



C. U. SHAH UNIVERSITY
Wadhwan City

FACULTY OF: - Technology and Engineering (Diploma Engineering)

DEPARTMENT OF: -

SEMESTER: -V

CODE: - 2TE05FOM1

NAME: – Fundamentals of Management

Teaching and Evaluation Scheme:-

| Subject Code | Name of the Subject | Teaching Scheme (Hours) | | | | Credits | Evaluation Scheme | | | | | | | | |
|--------------|----------------------------|-------------------------|----|----|-------|---------|-------------------|-----|-----------------|-----|-------------------|-----|------------|-----|-------|
| | | Th | Tu | Pr | Total | | Theory | | | | Practical (Marks) | | | | Total |
| | | | | | | | Sessional Exam | | University Exam | | Internal | | University | | |
| | | | | | | | Marks | Hrs | Marks | Hrs | Pr/Viva | TW | Pr | | |
| 2TE05FOM1 | Fundamentals of Management | 2 | 0 | 0 | 2 | 2 | 30 | 1.5 | 70 | 3 | --- | --- | --- | 100 | |

Objectives:

The objective of this paper is to familiarize the student with Basic Management Concepts and processes in the Organization

Prerequisite:

Requires Basic knowledge Management

Course Outline:

| Sr. No. | Course Content | Hours |
|---------|--|-------|
| 1 | Supervisor & Supervision: Introduction, Role of Supervisor in an organization, Responsibilities of supervisor | 6 |
| 2 | Supervisor & Supervision: Quality of Supervisor, Skills of Supervisor, Functions of Supervisor | 6 |
| 3 | Introduction to Management: Nature, Scope, Importance, Limitation, Functions and Process of management, Schools of Management, Scientific management, The Behavioral Approach, The Systems approach, The contingency approach, Managerial Roles | 7 |
| 4 | Planning: Nature & Purpose, Objectives, Importance, Limitation and Process of Planning Organizing : Meaning, importance, Limitation, Principles of Organizing, Departmentalization, Centralization & Decentralization | 7 |
| 5 | Staffing : Meaning, Importance, Process of Staffing Directing: Meaning, Importance, limitation Controlling: Meaning, Importance, limitation and process | 6 |

Learning Outcomes:

Theoretical Outcome: The students after studying this paper will get a clear understanding of various basic concepts used in Business for the Planning, Organizing, Staffing and Directing

Practical Outcome: Student have the Knowledge of Budgeting Process and have Budgetary Control over the firm

Teaching & Learning Methodology:

The following pedagogical tools will be used to teach this course:

- (A) Lectures
- (B) Case discussions
- (C) Quiz/Class Participation/Assignment, etc.

Recommended Books:

1. 'Principles of Management', Dr Neeru V shishth , Taxmann
2. 'Principles of Management', Tripathi P C and Reddy PN , Tata McGraw – Hill

E-Resources :

http://www.ct.tamus.edu/departments/syllabi/summer2012/MGMT30112_B_060412.pdf

<http://www.mindtools.com/pages/article/henri-fayol.htm>