



**JAIPURIA INSTITUTE OF MANAGEMENT  
PGDM; TRIMESTER I; ACADEMIC YEAR 2019-20**

Course Code and title	GM 101 Principles of Management
Credits	1.5
Term and Year	I Term, 2019 -20
Course Pre-requisite(s)	
Course Requirement(s)	
Course Schedule (day and time of class)	
Classroom # (Location)	
Course Instructor	
Course Instructor Email	
Course Instructor Phone (Office)	
Student Consultation Hours	
Office location	

### **1. Course Overview**

The course is foundation to other courses in the management programme. Objective of the course is to build basic learning of management discipline; specifically, to understand what Managers do and how managerial tasks are carried out through a series of activities like Planning, Organizing, Directing, Coordinating and Controlling. At the end of this course, students will be aware of various management processes and will understand how various processes and practices of management can enhance efficiency of resources and can optimize output of human organized efforts.

The course is planned to be taught with an experiential learning pedagogy that will include classroom videos, online video clips of historical developments of management discipline, movies and through self-learning by organizational visits / interactions. Student Groups are expected to interact with managers of organizations on various topics through a combination of visits to organizations or industry speakers coming to the institute, and to give presentations on their learnings.

## **2. Graduate Attributes (GAs), Key Differentiators (KDs), Programme Learning Outcomes (PLOs), and CLOs**

### **Graduate Attributes (GAs)**

- GA 1: Self-initiative
- GA 2: Deep Discipline knowledge
- GA 3: Critical Thinking and Problem Solving
- GA 4: Humility, Team-Building and Leadership Skills
- GA 5: Open and Clear Communication
- GA 6: Global Outlook
- GA 7: Ethical Competency and Sustainable Mindset
- GA 8: Entrepreneurial and Innovative

### **Key Differentiators**

- KD 1: Entrepreneurial Mindset
- KD 2: Critical Thinking
- KD 3: Sustainable Mindset
- KD 4: Team-Player

### **Programme Learning Outcomes (PLOs)**

The graduates of PGDM at the end of the programme will be able to:

- PLO 1: Communicate effectively and display inter-personnel skills
- PLO 2: Demonstrate Leadership and Teamwork towards achievement of organizational goals
- PLO 3: Apply relevant conceptual frameworks for effective decision-making
- PLO 4: Develop an entrepreneurial mind set for optimal business solutions
- PLO 5: Evaluate the relationship between business environment and organizations
- PLO 6: Demonstrate sustainable and ethical business practices
- PLO 7: Leverage technologies for business decisions
- PLO 8: Demonstrate capability as an Independent learner

### **Course Learning Outcomes (CLOs):**

At the end of the course, the students should be able to:

- CLO1: Discuss evolution in the domain of management practices.
- CLO2: Identify techniques managers use to influence and control the internal environment.
- CLO3: Explain how organizations manage in an uncertain environment

### 3. Mappings

#### Mapping of CLOs with GAs

CLO	GA 1	GA 2	GA 3	GA 4	GA 5	GA 6	GA 7	GA 8
	Self-initiative	Deep discipline knowledge	Critical thinking & Problem solving	Humility, Team-Building and Leadership Skills	Open and Clear Communication	Global outlook	Ethical competency & sustainable mind set	Entrepreneurial and innovative
CLO 1		X						
CLO 2		X						
CLO 3			X					

#### Mapping of CLOs with Key Differentiators (KDs)

CLO	KD 1	KD 2	KD 3	KD 4
CLO 1				
CLO 2				
CLO 3		X		

#### Mapping of CLOs with PLOs

CLO	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8
CLO 1								
CLO 2			Medium					
CLO 3					Low			

### 4. Books & References:

#### Text Book

Harold Koontz, Heinz Weihrich, “*Essentials of Management: An international, Innovation, and leadership perspective*” McGraw Hill Education, New Delhi, Edition 10

#### References

- Bhattacharyya, Dipak Kumar (2013). Principles of Management, 2/e; New Delhi: Pearson Education
- Robbins, Stephen P, Mary Coulter (2017). Management, 13/e; New Delhi: Pearson Education

## Internet Resources

- (i) <http://www.businessmanagementideas.com/management/principles-of-management-lecture-notes/7447>
- (ii) <https://www.vutube.edu.pk/vu-lectures/viewvideo/1062/principles-of-management-mgt503/principles-of-management-mgt503-lecture-03> (Video Available in Hindi)
- (iii) <http://nptel.ac.in/courses/122108038/>

## 5. Session Plan

Session No.	Topic/ Sub Topic	Reading Reference	Pedagogy	Session Learning Outcomes	CLO
<b>Module 1- Introduction to Management</b>					
1,2	Evolution of Management and Approaches / Why Management		Active discussion	Understand the importance of effective management of an organization and evolution of management as a discipline.	CLO1
<b>Module II: Management Process</b>					
3	Planning	Chapter 4 (Pages 97-104) <ul style="list-style-type: none"> <li>• Meaning of planning and its importance</li> <li>• Types of plans</li> <li>• Steps in planning</li> </ul>	Role Play and active discussion	Identify and analyse various types of plans and show how they are related to one another  Outline and discuss the steps of planning	CLO2
4	Organizing & Staffing	Chapter 7 (Pages 164-178) Chapters 8,9,11 Meaning of organizing and organization  Formal and informal organizations  The structure and process of organizing	Role Play and active discussion	Explain the meaning of organizing and organization and also realize the purpose of organization structure  Distinguish between formal and informal organizations	CLO2
5	*Experiential Learning Visit/ Interaction 1	Student groups to interact with Organizations' Executives/CEOs on 'Planning" and on 'Organizing & Staffing'		Discussion on different kinds of Organizational Structures	CLO2, CLO3

6	Directing / Motivation	Chapter 14 (Page 318-339)  Human factors and motivation	Activity and debriefing	Develop an understanding of motivation Understand the various theories of motivation and their strengths and weaknesses	CLO2
7	Leadership	Chapter 15 & Chapter 17 (page 508-529) of  Robbins and Coulter (2017) Management Leader and Leadership	Active Discussion	Describe the trait approaches and their limitations	CLO2
8	Leadership	Theories of leadership  Contemporary views of leadership	Active Discussion and Case	Awareness of various leadership styles	CLO2
9	Controlling	Chapter 18 (Page 540-564) of  Robbins and Coulter, 2017  -Control Process  Organization and employee performance  Tools for measurement	Lecture	Appreciate need of organizational controls and tools used	CLO2
10	Experiential Learning Visit/ Interaction 2	- Student groups to interact with Organizations' Executives / CEOs on "Directing" and "Leadership and Leadership Styles" and 'Controls and Organization Performance'			CLO2, CLO3
11,12	<b>Group Presentations on "Directing" and "Leadership and Leadership Styles" and 'Controls &amp; Organization Performance'</b>				CLO2, CLO3

## 6. Assessment Tasks

Assessment Component	Description	Weightage	CLOs
Write up	Group Write Up (Groups of 4-6 Students) about evolution of Management Concepts	20%	CLO1
Report & Presentations	<b>Experiential Learning</b> Group Presentations on Managerial Functions viz. Planning, Organizing, Staffing, Directing, Leadership, Controlling	40% (Report:20%, Presentation: 20%)	CLO2, CLO3
End Term Exam	Hall Exam	40%	CLO1, CLO2, CLO3

## 7. Rubrics for Assessment Tasks

### Rubrics for Write up

Criteria	Unsatisfactory (Below 35%)	Satisfactory (35% – Below 70%)	Good (70% and Above)
Clarity of Concepts	Weak understanding of elements of human organization w.r.t. selected topic	Provide some identification of elements involved in organization of human effort w.r.t. referred topics	Provide clear evidence of elements involved in organization of human effort w.r.t. referred topics

### Rubrics for Presentation

Criteria	Unsatisfactory (Below 35%)	Satisfactory (35% – Below 70%)	Good (70% and Above)
<b>Presentation Content</b> (50 %)	Provided a very weak overview of the selected Topic. Very limited linking of the topic to current management practices.  Made very little to no linkage to management practices and content in the book and article.	Provided a clear overview of the selected Topic. Successfully made some linked the topic to current management practices. Made some linkage to management practices and content in the book and article.	Provided a very clear overview of the selected Topic. Clearly linked the topic to current management practices. Described the management practices and how those were related to the content in the book and article.
<b>Visuals</b> (15 %)	No use of visuals.	Use of visuals related to the material	Visuals augmented and extended comprehension of the issues in unique ways

<b>Delivery and Enthusiasm</b>  (15 %)	Hard to follow the flow of ideas. Lack of enthusiasm and interest.	Clear flow of ideas Demonstrates interest in topic and engagement with the class.	Very clear and concise flow of ideas. Demonstrates passionate interest in the topic and engagement with the class.
<b>Involvement of the class:</b> <b>-Questions</b> <b>-Generating discussion</b> <b>-Activities</b> (20 %)	Little or no attempt to engage the class in learning	Questions and discussion addressed important information that developed understanding Appropriate activities used to clarify understanding	Excellent and salient discussion points that elucidated material to develop deep understanding Appropriate and imaginative activities used to extend understanding in a creative manner

***Rubrics for End Term Exam.***

<b>Criteria</b>	<b>Unsatisfactory</b> <b>(Below 35%)</b>	<b>Satisfactory</b> <b>(35% – Below 70%)</b>	<b>Good</b> <b>(70% and Above)</b>
Clarity of concepts and ability to apply them	Only up to 35% answers are correct. Most of the concepts are not clear and student is unable to understand the same.	Between 30 – 70% answers are correct. Many of the concepts are clear and understood by student and able to solve the problems given	70% and above answers are correct. Majority of concepts are clear and understood by student and also provide the answers in business language.

**8. Academic Conduct**

**Institute's Policy Statements**

It is the responsibility of every student to be aware of the requirements for this course, and understand the specific details included in this document. It is emphasized that this course requires a significant commitment outside of formal class contact. The learning tasks in this course may include classes (lectures or seminars), required reading, preparation of answers to set questions, exercises and problems, and self-study. In addition, students may be required to complete an assignment, test or examination.

**LMS-Moodle/Impartus**

LMS-Moodle/Impartus is used to host course resources for all courses. Students can download lectures, additional reading materials, and tutorial notes to support class participation.

**Late Submission**

Assessment tasks submitted after the due date, without prior approval/arrangement, will be not be accepted. Requests for extension of time must be made with the faculty member concerned and based on Special Consideration guidelines.

**Plagiarism:**

Plagiarism is looked at as the presentation of the expressed thought or work of another person as though it is one's own without properly acknowledging that person.

Cases of plagiarism will be dealt with according to Plagiarism Policy of the institute. It is advisable that students should read the Student Handbook for detailed guidelines. It is also advisable that students

must not allow other students to copy their work and must take care to safeguard against this happening. In cases of copying, normally all students involved will be penalized equally; an exception will be if the students can demonstrate that the work is their own and they took reasonable care to safeguard against copying.