

Shivaji University Kolhapur

Syllabus in accordance with NEP- 2020
with effect from Academic Year 2022-23

B.Com-I (Semester-I)

Course Code: DSC-2: Discipline Specific Course
Management Functions and Application-Paper-I

Credits: 04

60 hours Course	Course Content	Total 50 Marks
Course Outcomes:	After completing this course, students will be able: 1. To get an idea about the basic managerial process and planning works in real life 2. To develop decision making skills to evaluate various alternatives and situations. 3. To acquaint with the knowledge of organizing various resources. 4. To understand the concepts of authority and process of delegation of authority. 5. To understand importance of proper direction and to develop their communication skill.	(Marks: 40 for Examination 10 for Internal Assessment)
Unit-I:	Introduction to the Management:	(15 hours)
	Meaning, Definition, Concept, Characteristics, Need for Management Study, Levels of Management, Contribution Towards Development of Management Theory a) Elton Mayo- Hawthorne Experiments and their findings. b) Peter Drucker- Management by Objectives (8), Its Merits and Demerits. c) C.K Prahlad- Core Competence	
Unit-II:	Planning and Decision Making:	(15 hours)
	Meaning and techniques of Forecasting, SWOC Analysis. Meaning and Definition of Planning - Types of Planning – Steps in Planning Process Decision Making- Concept, Importance, Decision-making Process, Techniques of Decision making -qualitative and quantitative, Six Thinking Hats.	
Unit-III:	Organizing and Staffing Organizing:	(15 hours)
	Meaning, Concept, Steps of organization, Principles of organizing Delegation of Authority: Meaning, Elements, Difficulties in delegation, Guidelines for making effective delegation. Centralization and Decentralization: Meaning, Merits and Demerits Staffing: Concept Need and importance of Staffing, Sources of Recruitment, Scientific Selection Process	
Unit-IV:	Direction and Communication Direction:	(15 hours)
	Direction: Meaning, Elements, Principles & Techniques of Direction Concept of Team Work, Group Dynamics Communication: Meaning and Process of Communication, Types of Communication, Barriers to Communication, Overcoming Barriers to Communication	

List of Reference Books - Management Functions and Application Paper- I (Semester I)