

**Rajarshi Janak University**  
**Faculty of Management**

**Level: Bachelor**

**Program: BBA**

**Course: Foundation of Management**

**Course Code: MGT 101**

**Credit: 3**

**Semester: First**

**Lecture Hours: 48**

**Course Description:**

This course provides a comprehensive introduction to essential management principles, including planning, organizing, leading, and controlling. Students will apply these concepts to real-world situations, focusing on decision-making, leadership, organizational design, and motivation. The course also covers managing organizational politics, diversity, sustainability, and technological integration, preparing students to navigate contemporary business challenges and develop effective leadership and management skills

**Course Objectives:**

This course aims to equip students with essential knowledge and skills in fundamental management aspects within the organizational context. It focuses on enhancing their managerial capabilities and enabling them to apply these skills effectively in real-world situations.

**Learning Outcomes:**

By the end of this course, students will be able to:

- Apply essential management concepts to real-world organizational challenges to enhance effectiveness.
- Demonstrate leadership skills and navigate organizational dynamics, including managing internal politics.
- Analyze organizational structures and recommend effective designs based on specific needs.
- Address contemporary management issues such as diversity, sustainability, and technological integration.
- Identify and manage organizational politics, distinguishing between functional and dysfunctional practices.

**Course Contents**

**Unit 1: Introduction of Management**

**LH 7**

- Organization: concept and types;
- Management: concept, function, role; Manager: skills;
- Management history module: early management, classical approach (scientific Management and general administrative theory), behavioral approach, quantitative approach, contemporary approach;
- The science and art of management;

- The changing role of managers.

## **Unit 2: Planning and Decision-Making**

**LH 6**

- Planning: concept; need, process, approach, level;
- Goal setting: approaches, types;
- Planning and performance;
- Decision making: concept, conditions, types, process, approaches;
- Guidelines for effective decision-making.

## **Unit 3: Designing Organization**

**LH 6**

- Organizational Design: concept, elements, primary forms of organization design;
- Mechanistic and organic organizational structure;
- Virtual organizational structure;
- Flexible organizational structure;
- Factors affecting organizational structure.

## **Unit 4: Organizational Leadership and Motivation**

**LH 9**

- Leadership and Leader: concept, leader's traits, leader's behavior;
- Understanding the organizational stakeholders;
- Understanding employees in organization: psychological contract breach, person-organization-fit, nature of individual differences;
- Understanding groups in organization;
- General understanding on leadership approaches: leader-member exchange leadership, transformational-transactional leadership, characteristic-visionary leadership, servant leadership, autocratic and democratic leadership, Contingency leadership.
- Theories of motivation: Goal setting theory, equity theory, expectancy theory.

## **Unit 5: Monitoring and Controlling**

**LH 8**

- Monitoring: Concept, types, objectives;
- Controlling: Concept, purpose, process, types, area, level, responsibilities, characteristics of effective control;
- Measuring organizational performance; measuring employee performance; Tools for measuring organizational performance;
- Operational control: preliminary control, screening control, and post-action control; Financial control; Structural control: bureaucratic control, decentralized control; Integrating strategy and control.

## **Unit 6: Contemporary Issues in Management**

**LH 7**

- Diversity and inclusion;
- Green management and sustainability;
- Management integrating with artificial intelligence;
- Cross-culture management;
- virtual management;

- Globalized products and services;
- Socially responsible managers;
- Ethical managers;
- Continuous change and innovation;
- Designing a customized rewards system.

### **Unit 7: Managing Politics in an Organization**

**LH 5**

- Organizational politics: Concept, level;
- General understanding of the taxonomy of organizational politics: Perception of organizational politics, political behaviors, political skills, political wills, political prudence;
- Powers in an organization: Concept, types;
- Functional and dysfunctional organizational politics.

### **Suggested References**

Stephen P. Robbins and Mary Coulter (2018). *Management, 14<sup>th</sup> edition*. Pearson, New York

Ricky W. Griffin (2016). *Management (12<sup>th</sup> edition)*. Cengage Learning, South Western

Buchanan David and Badham Richard (2020). *Power, Politics, and Organizational Change*.

SAGE Publications, United Kingdom

Harold Koontz, Heinz Weihrich and Mark V. Cannice (2020). *Essentials of Management: An International, Innovation, and Leadership Perspective, 11<sup>th</sup> edition*. McGraw Hill Education (India) Private Limited