

Course: BCA
 Sub Code: 6BCA3(A)

Semester: VI
 Subject Name: Principles of Management

7503

Unit	Lectures	Practical's	Workshops	Demo	Field Visits	Total Hours	Remarks
UNIT-I Management basics What is management, the history of management, Types of manager, manager qualities. Management responsibilities, management tasks and functions. The business environment defining the organization, organization structure, the quality organization, organizational changes, Centralization and Decentralization, managing changes. Management obligations, social and professional responsibilities, government regulations.	8					8	
UNIT -II Strategy formulation the elements of strategy, the strategy formulation process, alliances and acquisitions, strategy formulation tools and Techniques, plan implementation. Decision making the nature of management decision, the decision making Process, decision making techniques.	8					8	
UNIT -III Information presentation and reporting - Principle, Type of Reports, Presentation on Modes, Function reporting system, Information and its uses, Characteristics of information, flow of information. Brief introduction to project planning and management and its tools/ techniques-Gantt chart, PERT/CPM. Human Resources management: Concepts & functions, Job analysis and role description.	8					8	
UNIT -IV Management skills: Leadership and motivation The nature of leadership, leadership theories, Delegation, motivation and motivation theories, need of motivation, motivation techniques. Team building Defining and effective team, selecting team members, building teams, training and development. Effective communication The communication process, presentation skills Tools and techniques.	8					8	
UNIT-V Time management The importance of time, characteristics of management Tasks, determining time elements, time management techniques. Entrepreneurship Entrepreneur and its role, how to become an Entrepreneur, essentials steps to become an entrepreneur, EDP training.	8					8	
TEXT & REFERENCE BOOKS: <ul style="list-style-type: none"> • S.K. BASANDRA, "COMPUTERS TODAY", GALGOTIA PUBLICATIONS • MAZDA, ENGINEERING MANAGEMENT, ADDISEN WESLEY • KOONTZ H, "ESSENTIALS OF MANAGEMENT", TMH PUBLICATIONS 							