

PRINCIPLE OF MANAGEMENT

COURSE CODE: BCA 156

YEAR SEMESTER: I/II

WORKLOAD: 1 Hrs. /WEEK (THEORY: 1 Hrs.)

CREDIT HOURS: 1

Course description:

This course introduces the fundamental principles of management by integrating classical concepts with modern practices and emerging issues in management. It introduces students to the core functions of management - planning, organizing, decision-making and leading - while highlighting social dimensions of organizational behavior. Practical emphasis is placed on understanding the uses of IT in management.

Course objectives:

The main objective of this course is to provide students with a conceptual foundation and practical understanding of management principles, along with their basic applications. After the completion of this course, students will be able to:

- Understand the concepts, evolution, and functions of management,
- Apply management processes including planning, organizing and leading in organizational settings,
- Evaluate managerial decision-making using both traditional approaches and IT-supported methods,
- Examine the ethical and social responsibilities of organizations in modern contexts and
- Appreciate the growing role of IT in enhancing management efficiency.

Course content

Unit – 1 Introduction to Management

5 Hrs.

- 1.1 Concept and meaning of management
- 1.2 Forms of business
- 1.3 Management process
- 1.4 Types of managers
- 1.5 Basic managerial roles
- 1.6 Managerial skills
- 1.7 Integrated management framework
- 1.8 Managing ethics and diversity
- 1.9 Social responsibilities and organizations
- 1.10 Role of IT in management

Unit - 2 Planning and Decision making

5 Hrs.

- 2.1 Concept of planning
- 2.2 Planning process
- 2.3 Types of plan
- 2.4 Organizational goals
- 2.5 Organizational planning
- 2.6 SWOT analysis
- 2.7 Nature and process of decision-making
- 2.8 Use of IT in planning and decision-making



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Unit – 3 Organizing

3 Hrs.

- 3.1 Elements of organizing
- 3.2 Job design, job description and job specification
- 3.3 Authority distribution
- 3.4 Forms of organizational design

Unit – 4 Leading

3 Hrs.

- 4.1 Nature of leadership
- 4.2 Generic approaches to leadership
- 4.3 Situational approaches to leadership
- 4.4 Emerging approaches to leadership
- 4.5 Managing team in the time of crisis
- 4.6 Leadership challenges in IT based organization

Required readings

- Griffin, R. W. (2024). *Management (12th ed.)*. Cengage Learning.
- Jones, R. G., & George, M. J. (2018). *Essentials of Contemporary Management*. McGraw-Hill Higher Education.
- Mark, W. H., & Koontz, H. C. (2019). *Essentials of management*. McGraw-Hill Higher Education.

Teaching approach

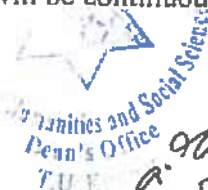
- The course will be delivered in a seminar format where students take an active role.
- Each student (individually or in groups) will present assigned topics from the syllabus in class.
- Sessions will focus on discussion, critical thinking, and peer learning rather than traditional lectures.
- The instructor will act as a facilitator and moderator, guiding discussion and ensuring key concepts are well covered.

2. Student Responsibilities

- **Presentations:** Students must prepare and present course topics, integrating theory, case studies, and practical applications.
- **Active Participation:** Students are expected to engage in discussions, raise questions, and contribute insights during every class.
- **Term Paper:** Each student will submit a written term paper on a management topic (approved by the instructor) by the end of the semester.
- **Reflection Note:** A short reflective write-up summarizing personal learning and insights from the seminar experience is required.
- **Quizzes/Short Assignments:** Short quizzes may be conducted to reinforce learning.

3. Evaluation Scheme

The course does not include a final examination. Assessment will be continuous and based on:



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- **Class Presentation – 30%**
- **Participation & Discussion – 20%**
- **Attendance – 10%**
- **Quizzes/Short Assignments – 10%**
- **Term Paper & Reflection Note – 30%**

4. Seminar Conduct Rules

- Presenters must share presentation slides or handouts in advance.
- All students should complete basic reading before each session to participate effectively.
- Respectful listening, constructive feedback, and academic integrity are expected at all times.
- Reflection notes should highlight key learning, challenges, and takeaways from the course.

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 Humanities and Social Science
 Student's Office
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