

FYUGP 2<sup>nd</sup> SEMESTER  
Course Title: **MANAGEMENT AND LEADERSHIP**

Course Code: **SEC 231**  
Nature of the Course: **SKILL ENHANCEMENT COURSE (SEC)**

Course Credit: 03  
Distribution of Marks: 80 (End Semester) + 20 (in Sem)

**Course Objective:**

- To understand the concepts of management
- To develop leadership skills among students
- To create effective leaders among students

UNITS	Contents	L	T	P
<b>Unit 1 (15 Marks)</b>	<b>Introduction To Management:</b> Meaning, Nature and Scope of Management, Functions of Management, Principles of Management , Types of Management, 3Cs of management, Factors affecting Management, Need and Significance of Management	<b>08</b>		<b>02</b>
<b>Unit 2 (15 Marks)</b>	<b>Managerial Efficiency:</b> Role of a manager, Management skills, Team behaviour of a manager, Communication skill, Decision making skill, Problem solving skill, Manager as a motivator	<b>08</b>		<b>02</b>
<b>Unit 3 (15 Marks)</b>	<b>Understanding Leadership:</b> Meaning, Nature and Scope of Leadership, Functions of Leadership, Principles of Leadership, Styles of Leadership, Factors affecting Leadership, Need and Importance of Leadership	<b>08</b>		<b>02</b>
<b>Unit 4 (15 Marks)</b>	<b>Essentials of Effective Leadership Skills:</b> Qualities of a good leader, Leadership Skills: Personality, Strategic Planning, Time Management, Team work and Risk Taking. Communication skill, Active listening, Differences between manager and a leader	<b>08</b>		<b>02</b>
<b>Unit 5 (20 Marks)</b>	<b>Management through Leadership:</b> Power, Authority and Leadership, Diversity management, Role of age and experience in organisation, Leadership can be developed through mentoring and training, Emotional Intelligence, Gender-Coping Mechanism,	<b>05</b>		<b>02</b>
	<b>Total</b>	<b>37</b>		<b>10</b>

L = Lecture, T= Tutorial , P= Practical

Mode of In Semester Assessment:	(20 Marks)
• One sessional examination	10 Marks
• Others ( any one)	10 Marks
Group Discussion	
Assignment	
Seminar Presentation any of the relevant topics	

### **Course Outcome:**

After completion of this course the students will be able to understand the role of management and leadership in the smooth functioning of an organisation.

They will be able to inculcate managerial skills among themselves and will be able to contribute to the organizational growth.

### **Recommended Books**

1. S. Sinek, Start With Why: How Great Leaders Inspire Everyone to Take Actions. Portfolio.
2. N Hill, Think and Grow Rich. The Ralston Society.
3. J Wooden. Wooden on Leadership. McGraw-Hill.
4. H Koontz, H Weihrich, V M Cannice, Essentials of Management: an international, innovation and leadership perspective. McGrawHill.
5. B L Belker, J McCormick, S G Topchik, The First- Time Manager. AMACOM