



## HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

### Semester: I

**B.B.A. LL.B. (Hons.)**

**Paper Code: BBL-101**

**Management Theory and Practice**

**Credit - 04**

### **Introduction:**

The course is designed to make the students understand the management functions, its evolution, theories, and practices in the field of management, to familiarize and expose themselves to the concepts so that students can understand and use these concepts in their professional and personal lives. In this course we will try to dig deep into various schools of thought evolved over a period of time. Along with theories, we will expose ourselves to contemporary issues as well as how the management of any organization makes decisions in times of crisis.

### **Course Objectives:**

1. To understand patterns of management analysis.
2. To recognize different management perspectives.
3. To understand the nature of planning and its importance.
4. To understand the importance of management as a process and system.

### **Learning Outcomes:**

On the successful completion of the course, students will be able to:

1. Understand the basics of management thought process to get desired output with optimum utilization of scarce resources available at the disposal of the organization.
2. Understand different theories of management and the evolution of management thought.
3. Analyze and identify different management functions of planning, organization, and staffing, along with social responsibility and conflict management.
4. Take the decisions in uncertain times, as is the case with the majority of organizations nowadays.

## **Module - I**

### **Introduction to Business Management**

- 1.1. Basic Concepts of Management - Meaning of Management, Nature, Concept;
- 1.2. Process and Significance of Management;
- 1.3. Managerial Levels, Skills and Roles of a Manager, Leader and Manager;
- 1.4. Management Principles - Concept of Management Principles, Universality of Management Principles;
- 1.5. Comparative Management – Japanese, American and Indian.

## **Module - II**

### **Theories of Management: Evolution of Management Thought**

- 2.1. Classical: Scientific Management, Administrative Management, Bureaucratic Management;
- 2.2. Neo-classical: Behavioral Approach, Management Science Approach;
- 2.3. System Theory and Contingency Approach;
- 2.4. Contemporary Approaches - Total Quality Management (TQM) - Meaning, Origin, Significance and Application of TQM;
- 2.5. Concept of Management by Objectives (MBO), McKinsey 7s Framework, Theory Z Approach.

## **Module - III**

### **Management Functions**

- 3.1. Planning: Nature and purpose of planning, objectives, strategies, policies, and planning premises, project planning, the importance of planning, concept and techniques of forecasting, strategic and tactical decisions, decision making process and rationality and creativity in decision making;
- 3.2. Organizing and Directing – line and staff authority, basic departmentalization, decentralization, organization culture and concept and significance of organization structure;
- 3.3. Staffing-Human resource planning, recruitment, selection, training and development, performance appraisal and reward system;
- 3.4. Controlling-System, Process and Techniques of Controlling, Types of Control, Tools of Managerial Control, Modern Techniques of Control Planning;
- 3.5. Forecasting and Decision Making.

## **Module - IV**

### **Social Responsibility and Conflict Management**

- 4.1. Corporate Social Responsibility (CSR) - Meaning, Concepts and Framework;
- 4.2. Management Responsibilities in a Corporate World;
- 4.3. CSR and Sustainable Development, CSR and Corporate Governance, Contemporary Issues in Corporate Social Responsibility;
- 4.4. Business Ethics: Meaning, Principles of Business Ethics, Characteristics of Ethical Organization, Theories of Business Ethics;
- 4.5. Conflict - Concept of Conflict, Types of Conflicts, Approaches to Conflict, Causes of Conflict, Coping Strategies for Conflict, Negotiation Skills - Going Beyond Conflict.

#### **Prescribed Books:**

1. Charles W. L. Hill and Steven L. McShane, PRINCIPLES OF MANAGEMENT, (McGraw Hill, 2007).
2. Harold Koontz, Heinz Weihrich, and Mark V. Cannice, MANAGEMENT – A GLOBAL & ENTREPRENEURIAL PERSPECTIVE, (Tata McGraw Hill, 2014).
3. P. F. Drucker, THE PRACTICE OF MANAGEMENT, (Elsevier, 2008).
4. Stephen P. Robbins and Mary Coulter, MANAGEMENT, (Pearson, 2012).
5. Stephen P. Robbins, David A. De Cenzo, and Mary A. Coulter, FUNDAMENTALS OF MANAGEMENT, (2012).
6. Tripathi and Reddy, PRINCIPLES OF MANAGEMENT, (McGraw Hill, 2012).

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