

# SYLLABUS

## DETAILED SYLLABI FOR M.Com

### COURSE – I: PRINCIPLES OF MANAGEMENT

#### **Block-1: Introduction**

- Unit - 1: Concept of management and evolution of management thought*  
*Unit - 2: Management by objectives and exception by crisis*  
*Unit - 3: Process of management and management as a profession*

#### **Block-2: Planning**

- Unit - 4: Planning*  
*Unit - 5: Policy, strategy and objective setting*  
*Unit - 6: Planning techniques*  
*Unit - 7: Mathematical tools for planning*

#### **Block-3: Organisation**

- Unit - 8: Classical, Neo-Classical and Modern Theories of Organisation*  
*Unit - 9: Organisation structure*  
*Unit - 10: Formal and informal design*

#### **Block-4: Delegation**

#### **Block-5: Staffing, Directing and Co-ordination**

Importance of Proper Staffing; Manpower Planning; Recruitment; Selection; Training – Types of Training. Elements of Directing; Communication Process; Media; Dimension; Barriers in Communication; Effective Communication. Co-ordination as an Essence of Management.

#### **Block-6: Control**

- Unit - 17: Steps in control, needs for control and types of control*  
*Unit - 18: Effective control system*  
*Unit - 19: Reporting system*  
*Unit - 20: Modern control aids*

#### **Block-7: Decision Making and Leadership**

- Unit - 22: Decision making*  
*Unit - 23: Decision making models*  
*Unit - 24: Leadership*  
*Unit - 25: Developing and discipling*

#### **Reference Books:**

1. Prasad L.M. - Principles of Management – Sultan Chand and Sons – New Delhi - Edition 6 – 2001.
2. Peter F. Drucker - Management of Tasks, Responsibilities and Practices – Harper Collins Publishers – New York – 2009.
3. Sherlekar - Business Management – Himalaya Publishing House – New Delhi – 2000.
4. Saxena - Business Management and Administration – Tata Mc Graw Hill Publishing – New Delhi – 1999.
5. Heinmann - Principles of Management – Himalaya Publishing House – New Delhi – 2003.
6. Stoner and Others – Management – Pearson Education – 1996.
7. Bhushan - Business Management - Sultan Chand and Sons – New Delhi - 2013.
8. Mc Farland - Management Principles and Practices - Tata Mc Graw Hill Publishing – New Delhi – 1984.
9. Koontz and O'Donnel - Principles of Management - Tata Mc Graw Hill Publishing – New Delhi – 2005.