



Dr. V. N. Bedekar Institute of Management, Thane
Teaching Plan (MMS/PGDM)
Academic Year (2018-2019)

Programme Name: PGDM
Name of the Course: Managerial Skills (Principles of Management)

Term: I

Maximum marks: 100

No. of Sessions: 10

Name of the Faculty: Prof. Sameer Apte

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Email: sapte@vpmthane.org

Learning Objectives:

- 1) To make students learn about various management functions and their existence in the organizations
 - 2) To help them understand various skills required in each of the management functions
 - 3) To understand various structures and designs in the organization.
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Reference Books:

- 1) Essentials of Management – Harold Koontz and Heinz Weihrich
- 2) Principles and Practice of Management- L M Prasad



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Plan: -

Sessi on No	Topics to be covered	Books referred/ Recommended/ References-	Learning outcomes (To make Students understand the following)	Evaluation of Students
1	Introduction to Management	Essentials of management – Harold Koontz Principles - Practice Of Management – L M Prasad Examples from Industry You tube videos	<ul style="list-style-type: none"> • Introduction to Management – Science, Theory and Practice • Introduction to various functions in management • Introduction to the managerial skills involved to effectively carry out the management functions 	Class Participation
2	Managerial Skills Planning	Essentials of management – Harold Koontz Principles and Practice Of Management – L M Prasad Examples from Industry You tube videos	<ul style="list-style-type: none"> • Managerial Skills - Hierarchy and Levels • Introduction to Planning • Types of planning • Steps in Planning 	Class Participation
3	Planning Function	Essentials of management – Harold	<ul style="list-style-type: none"> • Management by Objectives 	Class



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	Management by Objectives	Koontz Principles and Practice Of Management – L M Prasad Examples from Industry You tube videos	<ul style="list-style-type: none"> • Vision and Mission • TOWS Matrix • Decision Making 	Participation
4	Organising Function	Essentials of management – Harold Koontz Principles and Practice Of Management – L M Prasad Examples from Industry	<ul style="list-style-type: none"> • Nature of Organising • Span of Control • Line, Staff, Matrix and Functional org • SBUs • Delegation of Authority • Organisational Culture 	Class Participation
5	Case Study Presentations Assignment Planning Case Studies Staffing Function	Essentials of management – Harold Koontz Principles and Practice Of Management – L M Prasad Examples from Industry	<ul style="list-style-type: none"> • Case Study Presentations – Internal Assessment (Planning Case Studies) • Introduction to Staffing • Personal Characteristics needed in managers • Selection Process , Techniques and Tests 	Class Presentation
6	Case Study	Essentials of management – Harold	<ul style="list-style-type: none"> • Case Study Presentations – Internal 	Class



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	Presentations Assignment Organising Case Studies Staffing function	Koontz Principles and Practice Of Management – L M Prasad Examples from Industry	Assessment (Organising Case Studies)	Participation
7	Case Study Presentations Assignment Staffing Case Studies Staffing Function Leading Function	Essentials of management – Harold Koontz Principles and Practice Of Management – L M Prasad Examples from Industry	<ul style="list-style-type: none"> • Case Study Presentations – Internal Assessment (Staffing Case Studies) • Performance Appraisal and Career Strategy • Organisational Development • Leading – Human Factors and Motivation • Leadership Ingredients, Traits, Transformational • Communication 	Class Participation
8	Case Study Presentations Assignment Leading Case Studies	Essentials of management – Harold Koontz Principles and Practice Of Management – L M Prasad	<ul style="list-style-type: none"> • Case Study Presentations – Internal Assessment • System and process of Controlling • Control Techniques 	Class Participation



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	Controlling Function	Examples from Industry	<ul style="list-style-type: none"> • Productivity , Operations and Quality management • Preventive Control 	
9	Case Study Presentations Assignment Controlling Case Studies Controlling Function	Essentials of management – Harold Koontz Principles and Practice Of Management – L M Prasad Examples from Industry	<ul style="list-style-type: none"> • Case Study Presentations – Internal Assessment 	Class Presentatio n
10	Class Presentations Industry Best Practice	Essentials of management – Harold Koontz Principles and Practice Of Management – L M Prasad Examples from Industry	<ul style="list-style-type: none"> • Internal Assessment : Individual Presentations on Industry Example of Management Techniques : Best Industry Practices 	Class Presentatio n



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2. Practical Approach : Other activities (Atleast 4 distinct activities)

Sr. No.	Activity Name	Topic Covered	Learning outcomes	Source
1	Group Discussion	Principles of management Managerial Skills	Understanding the theories and the application of the sales management techniques	
2	Business News sharing			
3	Videos / Simulation			
4	Case Study Discussions			
5	Industry Best Practices Sharing			



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Evaluation:

I) Internal:

Component	Details	Marks
Case Study Presentation	Case Study Presentation	20
Class Presentation	Class Presentation – Industry Example	10
Class Participation	Participation and Interactions in the class	5
Attendance	Class Attendance	5

Signature of Faculty

Signature of the Co-ordinator