management by P.C. Tripathi and P.N. Reddy. It is Published by Tata McGraw Hill Education	
12	Internal Continuous Assessment: 40%	External, Semester End Examination Individual Passing in Internal and External Examination : 60%

13	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.(at least 3)	1. Case Study 2. Presentation 3. Assignment REFER DETAIL SYLLABUS DOCUMENT
14	Format of Question Paper: for the final examination REFER DETAIL SYLLABUS DOCUMENT	

Sign of Chairman
 Dr. Sunil Karve
 Chairman of Banking &
 Insurance and
 Investment
 Management

Sign of the
 Offg. Associate Dean
 Dr. Ravikant
 Balkrishna Sangurde
 Faculty of Commerce

Sign of the
 Offg. Associate Dean
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Sign of offg. Dean
 Prof. Kavita Laghate
 Faculty of Commerce &
 Mangement