



Autonomous (2016-17)

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

Educational Excellence Award By Indus Foundation, U.S.A.

IMC Ramkrishna Bajaj National Quality Commendation Certificate

New Courses introduced

2017-18 to 2020-21

**DR. (MRS.) ANCY JOSE
PRINCIPAL**



***Syllabus of Courses of
BBA in Tourism and Travel Management
at Semester I
(To be Implemented from Academic Year 2020-2021)***

3. Principles of Management

Modules at a Glance

Sr. No.	Modules	No. of lectures
Module 1	Evolution and Nature of Management	10
Module 2	Decision Making	20
Module 3	Organizing and Delegation	10
Module 4	Leadership	20
	Total	60

Course Objectives

1. To demonstrate an understanding of current and relevant management knowledge
2. To describe the effective management skills needed to maximize individual and organizational productivity related to the internal and external environment and issues of ethics and social responsibility
3. To employ writing skills that are compatible with standards in business
4. To demonstrate the ability to communicate his/her ideas and opinions in a clear and logical form.

Course Outcome

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

CO1 - Identify the basic functions of management in an organization. (Cognitive level: Remember)

CO2 – Describe the process of decision making. (Cognitive level: Understand)

CO3- Explain the concept and structure of Organizing. (Cognitive level: Understand)

CO4 - Explain theories of leadership (Cognitive level: Understand)

Detailed Syllabus

Module	Topics	No. of Lectures
1	Evolution and Nature of Management	10
	<ul style="list-style-type: none"> ● Concept, Significance, Role and Skills of Management ● Thoughts and Evolution of Management ● Levels of Management 	
2	Decision Making	20
	<ul style="list-style-type: none"> ● Importance, Elements and Process of Planning ● Importance, Elements and Process of Decision Making 	
3	Organizing and Delegation	10
	<ul style="list-style-type: none"> ● Concept and Structure of Organizing ● Departmentation Basis and Significance ● Delegating Authority and Responsibility Relationship 	
4	Leadership	20
	<ul style="list-style-type: none"> ● Leadership Management, Styles ● Qualities of Good Leader ● Recent Trends in Leadership ● Theories of Leadership 	

Reference Books

1. Certo Samuel C. and CertoTervis(2012), Modern management: Concepts and Skills,Pearson Education.
2. Essentials of Management Koontz H & W McGraw Hill, New York.
3. Principles of Management Ramaswamy Himalaya, Mumbai.
4. Management Concept and Practice Hannagain T McMillan, Delhi.
5. Basic Managerial Skills for All McGrath, E.H. Prentice Hall of India.
6. Management-Text & Cases VSP Rao Excel Books, Delhi Assessment Pattern.
7. Essentials of Management Massie Joseph Prentice Hall of India.
8. Management: Principles & Guidelines Thomas N. Duening & John IvancevichBiztantra.
9. Management Concepts and OB P.S.Rao & N.V.Shah Ajab Pustakalaya.
10. Management Concepts and Strategies J S ChandranVikas Publishing House.
11. Principles of Management Tripathi P.C. Tata McGraw Hill.