

NORTH MAHARASHTRA UNIVERSITY,

JALGAON (M.S.)

Second Year

(MASTER OF TECHNOLOGY MANAGEMENT)

Faculty of Engineering and Technology



COURSE OUTLINE

SEMESTER – III and IV

W.E.F 2013 – 2014

PRINCIPLES & PRACTICE OF MANAGEMENT

Course Outline

Principles & Practice of Management
Course Title

PPM
Short Title

MTM01
Course Code

Course Description:

The course is designed to give student a basic understanding of the role and functions of a manager and to explain the principles, concepts, and techniques used by managers in carrying out their work. The course is intended for persons who presently hold, or desire in the future to hold, management responsibilities in an organization or enterprise. A central concept of the course is that there is a general framework for understanding management that applies to managers in all organizations-large or small, public or private, product-oriented or service-oriented.

Lecture	Hours per Week	No. of Weeks	Total Hours	Semester Credits
	04	15	60	04

(Course Content)

Teaching Scheme

Theory: 4 hours/ week

Examination Scheme

End Semester Examination (ESE): 80 Marks

Paper Duration (ESE): 03 Hours

Internal Sessional Examination (ISE):20 Marks

UNIT-I: Management:

(12 Hours, 16 marks)

Definition, nature, importance, functions of management, levels and skills of management, Principles of management, evolution of management thought, contribution made by Taylor, Fayol, Hawthorne experiments; Ethics in management and social responsibility of managers.

UNIT-II: Planning & Control

(12 Hours, 16 marks)

Definition, nature, importance, types of planning , steps in planning, barriers to effective planning, Mckinsey's 7's Approach, SWOT analysis, Controlling - concept, Planning- control relationship, process of control, human response to control, dimensions of control, MBO.

UNIT-III: Decision Making & organizing**(12 Hours, 16 marks)**

Definition, nature, importance of decision making, types of decision, Process of decision making, decision making technique - decision-tree, group-aided decision, brain-storming. Organizing – concept, nature and process of organizing, authority and responsibility, delegation and empowerment, centralization and decentralization, concept of departmentation.

UNIT-IV: Staffing & Motivation**(12 Hours, 16 marks)**

Concept, nature, importance of staffing, Manpower planning, Job design, recruitment & selection, training and development, performance appraisal, motivation, motivators and satisfaction, motivating towards organizing objectives, morale building ,
Motivation theories - Maslow's, Herzberg two factor theory, X & Y theory

UNIT-V: Leadership & Communication**(12 Hours, 16 marks)**

Definition, nature, importance of leadership and its role, Managers Vs leader, leadership style, leadership development, Leadership behavior. Leadership theory – Likert's system 4 theory, Contingency theory, Trait's theory. Communication- Definition, nature & Process of communication, types of communication, Barriers of communication, bridging gap-using tools of communication, recent trends in Communication.

REFERENCE BOOKS:

1. Koontz – Principles of Management (Tata McGraw Hill, 1st Edition 2008)
2. Robbins & Cautler – Management (Prentice Hall of India, 8th Edition)
3. L.M. Prasad – Principles & Practices of Management (Sultanchand & Sons, New Delhi)
4. Parag Diwan – Management Principles and Practices (Excel Books, New Delhi)
5. Stoner, Freeman, Gilbert. Jr. – Management (Prentice Hall of India, 6th Edition)
6. Koontz, wehrich – Essentials of Management (TMH, 5th Edition)

ACCOUNTING FOR MANAGERS

Course Outline

Accounting for Managers
Course Title

AM
Short Title

MTM02
Course Code

Course Description:

As the language of business and correspondence of our capital markets, accounting provides terminology, frameworks, and concepts with which one can analyze and understand the financial consequences of business activities. As these activities have become increasingly complex and global, the task of presenting timely, relevant, and reliable financial information to interested internal and external users has become more challenging. The primary purpose of the course is to help the students to develop a high degree of financial statement, financial analysis, and financial management expertise in order to enhance their capabilities as an informed manager and decision maker.

Lecture	Hours per Week	No. of Weeks	Total Hours	Semester Credits
	04	15	60	04

(Course Content)

Teaching Scheme

Theory: 4 hours/ week

Examination Scheme

End Semester Examination (ESE): 80 Marks

Paper Duration (ESE): 03 Hours

Internal Sessional Examination (ISE): 20 Marks

UNIT-I: Introduction of Accounting:

(8 Hours, 12 marks)

Accounting principles, role of accountant, branches of accounting and their interrelationship, Introduction and importance of accounting standard (AS 1 to AS 5 only), Differentiate cost accounting, financial accounting & Management accounting. Rules of Accounting

UNIT-II: Introduction to Final Accounting**(16 Hours, 20 marks)**

Introduction & meaning of final accounts , Preparation of Final Accounts – Manufacturing, Trading, Profit & Loss, P & L Appropriation, Partner’s Capital Account & Balance Sheet

UNIT-III: Analysis of Financial Statement:**(12 Hours, 16 marks)**

Concepts, objectives, tools of financial analysis- ratio analysis, common size, financial statements, trend analysis and comparative balance sheet, Working capital management, Funds flow and Cash flow statements.

UNIT-IV: Inventory Management**(12Hours, 16marks)**

Concept, ABC analysis, EOQ (Economic, Order & Quantity), Re order quantity, Material issue method – LIFO & FIFO

UNIT-V: Cost Accounting and Cost Control Techniques**(12 Hours, 16 marks)**

Meaning, Scope of cost accounting, classification of costs, Marginal Costing, Break Even Analysis, Use of Cost Data in Managerial Decision-Making, Cost Control Techniques – Budgeting (Meaning & Preparation of Budgets – Cash & Flexible budget only), Zero-Base Budgeting, Standard Costing (Labour & Material costing only)

REFERENCE BOOKS:

1. Maheshwari S.N. & Maheshwari S.K. – An Introduction to Accountancy (Vikas, 9th Edition)
2. Gupta Ambrish – Financial Accounting for Management (Pearson Education, 2nd Edition)
3. Khan & Jain – Management Accounting (Tata McGraw Hill, 2000 3rd Edition)
4. Ravi M. Kishor – Cost & Management Accounting (Taxman 1st Edition)