



Malad Kandivli Education Society's
NAGINDAS KHANDWALA COLLEGE
 OF COMMERCE, ARTS & MANAGEMENT STUDIES
 AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)
 ISO 9001 : 2015 Certified

Autonomous (2016-17)

Educational Excellence Award By Indus Foundation, U.S.A.
 IMC Ramkrishna Bajaj National Quality Commendation Certificate

Providing Syllabus copy of the courses highlighting the focus on employability/
 entrepreneurship/ skill development along with their course outcomes.

Sr. No.	Courses	2016-17	2017-18	2018-19	2019-20	2020-21	Total
1	Bachelor of Commerce (B.COM)	✓	✓	✓	✓	✓	5
2	Bachelor of Arts (B.A)	✓	✓	✓	✓	✓	5
3	Bachelor in Management Studies- (BMS)	✓	✓	✓	✓	✓	5
4	Bachelor of Commerce (Accounts and Finance)- BAF	✓	✓	✓	✓	✓	5
5	Bachelor of Commerce (Banking and Insurance)-BBI	✓	✓	✓	✓	✓	5
6	Bachelor of Commerce (Financial Markets)- BFM	✓	✓	✓	✓	✓	5
7	Bachelor of Science - Information Technology (B.Sc IT)	✓	✓	✓	✓	✓	5
8	Bachelor of Science- Computer Science(B.Sc CS)	✓	✓	✓	✓	✓	5
9	Bachelor of Arts- Multimedia and Mass Communication (B.A.MMC)	✓	✓	✓	✓	✓	5
10	Bachelor of Management Studies- Sports Management (BMS-SM)	X	X	✓	✓	✓	3
11	B. Com. Honours in Actuarial Studies	X	X	X	✓	✓	2
12	B.A. Honours in Apparel Design and Construction	X	X	X	✓	✓	2
13	B. Com. Honours in International Accounting	X	X	X	✓	✓	2
14	Bachelor of Management Studies- E commerce operations	X	X	X	X	✓	1
15	B.Sc. (Honours) in Integrative Nutrition & Dietetics	X	X	X	X	✓	1
16	BBA in Tourism and Travel Management	X	X	X	X	✓	1
17	B.Sc. in Interior Design	X	X	X	X	✓	1
18	Master Of Commerce-(M.COM)- Accountancy	✓	✓	✓	✓	✓	5
19	Master Of Commerce-(M.COM)- Management						
20	Master of Arts (Economics)	✓	✓	✓	✓	✓	5
21	Master of Arts (Geography)	✓	✓	✓	✓	✓	5
22	Master of Arts (Psychology)	X	X	X	✓	✓	2
23	Master of Science (Information Technology) (M.Sc IT)	✓	✓	✓	✓	✓	5
24	Master's Degree - Sports Management (MSM)	X	X	✓	✓	✓	3
25	Master of Science (Geo-informatics) (M.Sc GeoInformatics)	X	X	X	X	✓	1
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Prof. (Dr.) Moushumi Datta
 I/c. Principal

Business Communication - II
Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Presentation Skills	10
2	Group Communication	15
3	Business Correspondence	10
4	Language and Writing Skills	10
Total		45



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NAGINDAS KHANDWALA COLLEGE OF COMMERCE
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MALAD (W), MUMBAI - 400 064

Objectives:

- To develop awareness of the complexity of the communication process in group.
- To develop effective presentation skills in students so as to enable them to comprehend topics and present them in a simple and lucid manner.
- To develop effective writing skills so as to enable students to write in clear, concise and persuasive manner during business correspondences.
- To demonstrate effective use of communication technology

Course Outcomes:

After completion of this course the student will be able to:

CO1: Students will be able to understand the importance of Corporate Communication (Level: Understanding)

CO2: Students will learn how to communicate in organisational set up (Level: Apply)

CO3: Students will be able to analyse the various problems encountered during Business Communication (Level : Analyse)

CO4: Students will be able to apply Business Communication Skills in addressing issues and giving redressal to issues in business (Level : Apply)

CO5: Students will be able to draft business correspondence and enhance Public relation skills (Level : Create)

Business Communication – II

Modules / Units
1. Presentation Skills
Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation
Effective use of OHP
Effective use of Transparencies
How to make a Power-Point Presentation (Skill Development)

2. Group Communication

Interviews: Group Discussion Preparing for an Interview, Types of Interviews - Selection, Appraisal, Grievance, Exit

Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions

Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele - Conferencing

Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR

3. Business Correspondence

Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)

Only following to be taught in detail:-

Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act

[Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]

4. Language and Writing Skills

Reports: Parts, Types, Feasibility Reports, Investigative Reports

Summarisation: Identification of main and supporting/sub points
Presenting these in a cohesive manner

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Reference Books

Business Communication – II


- Agarwal, Anju D(1989) *A Practical Handbook for Consumers*, IBH.
- Alien, R.K.(1970) *Organisational Management through Communication*.
- Ashley,A(1992) *A Handbook Of Commercial Correspondence*, Oxford University Press.
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- Balan,K.R. and Rayudu C.S. (1996) *Effective Communication*, Beacon New Delhi.
- Banerjee, Bani P (2005) *Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager*
- Barkar, Alan(1993) *Making Meetings Work*, Sterling Publications Pvt. Ltd., New Delhi.
- Basu,C.R.(1998) *Business Organisation and Management*, T.M.H.New Delhi.
- Benjamin, James (1993) *Business and Professional Communication Concepts andPractices*, Harper Collins College Publishers, New York.
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- Black, Sam (1972) *Practical Public Relations*, E.L.B.S. London.
- Bovee Courtland,L and Thrill, John V(1989) *Business Communication*, TodayMcGraw Hill, New York, Taxman Publication.
- Burton, G and Thakur, (1995) *Management Today- Principles and Practices*.T.M.H.,New Delhi.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) *Public RelationsHandbook*, The Dartwell Co., Chicago.
- Dayal, Ishwar(1981) *Managing Large Organizations: A Comparative Study*.
- Drucher,P.F.((1970) *Technology, Management and Society*, Pan Books London.
- Drucher,P.F.((1974)*Management Responsibilities Practices*, Heinemann, London.
- Eyre, E.C. (1985) *Effective Communication Made Simple*, Rupa and Co.Calcutta.
- Ecouse Barry, (1999), *Competitive Communication: A Rhetoric for ModernBusiness*, OUP.
- Fisher Dalmar, (1999), *Communication in Organisation*, Jaico Pub House,Mumbai, Delhi.



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- Frailley, L.E. (1982) *Handbook of Business Letters, Revised Edn.* Prentice Hall Inc.
- French, Astrid (1993) *Interpersonal Skills.* Sterling Publishers, New delhi.
- 27 Fritzsche, David J (2005) *Business Ethics: A Global and Managerial Perspective* McGraw Hill
- Garlside, L.E. (1980) *Modern Business Correspondence,* McDonald and Evans Ltd. Plymouth.
- Ghanekar, A (1996) *Communication Skills for Effective Management.* Everest Publishing House, Pune.
- Graves, Harold F. (1965) *Report Writing,* Prentice Hall, New Jersey.
- Gupta, Anand Das (2010) *Ethics, Business and Society: Managing Responsibly Response Books* 32. Gupta, Dipankar (2006) *Ethics Incorporated: Top Priority and Bottom Line Response Books*
- Krevolin, Nathan (1983) *Communication Systems and Procedures for Modern Office,* Prentice Hall, New Jersey.
- Lesikar, Raymond V and Petit, John D. (1994) *Business Communication: Theory and Application,* Richard D. Irwin Inc. Illinois.
- Ludlow, Ron. (1995) *The Essence of Effective Communication,* Prentice, New Delhi.
- 36. M. Ashraf, Rizvi (2006) *Effective Technical Communication* Tata McGraw Hill
- Martson, John E. 1963) *The Nature of Public Relations,* McGraw Hill, New Delhi.
- Majumdar, P.K. (1992) *Commentary on the Consumer protection Act,* Prentice, New Delhi.
- McQuail, Denis (1975), *Communication,* Longman.
- Merrihue, William (1960) *Managing by Communication,* McGraw Hill, New York. 41. Mishra Rajiv K (2006) *Code of Conduct for Managers* Rupa Company
- Monippalli, M.M. (1997), *The Craft of Business Letter Writing,* T.M.H. New Delhi.
- Montagu, A and Matson, Floyd (1979) *The Human Connection,* McGraw Hill, New York.
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- Parry, John (1968) *The Psychology of Human Communication.*
- Parson, C.J. and Hughes (1970) *Written Communication for Business Students,* Great Britain.
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of India Pvt., Ltd

- *Phillip, Louis V. (1975) Organisational Communication- The Effective Management, Columbus Grid Inc. 49.. Ross, Robert D. (1977) The Management of Public Relations, John Wiley and Sons, U.S.A.*
- *Sadri Sorab, Sinha Arun and Bonnerjee peter (1998) Business Ethics: Concepts and Cases Tata McGraw Hill Public Company Limited*
- *Shekhar, R.C (1997) Ethical Choices in Business Response Books*



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Business Communication - I
Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Theory of Communication and Leadership	10
2	Obstacles to Communication in Business World	10
3	Business Correspondence	12
4	Language and Writing Skills	13
Total		45



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Objectives:

- To develop awareness of the complexity of the communication process
- To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener
- To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups
- To develop effective writing skills so as to enable students to write in clear, concise, persuasive and audience centered manner
- To demonstrate effective use of communication technology

Course Outcomes:

After completion of this course the learner will be able to:

CO1: Students will be able to understand the importance of Communication in Business & Corporate world. (Level: Understanding)

CO2: Students will be able to enhance their writing skills. (Level: Apply)

CO3: Students will be able to analyse the various barriers to communication and will also analyse measures to overcome it. (Level: Analyse)

CO4. Students will be able to recognise the importance of proficiency and competency in Communication for Business world for enhancing chances of employability. (Level: Create)

CO5: Students will be able to draft business correspondence and enhance Public relation skills for becoming employable. (Level: Create)


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Business Communication - I

Modules / Units

1. Theory of Communication and Leadership

Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication

Channels and Objectives of Communication: Channels-

Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine

Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)

Methods and Modes of Communication:

Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette

Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given), Facsimile Communication [Fax], E-mail Communication

Computers and E- communication Video and Satellite Conferencing

Leadership – Using words to shape meaning, Inspirational approaches to leadership, authentic Leadership

2. Obstacles to Communication in Business World

Problems in Communication /Barriers to Communication:

Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers

Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4(**Skill Development**)

Introduction to Business Ethics:

Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:

Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste,


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Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace
Piracy, Insurance, Child Labour

3. Business Correspondence

Theory of Business Letter Writing:

Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,

Personnel Correspondence:

Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation

[Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]

4. Language and Writing Skills

Commercial Terms used in Business Communication

Paragraph Writing:

Developing an idea, using appropriate linking devices, etc.

Cohesion and Coherence, self-editing, etc. [Interpretation of technical data, Composition on a given situation, a short informal report etc.]

Activities

- Listening Comprehension
- Remedial Teaching
- Speaking Skills: Presenting a News Item, Dialogue and Speeches (Skill Development)
- Paragraph Writing: Preparation of the first draft, Revision and Self - Editing, Rules of spelling.
- Reading Comprehension: Analysis of texts from the fields of Commerce and Management



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Reference Books

Business Communication - I

- Krevolin, Nathan (1983) *Communication Systems and Procedures for Modern Office*, Prentice Hall, New Jersey.
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- *Business Communication* by J.K. Sinha, Galgotia Publishing House, Delhi
- *Effective Communication in Business* by Walf and Warner, Southern Western Publications Cine Innali, U.S.A.
- *Today's Business Letter Writing* by Avett Elizabeth Maynard, Prentice Hall, New Delhi



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MALAD (W), MUMBAI - 400 064

Business Mathematics
Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Ratio, Proportion and Percentage	15
2	Profit and Loss	15
3	Interest and Annuity	15
4	Shares and Mutual Fund	15
Total		60



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MALAD (W), MUMBAI - 400 064

Objectives:

1. To enhance the creative and logical thinking of learners.
2. To orient learners towards the various aspects of business profits and losses.
3. To orient learners towards understanding returns on investment.
4. To create an interest in learners towards calculation of income from shares and mutual funds.

Course Outcomes:

After completion of this course the learner will be able to:

CO1: Demonstrate familiarity with concepts of Ratio, Proportion, and Percentage. (Level: Understanding)

CO2: Apply the understanding of commission & brokerage while making business decisions. (Level: Apply)

CO3: Analyse the impact of various mode of interest on return earned by investor while investment in lump sum or in annuity. (Level: Analyse)

CO4: Evaluate alternate options of investment in Shares and Mutual Fund under different situation through different modes. This practical working will have a bearing on employability. (Level: Create)

Business Mathematics

Modules / Units
1. Ratio, Proportion and Percentage
Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage
2. Profit and Loss



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Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage
3. Interest and Annuity
Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate
4. Shares and Mutual Fund
Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value(Employability)

Reference Books
Business Mathematics
<ul style="list-style-type: none"> • <i>Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand</i> • <i>Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.</i> • <i>Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill</i> • <i>Mathematics of Finance 2nd Edition Schaum's Tata McGrawHill</i> • <i>Business Mathematics by Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain.</i> • <i>Business Mathematics by Bari – New Literature publishing company, Mumbai</i> • <i>Mathematics for Economics and Business, RS Bhardwaj, 2010, Excel Books</i> • <i>Business Mathematics, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House</i>




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Computer Skills -I
Modules at a Glance

Sr. No.	Modules	No. of Lectures Including Practicals
1	Computer Hardware	15
2	Adobe Page maker & DTP	15
3	Windows & Word	15
4	Internet & Excel	15
Total		60


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Objectives:

- To widen the scope of the learner in understanding computer hardware
- To develop an inclination towards usage of Windows and internet
- To enhance the practical knowledge by working on Windows and Excel 2013.

Course Outcomes:

After completion of this course the learner will be able to:

CO1: Demonstrate a basic understanding of computer hardware, software and network principles which will help while seeking employment. (Level: Understanding)

CO2: Work on word and excel 2013 and present conclusions of calculations, orally and in writing for enhancing career progress. (Level: Apply)

CO3: Analyse the case studies based on E mail etiquette and create E mails based on business etiquette. The skill of writing will enhance confidence in future employment. (Level: Analyse and Create)

CO4: Design PowerPoint presentations through team work. (Create)

Modules / Units
1. Computer Hardware
Personal Computers- identification/demonstration of different storage Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, identification of various input and output devices. Primary memory, RAM and ROM- Processor- CPU, it's speed- machine cycle, ports, computer buses, Different types of printers. Introduction to trouble shooting of personal computers. (Employability)
2. Adobe page maker and DTP
Introduction to Adobe pagemaker 6.5 DTP- Overview of traditional publishing- starting pagemaker- page setup- saving publication- placing and manipulating text- placing text from word processor- text in column- importing and manipulating graphics- cropping



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graphics- Find change- replace-use of template-master page- Header- Footer- Defining colors- applying- sorting- document setup- HTML import script- PDF- other features

3. Windows and Word

Introduction, features, various versions of windows, My computer, my documents, recycle bin, network neighborhood, start menu, taskbar, file and folder operation (creating, copying, moving, deleting), system tools, creating shortcuts.

Getting started, The Word window, New documents, Document navigation, Editing text, Working with text, Undo and Redo commands, Cut, copy, and paste, Find and replace Text formatting, Character formatting, Tab settings, Paragraph formatting, Paragraph spacing and indents Tables, Creating tables, Working with table content, Changing the table structure Page layout, Headers and footers, Page setup Graphics, Adding graphics and clip art, Working with graphics

Proofing, printing, and exporting, Spelling and grammar, AutoCorrect, Printing and exporting documents, Mail Merge, Microsoft Outlook Express

4. Internet and Excel

What is internet, most popular internet services , functions of internet like email, WW, FTP, UseNet, Instant messaging, internet telephony, using address book, working with task list, scheduling appointments, reminders, events Fundamentals of Excel, Cut, Copy, Insert, Delete, Paste Special, Custom Formatting , Undo, Redo, Excel Formulas - Basic, Useful functions and Paste Function, Calk, Comments, Drawing toolbar, Edit, Replace, Delete, Clear, Essential Printing, Data Sorting, Hiding, AutoFormats, Protection, Basic Charts, Basic Formatting, If Function(**Employability**)



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Reference Books

Computer Skills - I

- *Fundamentals of Computers- Rajaram V- Prentice Hall*
- *Computers Today- Sanders, Donald- Mc Graw Hill*
- *Computers- Subramaniam N- wheeler*
- *Computers in Business- Saners D Mc Graw hills*
- *Woody Leonhard, using Microsoft Office , Pearson*
- *PCSoftware Made Simple-R.K.Taxali*
- *Office 2013 complete reference - Stephen L.Nelson*
- *Quick course in Micro-soft office - Joyce Cox, Polly Orban*
- *Mastering Office 2013 - Gimi Couster*
- *Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)*



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Management Accounting

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction to Financial Statement Analysis	15
2	Financial Statement Analysis	15
3	Working Capital Management	15
4	Operating and Financial Leverage	15
Total		60

Objectives:

1. To enhance the understanding of conceptual knowledge of management accounting and to impart skills for analysis and interpretation of accounts.
2. To understand Cash Flow and Fund Flow statements.
3. To orient learners towards understanding the Working Capital Management.

Course Outcomes:

After completion of this course the learner will be able to:

CO1: Describe the various management accounting techniques useful for decision making.

(Level: Understanding)

CO2: Analyse the financial statements and calculate financial ratios of different companies.

(Level: Apply)

CO3: Prepare Cash Flow and Funds Flow statements which will help in planning for intermediate and long – term finances. (Level: Apply)

CO4: Calculate the working capital requirements of trading and manufacturing companies.

(Level: Create)

SN	Modules/ Units
1	Introduction to Financial Statement Analysis (Employability)



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	<ul style="list-style-type: none"> • Meaning, Nature, Uses, Scope & Function of Management Accounting, Role of Management Accounting in decision making, Tools & Techniques of Management Accounting. • Financial Statements Analysis: Meaning & Types of Financial statements, Limitations of Financial Statements, Objectives of Financial statements, Interpretation of Financial statements, Inter - Firm & Intra -firm comparison with the help of ratio, comparative, commonsize & trend analysis
2	Financial Statement Analysis(Employability)
	<ul style="list-style-type: none"> • Fund Flow statement • Cash Flow statement
3	Working Capital Management(Employability)
	<ul style="list-style-type: none"> • Operations cycle, Need & Importance, Monitoring & Control, Estimation & Calculation Working Capital • Management of Current Assets: Management of Cash & Marketing of securities, Receivables management.
4	Operating and Financial Leverage(Employability)
	<ul style="list-style-type: none"> • Break even analysis, Margin of safety • Concept in Valuation : The time of Money, P.V. IRR, Bond Returns, and the returns from Stock Investments

Reference Books	
Management accounting	
1.	<i>Prasanna Chandra: Financial Management (TMH),</i>
2.	<i>I. M. Pandey – Financial Management (Vikas),</i>
3.	<i>M. Y. Khan & P. K. Jain – Financial Management (TMH),</i>
4.	<i>Brigham & Houston – Fundamentals of Financial Mgmt., Thomson Cengage Learning</i>
5.	<i>Fundamentals of Financial Management – Vanhorns & Bhandari- Pearson evaluation.</i>
6.	<i>Contemporary Financial Management – Kothari & Dutta – Machanilan India Ltd.</i>
7.	<i>Financial Markets & Institution – Guruswamy – Thomson / Cengage Learning</i>
8.	<i>Stephen A. Ross, Wester FIELD, Jordan – Fundamentals of Corporate Finance (Mac Graw Hill)</i>
9.	<i>Vanhorne & Wachowicz, Fundamentals of Financial Management – Pearson/PHI, 12/e, 2003</i>
10.	<i>Damodaran, Corporate Finance – John Wiley & Co.</i>


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(AUTONOMOUS)

MALAD (W), MUMBAI - 400 064

Principles of Management
Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction	15
2	Planning and Decision Making	15
3	Organizing	15
4	Management Control	15
Total		60



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Objectives:

- To widen the scope of the learner in understanding nature of managerial work and contemporary issues in managerial work.
- To develop an inclination towards goal setting, group decision making and learning management by objectives
- To enhance the practical knowledge by understanding organising and control through group discussion and role playing.

Course Outcomes:

After completion of this course the learner will be able to:

CO1: Comprehend the concepts of management process and make oneself capable of employability in future. (Level-Understand)

CO2: Evaluate the control Process and techniques used by businesses to develop employability skills. (Level – Understand)

CO3: Apply the management theories and philosophies to real business situations through case studies and enhance the chances of being employable. (Level- Apply)

CO4: Analyses of various leadership styles and to anticipate the consequences of each leadership styles thereby becoming confident of skills required for employment. (Level-Analyses)

Principles of Management

Modules / Units
1. Introduction
Nature and process of management, Basic management roles and skills, Nature of managerial work, Approaches to management, Classical behavioural systems and contingency approaches, Contemporary issues and challenges
2. Planning and Decision Making


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Concept, Purpose and process of planning, Kinds of plans, strategies, difference between planning and decision making, MBO, Decision Making, Conditions, Forms of group decision making in organization.

3. Organising

Fundamentals of organizing, Bases of departmentation, Distribution of authority, Leadership and change management, Leadership- nature and significance, Leading and managing, Leadership styles, Leadership theories

4. Management control

Nature, Purpose and process of controlling, Kinds of control system, Prerequisites of effective control systems, Resistance to control, Controlling techniques **(Employability)**

Reference Books

Principles of Management

- *Principles of Management - P.C. Tripathi & P.N. Reddy.*
- *Essentials of Management - Wehrich and Koontz.*
- *Principles of Management - L.M. Prasad*
- *Principles of Management - Dinkar Pagare*
- *Business Management - C.B. Gupta*
- *Business Management - N. Premavathy*
- *Principles of Management - J. Jayasankar*



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