

**Need for the course:** The tourism industry is rich in resources that require management; the paper introduces the concepts of management and the importance of managing the tourism business and appreciates the importance of managerial duties.

**Description of the course:**

The course includes the various theories of management and methods of management.

**Learning objective:**

To enable the learner to identify the concepts and functions of management.

**Learning outcomes:**

The students will have the proficiency to:

1. Identify the management concepts.
2. Perform managerial functions.

**Course Methodology:**

1. Lectures
2. Case studies
3. Videos

**Syllabus:**

<b>UNIT 1: Basics of Management</b>	<b>10 Hours</b>
Introduction– Definition of management - nature and significance - objectives of management - levels of management - Principles of Management - Need for principles - Management Vs Administration - Functions of management - Role, attributes and qualities of manager - approaches to management.	
<b>UNIT 2: Functions of Management</b>	<b>14 Hours</b>
Nature and purpose of organizing - formal and informal organization - organization levels and span of management - Organizational structure - Line/Staff Authority: Delegation of authority and responsibility and Decentralization- Nature and purpose of staffing- Theories of Motivation-Types of Leadership- Trait theory; Behavioural theories; Situation theories; the path-goal theory - integrated leadership model- Control mechanisms	

**Suggested Readings:**

1. Agrwal, R.D. Organisation and management (34th e). Noida Tata McGraw- Hill Education
2. Terry, F. Principles of management, (8<sup>th</sup>e). New Delhi: AITBS Publishers and Distributors
3. Spender.J.C. Business Strategy: Managing Uncertainty, Opportunity, and Enterprise, Oxford University Press
4. H. Koontz, H. Weihrich, and Ramachandra Aryasri A., Principles of Management, (8th e), Tata McGraw -Hill Publishing Company Ltd.
5. Stephen P Robbins, Fundamentals of Management: Essential Concepts and Applications, (15<sup>th</sup> e), Pearson Education

