

Management Updated Portion

Unit I : Introduction to Management

Definition, Nature & Scope of Management; Management as both art and science; distinction between managers and administrators; Managerial Roles Skills; Functions of Management.

Unit II : Management Thought & Fundamentals of Planning

Evolution of Management Thought: Classical (Taylor, Fayol, Max Weber), Human Relations (Mayo), Behavioral (McGregor), Systems & Contingency approaches; Planning: Importance, Objectives, Steps, Types (strategic, tactical, operational), MBO; Decision-Making: Meaning, Steps in process.

Unit III : Planning and Decision-Making

Planning: Nature, Scope and Importance of Planning; Planning Process and Components: Objectives, Strategies, policies, Procedures, Rules; Types of Planning: Strategic, Tactical, Operational; Forecasting and its role in planning; Decision Making process: Meaning, Steps and Types; Strategic Planning and Its Application in Organizations.

Unit IV : Organizing

Organizational Structure: Principles of organizing, Formal vs informal, common organizational structures, departmentalization, line-staff authority, span of control; Authority & Responsibility; Delegation & Decentralization.

Unit V : Staffing, Directing & Controlling

Staffing: Recruitment, Selection, Induction & Orientation; Directing: Meaning, Elements, Importance, Supervision, Coordination; Communication: Process, channels, barriers; Control Mechanisms: Types and Techniques of control, Steps and Challenges, Relationships between Planning and Control.