

CONTENTS

Unit 1: INTRODUCTION TO MANAGEMENT

Introduction - Meaning, nature and characteristics of Management - Scope and functional areas of management - Management as a science art or profession - Management & Administration - Principles of management - Social responsibility of management and Ethics.

Unit 2: PLANNING

Nature importance and purpose of planning - Planning process, Objectives - Types of plans (Meaning only) - Decision making – importance & steps.

Unit 3: ORGANIZING & STAFFING

Nature and purpose of organization, Principles of organization - Types of organization - Departmentation, Committees - Centralization Vs decentralization of authority and responsibility - Span of Control - MBO and MBE(Meaning only) - Nature and importance of staffing - Process of selection & recruitment(in brief).

Unit 4: DIRECTING

Meaning and nature of directing - Motivation theories (Maslow's, Herzberg, McGregors X & Y theory) - Communication meaning and importance, barriers to communication, types of communication - Coordination meaning and importance.

Unit 5: CONTROLLING

Meaning and steps in controlling - Essentials of a sound control system - Methods of establishing control (in brief).

PROBABLE QUESTIONS AND ANSWERS & EXTRA

QUESTIONS FOR STUDY

LAST MENUTE REVISION

BIBLIOGRAPHY

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