

**NORTH MAHARASHTRA UNIVERSITY,
JALGAON (M.S.)
Second Year**

Masters of Technology Management

Faculty of Engineering and Technology



Teacher and Examiner's Manual

Principles and Practices of Management

Teacher, Paper setter and Examiner should follow the guidelines as given below.

Unit - I

1.	Management	Lecture required	Reference No
a	Definition Concept of Management , its nature & importance	03	02
b	Functions of Management Different function types overview , its importance	03	01 & 03
c	Levels of Management Skills and principles of different level , Types	02	03
d	Evolution of Management thought Theories and contributions of Taylor , Fayol & Hawthorne Experiments'	02	03 & 04
e	Ethics in Management Concept , its role & social responsibility of manager	02	01 & 03

Unit - II

2.	Planning & Control	Lecture required	Reference No
a	Planning Definition , nature , importance	02	03 & 04
b	Steps in Planning Different steps , barriers to effective planning	02	03 & 04
c	Mckinsey's 7's Approach & SWOT analysis	02	03 & 04

	d	Controlling Definition, nature, its importance	02	01, 03 & 04
	e	Controlling – Planning Relationship Relationship , Process of control , Dimension of control Human response to control	03	01, 03 & 04
	f	MBO	01	01

Unit - III

3.	Decision Making & Organizing		Lecture required	Reference No
	a	Decision Making Concept , its nature & importance	02	03 & 04
	b	Types of Decision Making Different types , process of decision making	02	03 & 04
	c	Decision Making Technique Decision Tree , Group aided decision , Brain storming	02	03 & 04
	d	Organizing Concepts , nature , its importance	02	03 & 04
	e	Process of Organizing Authority & responsibility , Delegation & empowerment , centralization & decentralization , Departmentation	04	03 & 04

Unit - IV

4.	Staffing & Motivation		Lecture required	Reference No
	a	Staffing Concept , nature, its importance	02	01
	b	Function of Staffing Job design , Manpower planning , Training & Development	02	01 & 03

		Performance appraisal		
	c	Motivation Definition , its nature , importance , motivators & satisfaction	03	01 & 03
	d	Motivation & Objective Morale building , Motivation towards organizing objective	02	01, 02 & 03
	e	Motivation Theories Maslow's , Herzberg two factor theory , X & Y theory	03	01 & 03

Unit - V

5.	Leadership & Communication		Lecture required	Reference No
	a	Leadership Definition , nature , its importance , Role	02	03 & 05
	b	Leadership Types / Theories Leadership style , Behavior , Likert's system 4 theory, contingency theory , Traits theory	03	03 & 05
	c	Communication Definition , nature , its importance	02	04
	d	Understanding of Communication Process of communication , types of communication, Barriers of communication	03	04
	e	Communication Tools Bridging gap using communication tools, recent trends in communication tool.	02	04 , 01 & 03

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 (Sultan Chand & 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, Weihrich – Essentials of Management (TMH, 5th Edition)

Accounting for Managers

Teacher, Paper setter and Examiner should follow the guidelines as given below.

Unit - I

1.	Introduction of Accounting	Lecture required	Reference No
a	Accounting Principles , its role, Branches of accounting & their inter relations	02	01 & 02
b	Accounting Standard Introduction , importance , types (AS 1 to AS 5)	02	01 & 02
c	Accounting Types Cost accounting , financial accounting & Management accounting	03	01, 02 & 04
d	Rules of Accounting	01	01 & 02

Unit - II

2.	Introduction to Final Accounting	Lecture required	Reference No
a	Final Account Introduction , meaning of final account	02	03 & 04
b	Preparation of Final account Manufacturing , Trading , Profit & Loss account	03	03 & 04
c	P & L Appropriation	03	03 & 04
d	Capital account & Balance Sheet	04	03 & 04

Unit - III

3.	Analysis of Financial statements	Lecture required	Reference No
a	Financial Statement Concepts , objective, it role	02	02, 03 & 04
b	Tools of Financial analysis	03	03 & 04

		Ratio analysis , common size		
	c	Financial statement , Trend analysis , Comparative balance sheet	02	02, 03 & 04
	d	Working Capital Meaning , its importance	02	03 & 04
	e	Fund flow & Cash flow statement	03	03 & 04

Unit - IV

4.	Inventory Management		Lecture required	Reference No
	a	Inventory Management Its concept , importance	02	03 & 04
	b	ABC & EOQ Analysis	04	03 & 04
	c	Re order Quantity	02	03 & 04
	d	Material issue Method LIFO and FIFO Method	04	03 & 04

Unit - V

5.	Cost Accounting & Cost Control Technique		Lecture required	Reference No
	a	Cost Accounting Meaning , scope , its classification	02	03 & 04
	b	Marginal costing & Break even analysis Meaning , its role , use cost data in managerial decision making	03	03 & 04
	c	Cost Control Technique Budgeting (Cash & Flexible budget only) , Zero base budgeting	04	03 & 04
	d	Standard costing Labour & Material costing	03	03 & 04

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)