

**AMITY GLOBAL INSTITUTE**  
**MODULE SYLLABUS**

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|---|---|
| Course  | <b>Diploma in Hospitality Operations and Management</b>   |
| Module Title                                      | Principles of Management  |
| Start Date  |   |
| End Date  |   |
| Syllabus / Content / Learning Outcomes            | <p>On successful completion of the module students will be able to:</p> <p>Knowledge and Understanding</p> <ol style="list-style-type: none"> <li>a. Understand the nature and relevance of organisational theories</li> <li>b. Understand the differing nature of organisation environments</li> <li>c. Understand the nature and importance of organisational culture</li> <li>d. Understand the importance of organisational social responsibility</li> </ol> <p>Subject specific skills</p> <ol style="list-style-type: none"> <li>e. Explain the key elements of organisational structure and design</li> <li>f. Explain the nature of organisational change and distinguish change from innovation o Draft proposal in implementing organizational social responsibility.</li> </ol> <p>Key Skills</p> <ol style="list-style-type: none"> <li>g. Communicate clearly and appropriately, demonstrating a sense of audience</li> <li>h. Reading and research, information retrieval and critical analysis</li> <li>i. Basic managerial skills that can be used not only within the organisational setting but also for personal enhancement.</li> </ol> |
| No. of Teaching Hours                             | <p>Teacher Managed Learning<br/>Eg : Lectures : 36 Hrs</p> <p>Student Managed Learning<br/>Eg : Tutorials, Seminars etc : 64 Hrs</p> <p>TOTAL = 100</p>   |
| Teaching Methods                                  | Lectures, tutorials, case-studies analysis, research journals and group discussion  |
| Assessment Methods and Weightages                 | <p>Written Assessment 1 (1500 Words) - 50%</p> <p>Written Assessment 2 (1500 Words) - 50%</p>   |
| Skills for Maximising Learning Outcomes           | Reading and Research  |
| Dates of Examination and Submission of Assignment | TBC   |
| Recommended Text & Reference                      | <ul style="list-style-type: none"> <li>• P K Saxena – “Principles of Management – A Modern Approach”, Global India Publications, 2009</li> <li>• Prakash Chandra Tripathi - “Principles of Management ”, Tata McGraw – Hill Education, 2008</li> </ul>  |

| Lesson No. | Learning Outcome                            |
|------------|---|
| 1          | Introduction to Management and organisation |
| 2          | Decision Making and strategic management    |

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| 3  | Foundation of planning                      |
| 4  | Organizational structure and design         |
| 5  | Decentralization and formalisation          |
| 6  | Managerial communication                    |
| 7  | Human Resource Management                   |
| 8  | Managing change and innovation              |
| 9  | Understanding groups and teams              |
| 10 | Motivating employee                         |
| 11 | Leadership                                  |
| 12 | Foundation of Control                       |
| 13 | Social Responsibility and Management Ethics |