

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE	
Board of Studies in Home Science	
UG First Year Programme	
Semester	I
Title of Paper	Credits
IV)Principles of Management (Theory)	2
From the Academic Year	2024-2025

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	Principles of Management (Theory) 1. To impart knowledge and facilitate the development of skills and techniques in the basic area of Home Science required for personal, professional and community advancement. 2. To inculcate in students, values and attitudes that enhance personal, life skills and family growth and to sensitize them to various social issues for the development of a humane society. 3. To promote in students a scientific temper and competencies in research to enable contributions to the national and international knowledge base in Home Science and allied fields. 4. In sum, to empower our students such that they can effect positive changes at multiple levels.
2	Vertical :	Major/Minor/√ Open Elective /Skill Enhancement / Ability Enhancement/Indian Knowledge System/
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. Memorize key terminology and definitions relevant to the study of management principles. 2. Interpret the basic functions of management and their significance within organizational contexts. 3. Evaluate the effectiveness of management strategies and decision-making processes employed in various organizational settings. 4. Develop comprehensive management plans incorporating elements from both units to address organizational needs and achieve strategic objectives.	

<p>8</p>	<p>Course Outcomes: (List some of the course outcomes)</p> <ol style="list-style-type: none"> 1. demonstrate an understanding of the key concepts, principles, and theories introduced in the field of management, as covered in the unit on Introduction to Management. 2. develop the ability to identify and explain the basic functions of management, including planning, organizing, leading, and controlling, and understand their significance in organizational settings. 3. apply management concepts and theories to analyze and solve real-world management problems, particularly those related to the functions of planning, organizing, leading, and controlling. 4. demonstrate proficiency in evaluating management strategies and decision-making processes used in various organizational contexts, employing critical thinking skills to assess their effectiveness and appropriateness. 5. develop the skills necessary to communicate management concepts and ideas effectively, both orally and in writing, and collaborate with peers to develop and present comprehensive management plans addressing organizational challenges and opportunities.
<p>9</p>	<p>Modules:- Per credit One module can be created</p> <hr/> <p>Module 1:</p> <hr/> <p>A. Introduction to Management:</p> <ul style="list-style-type: none"> ● Definition of management ● Importance and role of management ● PODSCORB ● Fayol’s principles of management <p>B. Modern Management Challenges and Opportunities:</p> <ul style="list-style-type: none"> ● Levels of Management ● Managerial Grid ● Entrepreneurship <p>C. Corporate Social Responsibility</p> <ul style="list-style-type: none"> ● Meaning, Definition, Features, Scope, ● Social Responsibility of a Manager, Stakeholders, Government, and Society. <p>Functions of Management</p> <p>D. Planning:</p> <ul style="list-style-type: none"> ● Meaning and Definition ● Steps in the Planning Process ● Importance, Advantages, and Disadvantages of Planning ● Types of Plans ● Management by Objectives (MBO) <p>E. Decision Making:</p> <ul style="list-style-type: none"> ● Definition, Meaning, ● Decision-Making Styles ● Decision-Making Process <p>Types of Decisions.</p> <hr/> <p>Module 2:</p>

- A. Organizing:**
 - Definition, Meaning, Characteristics
 - Process
 - Organization Chart – Types, Contents, Uses, Limitations, Factors Affecting Organizational Chart,
 - Organizational Structure – Line Organization, Line and Staff, Functional, Project, Matrix, and Virtual
 - B. Departmentation:**
 - Definition, Meaning, Characteristics
 - Process
 - C. Delegation:**
 - Delegation of Authority
 - Responsibility and Accountability
 - D. Direction**
 - Definition, Nature, Need, and Importance
 - Principles of Directing
 - E. Supervision**
 - Role and Functions of a Supervisor
 - Effective Supervision
 - F. Controlling:**
 - Control Process
- Managerial Control – Types and Phases

10 **Text Books:**
1. 2. 3.
4.

11 **Reference Books:**

1. Aggarwala, D. V. (2002). *Management By Objectives (MBO)*. India: Deep & Deep Publications.
2. Arora, S. P. (2009). *Office Organization and Management*. Mumbai. Vikas Publishing House.
3. Aswathappa, K. (2013). *Human Resource Management and cases*.
4. Bhat, A. (2015). *Management: Principles, Process, and Practices* (1st Ed.) New Delhi. Oxford University Press.
5. Bright, D. S., Cortes, A. H., Hartmann, E. (2023). *Principles of Management*: Independently Published.
6. Carpenter, M., Bane, T. & Erdogan, B. (2009). *Principles of Management*. Pearson Education Pvt. Ltd.
7. Certo, S. C., & Certo, S. T. (2006). *Modern Management* (10th Ed.). Delhi, India: Pearson Prentice Hall.
8. Gupta, M. (2009). *Principles of Management*. India: PHI Learning.
9. Gupta, R. N. (2005). *Principles of Management*. India: S. Chand Limited.
10. Ivancevich, J. M., Donnelly, J. H., Gibson, J. L. (1989). *Management: Principles and Functions*. United Kingdom: BPI/Irwin.

11. Ivancevich, J. M., Matteson, M. T. (2002). *Organizational Behaviour and Management*. United States: McGraw-Hill.
12. Koontz, H., Weihrich, H. (2012). *Essentials of Management - An International & Leadership Perspective*. (8th Ed.). Tata McGraw Hill Education.
13. *Management Principles And Applications*. (2021). (n.p.): Instant Publication.
14. *Principles of Management*. (2007). India: Laxmi Publications Pvt Limited.
15. *Principles of Management*. (2014). India: University Science Press.
16. *Principles of Management*. (2018). (n.p.): McGraw-Hill Education.
17. *Principles of Management*. (2019). United States: MJP Publisher.
18. *Principles of Management*. (2020). United States: Jyothis Publishers.
19. *Principles of Management: Functions and Fundamentals of Effective Management*. (2020). United States: Prabhu Thankaraju.
20. Roopa Rao (2018). *Principles of Resource Management*. Self-Published.
21. Shinde, S. V. (2018). *Functions Of Management*. (n.p.): Lulu Press, Incorporated.
22. Suman Singh, Sapna Dinesh, Roopa R. Rao. (2024). *Resource Management (RM: ASSET) Advancements & Strategies for Education and Transformation* (Hardbound). Satish Serial Publishing House, Delhi. ISBN 9788119105403
23. Taylor, F. W. (2022). *The Principles of Scientific Management*. Czechia: DigiCat.

12	Internal Continuous Assessment: 40%	External, Semester End Examination 60% Individual Passing in Internal and External Examination																								
13	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.(at least 3)	<table border="1"> <thead> <tr> <th data-bbox="800 1245 1409 1360">CONTINUOUS INTERNAL EVALUATION (planned as per the need of the course)</th> <th data-bbox="1409 1245 1531 1360">Mark s</th> </tr> </thead> <tbody> <tr> <td data-bbox="800 1360 1409 1476">Class participation/Quiz/Review of literature and guided discussions/Q&A sessions</td> <td data-bbox="1409 1360 1531 1476">20</td> </tr> <tr> <td data-bbox="800 1476 1409 1549">Class tests/PPT Presentations and relevant planned assignments</td> <td data-bbox="1409 1476 1531 1549">20</td> </tr> <tr> <td data-bbox="800 1549 1409 1612">Total Marks for Internal Assessment</td> <td data-bbox="1409 1549 1531 1612">40</td> </tr> <tr> <td colspan="2" data-bbox="800 1612 1531 1654">SEMESTER-END THEORY EXAMINATION</td> </tr> <tr> <td colspan="2" data-bbox="800 1654 1531 1696">All questions are compulsory with internal choice.</td> </tr> <tr> <td data-bbox="800 1696 1409 1738">Question 1 – Unit 1</td> <td data-bbox="1409 1696 1531 1738">12</td> </tr> <tr> <td data-bbox="800 1738 1409 1780">Question 2 – Unit 2</td> <td data-bbox="1409 1738 1531 1780">12</td> </tr> <tr> <td data-bbox="800 1780 1409 1822">Question 3 – Unit 3</td> <td data-bbox="1409 1780 1531 1822">12</td> </tr> <tr> <td data-bbox="800 1822 1409 1864">Question 4 – Unit 4</td> <td data-bbox="1409 1822 1531 1864">12</td> </tr> <tr> <td data-bbox="800 1864 1409 1906">Question 5 – From Multiple Units</td> <td data-bbox="1409 1864 1531 1906">12</td> </tr> <tr> <td data-bbox="800 1906 1409 1980">Total Marks for Semester End Examination</td> <td data-bbox="1409 1906 1531 1980">60</td> </tr> </tbody> </table>	CONTINUOUS INTERNAL EVALUATION (planned as per the need of the course)	Mark s	Class participation/Quiz/Review of literature and guided discussions/Q&A sessions	20	Class tests/PPT Presentations and relevant planned assignments	20	Total Marks for Internal Assessment	40	SEMESTER-END THEORY EXAMINATION		All questions are compulsory with internal choice.		Question 1 – Unit 1	12	Question 2 – Unit 2	12	Question 3 – Unit 3	12	Question 4 – Unit 4	12	Question 5 – From Multiple Units	12	Total Marks for Semester End Examination	60
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Question 5 – From Multiple Units	12																									
Total Marks for Semester End Examination	60																									

Evaluation for Theory (2 Credits for 50 Marks)

CONTINUOUS INTERNAL EVALUATION (planned as per the need of the course)	Mark s
Class participation/Quiz/Review of literature and guided discussions/Q&A sessions	10
Class tests/PPT Presentations and relevant planned assignments	10
Total Marks for Internal Assessment	20
SEMESTER-END THEORY EXAMINATION	
All questions are compulsory with internal choice.	
Question 1 – Unit 1	10
Question 2 – Unit 2	10
Question 3 – From Multiple Units	10
Total Marks for Semester End Examination	30

Evaluation for Practical (2 Credits for 50 Marks)

CONTINUOUS INTERNAL EVALUATION (planned as per the need of the course)	Mark s
Class Participation/Internal Assessment during laboratory work/experiments/practical tasks	10
Journal/Portfolio/Presentation/Reports/Case papers/Assignments	10
Total Marks for Internal Assessment	20
SEMESTER-END PRACTICAL EXAMINATION	
All questions are compulsory with internal choice.	
Question 1 - Unit 1	10
Question 2 - Unit 2	10
Journal/Portfolio/Report/Viva-Voce	10
Total Marks for Semester End Examination	30

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Format of Question Paper: for the final examination**THEORY EXAMINATION**

Marks: 30	1 Hour
Upto 50% choice to be given within each Question. Questions may be divided into sub questions as a, b, c.... Allocation of marks depends on the weightage of the topics in the units; no sub-question should be of 1 mark or less	
Q1 Unit 1	10 marks
Q2 Unit 2	10 marks
Q3 Mix of Unit 1 and 2	10 marks
TOTAL	30 Marks

Marks: 60	2 Hours
Up to 50% choice to be given within each Question. Questions may be divided into sub questions as a, b, c.... Allocation of marks depends on the weightage of the topics in the units; no sub-question should be of 2 marks or less	
Q1 Unit 1	12 marks
Q2 Unit 2	12 marks
Q3 Unit 3	12 marks
Q4 Unit 4	12 marks
Q5 Mix of all units	12 marks
TOTAL	60 Marks

PRACTICAL EXAMINATION

Marks: 30	2 Hours
Q1 Unit 1	10 Marks
Q2 Unit 2	10 Marks
Journal/Portfolio/Report/Viva-Voce	10 Marks
TOTAL	30 Marks

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 Chairman
 Name of the Chairman
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Sign of the
 Offg. Associate Dean
 Name of the Associate Dean
 Name of the Faculty

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