



PRINCIPLES OF MANAGEMENT

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INTENDED AUDIENCE : Everyone who is interested to get acquainted with the terms, concepts, and points of view used in management and its historical evolution, ethics, social responsibility and environmental issues.

INDUSTRIES APPLICABLE TO : All industry. Knowing the terms, concepts, and points of view used in management and its historical evolution, ethics, social responsibility and environmental issues is essential for smooth running of organization and proper organizational functioning.

COURSE OUTLINE :

The objective of this course is to acquaint students with the terms, concepts, and points of view used in management and its historical evolution, ethics, social responsibility and environmental issues. Also provide students with a working knowledge of the skills and functions necessary to be an effective, efficient manager.

ABOUT INSTRUCTOR :

Prof. Susmita Mukhopadhyay's areas of specialization include Human Resource Management and Industrial Psychology, Business Values and Ethics, and Organizational Behaviour. A gold medalist in M.Sc., she is the recipient of the Young Scientist Award and Search of Excellence Award.

Prof. Srinivasan is an Assistant Professor at Vinod Gupta School of Management, IIT Kharagpur. He teaches Organization Behavior and Human Resource Management. He received his Ph.D. in OB & HR from IIT Madras in 2018. He was a recipient of the DAAD Fellowship. He is a certified Labor and ESH compliance auditor. He has audited several factories for established European and American Brands.

COURSE PLAN :

Week 1: Management: Definition, nature, purpose and scope of management, Skills and roles of a Manager, functions, principles; Evolution of Management Thought, Scientific Management.

Week 2: Planning: Types of plans, planning process, Characteristics of planning, Traditional objective setting, Strategic Management, premising and forecasting

Week 3: Decision-Making: Process, Simon's model of decision making, creative problem solving, group decision making.

Week 4: Management by Objectives: Management by exception; Styles of management: (American, Japanese and Indian), McKinsey's 7-S Approach, Self Management

Week 5: Organizing: Organizational design and structure, Coordination, differentiation and integration.

Week 6: Span of management, centralization and de-centralization Delegation, Authority & power - concept & distinction, Line and staff organizations

Week 7: Staffing: Human Resource Management and Selection, Performance appraisal and Career strategy, Coordination- Concepts, issues and techniques

Week 8: Organizational Change: Introduction, Resistance to Change, Behavioural Reactions to Change, Approaches Or Models to Managing Organisational Change.

Week 9: Organizational Change: Introduction, Resistance to Change, Behavioural Reactions to Change, Approaches Or Models to Managing Organisational Change

Week 10: Leading: Human Factors and Motivation, Leadership, Communication, Teams and Team Work

Week 11: Leading: Human Factors and Motivation, Leadership, Communication, Teams and Team Work

Week 12: Controlling: Concept, planning-control relationship, process of control, Types of Control, Control Techniques Characteristics of team