

Academic Council Meeting No. and Date : 02 / April 30, 2021

Agenda Number : 4

Resolution Number : 3 / 4.34



**Vidya Prasarak Mandal's
B. N. Bandodkar College of
Science (Autonomous), Thane**



**Certificate Course
in
An Introduction to Management
for Beginners**

**With effect from
Academic Year 2021-2022**

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Preamble

In the current scenario in today's modern world knowledge is a great asset and application of this knowledge available to us for betterment of humanity through betterment of self would have still greater value. It is expected of all today to be aware and alert of happenings and progress in the world however all of these are not taught in curriculum, most of which are restricted within boundaries of faculties such as Arts, Commerce, Science, Law, Management, Engineering, Medicine. Hence it would be an asset if learners are exposed to knowledge reservoirs from faculties other than their own; and learn at least some basics to begin with. The faculty of Management is vibrant and has a huge reservoir of knowledge gleaned out of past experience. Students of science, with their analytical abilities can learn a lot from principles of management and apply their combined scientific and managerial skills for betterment of society, the nation and the world in general. This 40 hours short course offers learners the basics of management for better management of self and others in one's care.

Course Outcome

Learners taking up and successfully completing this short course will gain valuable insights into the basic aspects of scientific management. Learners will be exposed to principles and practices of management, aspects of motivation and time management. They would further hone their skills through case studies. Correlation between ancient wisdom and modern management practices would be a unique area where students will be able to draw inspiration from history and mythology and better their skills of tackling various issues and challenges. An added course qualification, added to their curriculum vitae on completion of this short course would increase the employment potential of students as well as offer valuable training for entrepreneurship. A certificate would be awarded to all students successfully completing this course.

Eligibility :

Passed 12th standard (HSC) of Maharashtra State Board / CBSE / ICSE board or equivalent.

Mode of Conduct :

Offline lectures / Online lectures

Structure of Programme

CourseCode	Course Title	No. of lectures	Credits
BNBCCMG1T1	An Introduction to Management for Beginners	40	2

Syllabus

Course Code	Course Title	Credits	No. of lectures
BNBCCMG1T1	An Introduction to Management for Beginners	2	
Unit I :	Introduction to Management: Scientific Management Meaning and scope, History of Scientific Management, Features of Scientific Management, Principles of Scientific Management, Scientific Management Techniques, Issues with Scientific Management, Advantages and disadvantages of Scientific Management		10
Unit II :	Principles and Practices of Management: Core Areas • POSDCORB • Planning • Organization • Staffing • Directing • Coordinating & Controlling • Reporting • Budgeting • Motivation • Time Management • Case Study on topics mentioned above		15
Unit III :	Case study on ancient wisdom and Modern Management (correlation and evolution of modern management principles through learning from ancient Indian and world wisdom (Bible, Ramayana, Mahabharata may be taken as indications but study topics may not be necessarily limited only to the above)		15

Books for Reference

1.	Jagdish Kumar. 2003. Ancient Wisdom & Modern Management. English Edition Publishers and Distributors (India) Pvt. Ltd. Mumbai
2.	Koontz, Harold and Weihrich, Heinz. 2012. Essentials of Management: An International and Leadership Perspective. Tata Mc Graw-Hill Publishing Company Limited, New Delhi
3.	Prasad, L.M. 2019. Principles and Practice of Management. Sultan Chand & Sons Pvt. Ltd. New Delhi
4.	Taylor, Frederick, W. 2016. The Principles of Scientific Management. Cosimo Inc. Delaware (US)

Pattern of Evaluation (8 Hours for examination, assessment and evaluation)

MCQ Test/ Online MCQ Test (Duration: 1 Hour)

Assessment and Evaluation of Case Study Reports submitted by participants (Topics for case study to be allotted by teachers in consultation with students)

Syllabus Framing Committee:

1. Dr. Nitin Joshi- Director, VPM's Dr. V.N. Bedekar Institute of Management Studies, Thane
2. Dr. Sandeep Moghe- Faculty, Dr. V.N. Bedekar Institute of Management Studies, Thane
3. CA. Vinay Gudi, Faculty, Mulund College of Commerce, Mumbai
4. Dr. Pallavi Chandwaskar, Sr. Faculty, VPM's Dr. V.N. Bedekar Institute of Management Studies, Thane
5. Dr. Moses Kolet, I/C Principal, VPM's B. N. Bandodkar College of Science (Autonomous), Thane

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