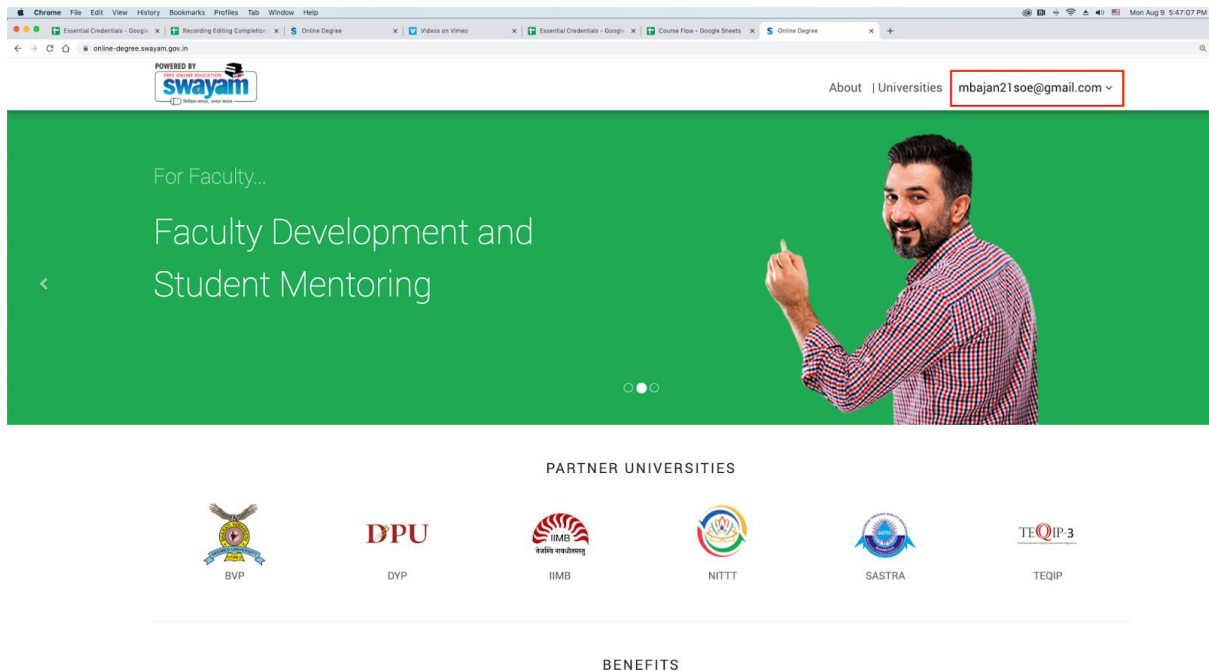


SWAYAM Course

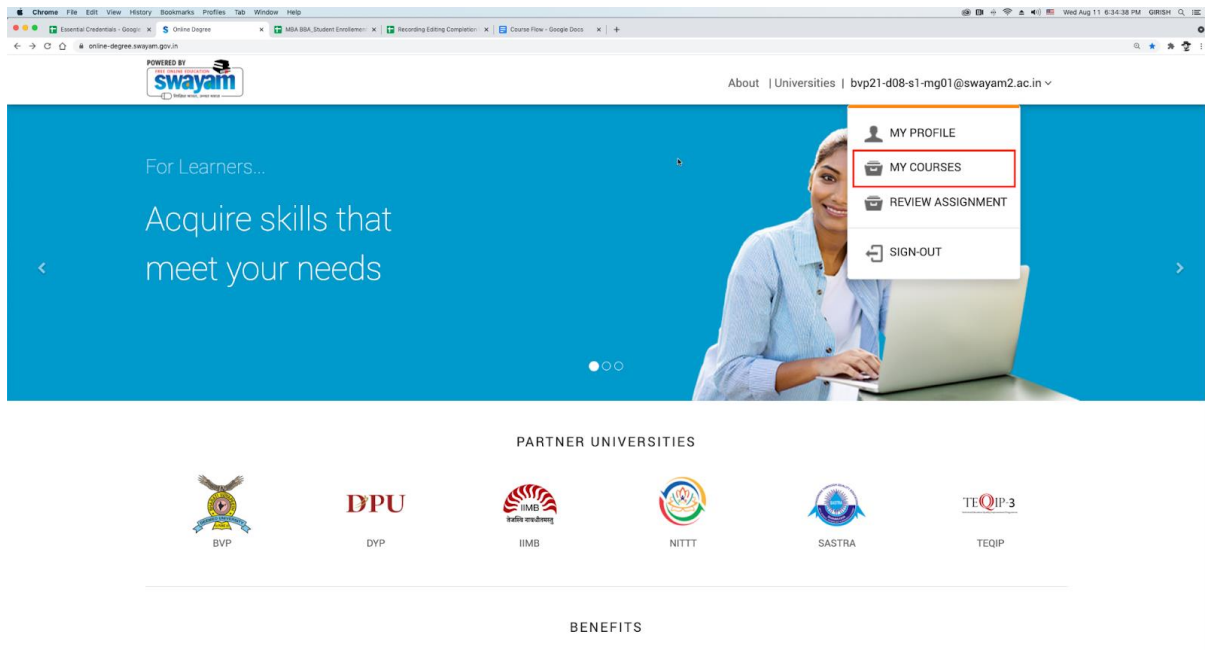
The following are the steps showing the flow of the Course in Swayam.

Procedure 2: ACCESSING COURSE

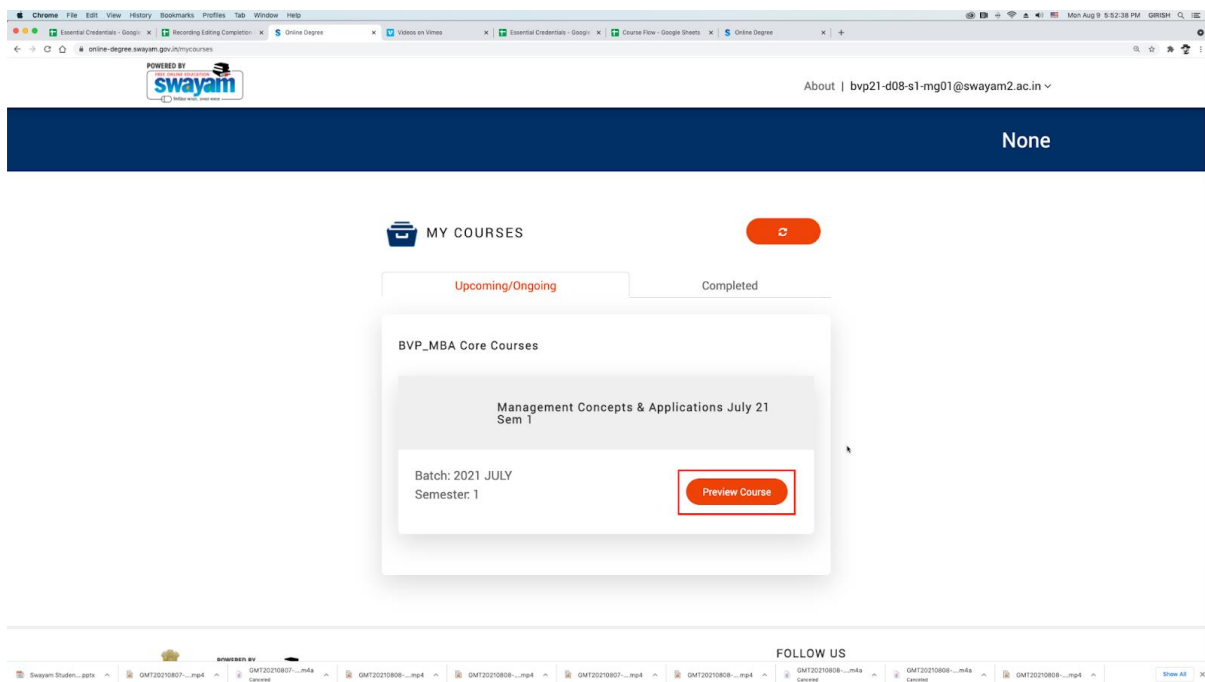
1. Then it will be redirected to the Swayam Welcome page. Click on the dropdown on the right hand corner.



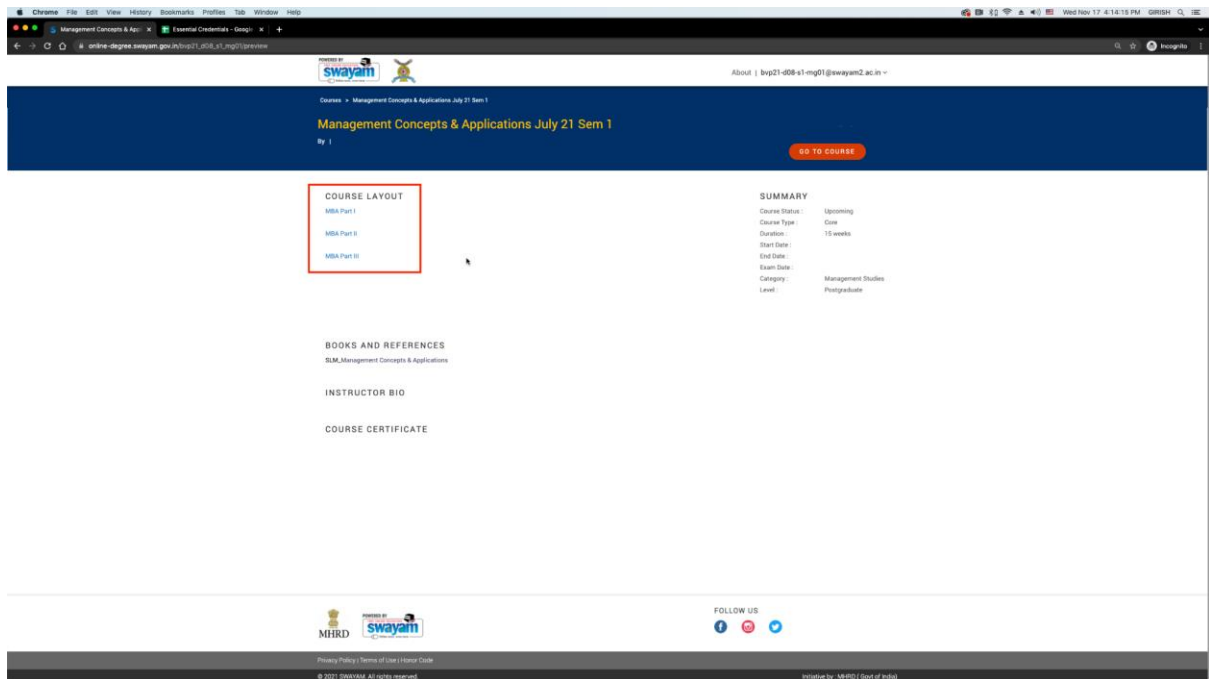
2. Choose the Option “My Course”.



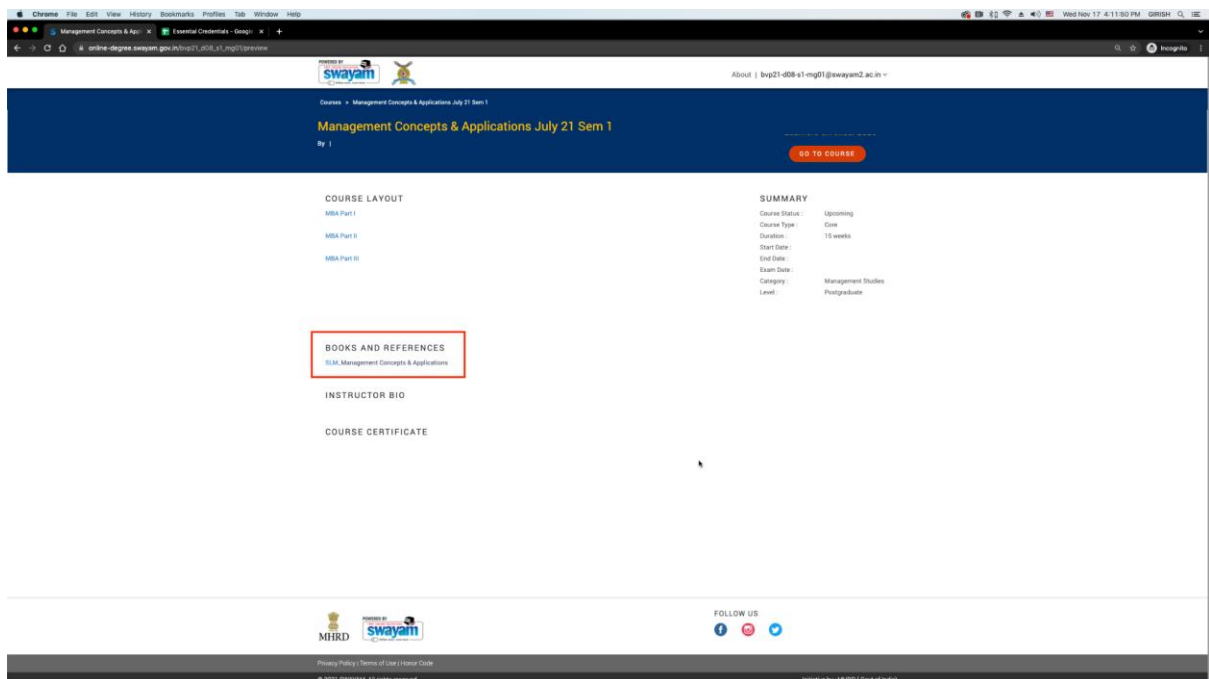
3. Here you can see the Course Name then to enter the Course you have to Click on “Preview Course”



4. When you Click on files uploaded below “Course Layout” here you get the entire Syllabus.



5. Below that there is a tab called 'Books and References' here we get the SLM i.e. Self Learning Material or E-Books.



6. This is About Course It will show several Details about the course such as Course Name, Batch, Syllabus under Course Layout section, E-Books under Books and References section, Course Status, Type, Duration, Category, Level under Summary section. Then you have to click on Go to course to access the content like

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About | bvp21-d08-s1-mg01@swayam2.ac.in

Courses > Management Concepts & Applications July 21 Sem 1

Management Concepts & Applications July 21 Sem 1

By |

Learners enrolled: 1054

[GO TO COURSE](#)

COURSE LAYOUT

- MBA Part I
- MBA Part II
- MBA Part III

SUMMARY

Course Status :	Upcoming
Course Type :	Core
Duration :	15 weeks
Start Date :	
End Date :	
Exam Date :	
Category :	Management Studies
Level :	Postgraduate

BOOKS AND REFERENCES

MBA 101 Management Concepts & Applications-imp

INSTRUCTOR BIO

7. After clicking on “Go To Course” you can see the Course Outline. It contains all Content related to the course like Videos, Study Material, Assignment, Quiz etc. Also there are several other tabs like Announcements, Ask a Question, Progress and Course Staff.

BVP > Management Concepts & Applications July 21 Sem 1

Announcements About the Course Ask a Question Progress Course Staff

Unit 2 - Introduction to Management

Course outline

- MBA Program
 - Orientation Jan 21
 - Introduction to Management
 - Module 1 - Introduction to Management (Part 1) 10.03.21
 - Module 1 - Introduction to Management (Part 2) 04.04.21
 - Module 1 - Introduction to Management (Part 3) 11.04.21
 - Module 1 - Introduction to Management (Part 4) 18.04.21
 - Module 1 - Introduction to Management (Part 5) 02.05.21

Module 1 - Introduction to Management (Part 3) 11.04.21 (Private)

10

11

12

13

14

15

59:05

10

POSDCORB

- 1.Planning:** "Planning means determining the future course of action".
- 2.Organizing:** Organizing involves formally defining, synchronizing, and classifying the various subdivisions or sub-processes of the work to do.
- 3.Staffing:** Staffing involves selecting and recruiting the correct applicants for the job. And facilitates their training and orientation while sustaining a promising work environment.
- 4.Directing:** Directing entails delegating structured and decision-making instructions and orders to accomplish them.
- 5.Coordinating:** Coordinating fundamentally refers to scoring and interspersing the many mechanisms of the work.
- 6.Reporting:** Reporting contains frequently updating the superior about the improvement or the work-related doings. The information distribution can be through inspection or records.
- 7.Budgeting:** Budgeting comprises all the happenings that under Accounting.

Prof. Ramita Mar