

Introduction to Management

Course No: MGT 205

Credit Hours: 3

Nature of Course: Theory

Course Synopsis: Evolution of management and management theories related with planning, organizing, and controlling business activity.

Full Marks: 100

Pass Marks: 40

Textbooks: Agrawal, Govind Ram, **Principles of Management**, M. K. Publishers & Distributors, Kathmandu, Kreitner, Robert, **Management**, 1999

References: Robbins, Stephen P., and Coulter, Mary, **Management**, Prentice-Hall of India, New Delhi, 2002
Griffin, Ricky, **Management**, Houghton-Mifflin, USA, 1998

Goals: This course presents a systematic coverage of management theory and practice. Therefore it focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals.

Unit 1 Introduction [3 hrs]

- 1.1 Definition of management
- 1.2 Characteristics of management
- 1.3 Principles of management
- 1.4 Functions of management
- 1.5 Roles and skills of a manager

Unit 2 Evolution of management theory [6 hrs]

- 2.1 Scientific management theory
- 2.2 Administrative management theory
- 2.3 Behavior science theories
- 2.4 The management science theory
- 2.5 The system approach
- 2.6 The contingency approach

Unit 3 The environment of management [6 hrs]

- 3.1 Concept of business environment
- 3.2 Internal and external environment
- 3.3 Components of political, economic, socio-cultural and technological environment
- 3.4 Corporate Social Responsibility
- 3.5 Management ethics

Unit 4 Planning and decision-making [8 hrs]

- 4.1 Definition and importance of planning
- 4.2 Types of planning – Corporate, tactical and operational plans; Single use and standing plans; Specific and flexible plans

- 4.3 Hierarchy of planning
- 4.4 Methods, steps and process of planning
- 4.5 MBO
- 4.6 Meaning of decision-making
- 4.7 Types of decision making – Programmed and non-programmed; Strategic, tactical and operational and Individual and group decision-making

Unit 5 Organization and human resource management [6hrs]

- 5.1 Definition and characteristics of organization
- 5.2 Types of organization – Line, Line and staff, functional and matrix type of organization
- 5.3 Centralization Vs. decentralization
- 5.4 Meaning of HRM
- 5.5 Components of HRM – Acquisition, development, utilization and maintenance

Unit 6 Motivation, leadership and conflict [8 hrs]

- 6.1 Meaning of motivation
- 6.2 Motivation theories - Hierarchy of needs theory; Motivation –hygiene theory; and Theory X - Theory Y
- 6.3 Meaning of leadership
- 6.4 Leadership styles – Autocratic, democratic and free rein and Managerial grid theory
- 6.5 Meaning and sources of conflict
- 6.6 Conflict resolution – Avoidance, diffusion, containment and confrontation

Unit 7 Communication and controlling [8 hrs]

- 7.1 Meaning and process of communication
- 7.2 Types of communication – Formal and informal communication and Interpersonal and non-verbal communication
- 7.3 Barriers to effective communication
- 7.4 Techniques for improving communication
- 7.5 Meaning of controlling
- 7.6 Types of control system - Pre-control; concurrent control and post-control.
- 7.7 Characteristics of effective control system
- 7.8 Introduction to MIS
- 7.9 Quality concept – meaning of quality, QA/QC and TQM

Homework

Assignments: Home works and class assignments shall be given to the students with emphasis on practical cases covering wide range of management practices.

Student evaluation

Student's evaluation is done as mentioned below:

- a. 40 percent (40 marks) is allocated for internal (college) evaluation and shall be allocated as follows:
 - i. 20 marks for internal (college) examination
 - ii. 15 marks for class assignments and class participation
 - iii. 05 marks for attendance and discipline
- b. 60 percent (60 marks) is allocated for final (university) examination.

Question specification

For final examination to be conducted by the university, marks shall be allocated as mentioned below:

1. There shall be 10 specific answer questions of 1 mark each.
2. There shall be 3 long answer questions of 10 marks each of which candidates are required to attempt only 2 but one question shall have a case which shall be made compulsory.
3. There shall be 8 short answer questions of 5 marks each of which candidates are required to attempt only 6 questions.
4. Questions shall, in general, cover all the units and the weight given to each question shall be as per the time allocated to each unit.
5. Duration of the examination shall be of 3 hours
6. To pass the examination a candidate has to secure 40 % or above marks in the examination.
7. It is expected that students' answer should be neat and clean, systematic and should have answered as taught in the classroom and according to the reading materials as prescribed. However, students are encouraged to utilize their creativity and analytical skill.