

**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			C	ESE (E)	PA (M)	ESE (V)	PA (I)	
3	-	-	3	50	-	-	-	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination;
PA- Progressive Assessment

Content:

Sr. No.	Content	Hrs.
1	Planning: Importance of Planning, Forms of Planning, Types of Plan, Strategies, Steps in Planning, Limitation of Planning, Making Planning Effective and Planning Skills.	10
2	Decision Making: Meaning of a Decision, Types of Decisions, Steps in Rational Decision Making, Rationality in Decision Making and Common Difficulties in Decision Making.	10
3	Controlling: Steps in Control Process, Need for Control, Types of Control Methods, Essentials of Effective Control System, Benefits of Control System, Problems in Control Process and Control Techniques.	10
4	Performance Appraisal: Purposes of Appraisal, Criteria of Performance Appraisal, Frequency of Appraisal, Performance Appraisal Methods, Limitations of Traditional Appraisal Methods and Management by Objectives (MBO).	10
5	Practical: Case discussion/ presentation with students, Study of decision making for any organization, Study of performance appraisal for any organization.	
	Total	40

Reference Books:

1. Principles of Management by P C Tripathi and P N Reddy, Tata McGraw Hill Education Pvt Ltd
2. Principles of Management by T Ramasamy, Himalaya Publishing House

Course Outcomes:

After learning the course the students should be able to understand:

1. Planning Function of Management
2. Controlling Function of Management
3. Decision Making and Performance Appraisal of Organization