

SUBJECT: PRINCIPLES OF MANAGEMENT

UNIT 1 INTRODUCTION TO MANAGEMENT

- Introduction & Concept of Management
- Definition and Features
- Importance of Management
- Nature of Management
 - Multi-Disciplinary
 - Science & Art
 - Profession
- Difference between Management and Administration
- Universality of Management
- Key Terms to summarise

UNIT 2 EVOLUTION TO MANAGEMENT FUNCTIONS

- Introduction
- Development of management thought
 - Early Contributions
 - Taylor's Scientific Management
 - Fayol's Administrative Management
 - Hawthorne Experiments and Human relations approach
 - Social System approach
 - Decision Theory approach
 - Management Science approach
 - Human Behaviour approach
 - System approach
 - Contingency/Situational approach
- What managers do?
 - Management Functions
 - Management Roles
- Key Terms to summarise

UNIT 3 PLANNING

- Introduction, Concept & nature of planning
- Planning process
- Types of planning
- Approaches of planning
- Planning premises
- Strategic consideration while planning
- Roadblocks to effective planning
- Forecasting
- Objective setting
- Management By Objectives with Process
- Strategies types

- Policies
 - Characteristics
 - Types
- Decision making
 - Types
 - Process
 - Approaches
 - Techniques
- Key Terms to summarise

UNIT 4 ORGANISING

- Introduction & principles of organising
- Process
- Organisation Structure
 - Need & Features
 - Factors affecting organisation structure
 - Forms
- Formal & Informal Organisation
- Departmentation
- Span of management
- Concept of Power, Authority, Responsibility
- Delegation of Authority
 - Process
 - Roadblocks to effective delegation
- Line & staff Authority
- Centralisation & Decentralisation
- Key Terms to summarise

UNIT 5 STAFFING

- Introduction & Concept of Staffing
- Job Analysis
 - Job Description
 - Job Specification
- Recruitment & Selection
 - Sources of recruitment
 - Process of selection
 - Difference between Recruitment & Selection
- Training & Development
 - Definitions
 - Difference between Training & Development
 - Methods of Training
- Performance Appraisal
- Key Terms to summarise

UNIT 6 DIRECTING

- Introduction, Concept & Importance
- Principles & Techniques of Directing
- Elements of Directing-Supervision, Motivation, Leadership & Communication
- Motivation

Definition & Concept of motivation

Motivational Theories

- i) Maslow's Need Hierarchy
- ii) Herzberg's Hygiene
- iii) McClelland's Need Theory
- iv) Alderfer's ERG theory
- v) Vroom's Expectancy Theory
- vi) Equity Theory
- vii) Reinforcement Theory
- viii) Goal Setting Theory
- ix) McGregor's Theory X & Y
- x) Theory Z

Job Enrichment

- Leadership

Concept

Difference between leadership and management

Leadership Theories

- i) Trait
- ii) Behavioural
- iii) Situational
- iv) System

Leadership Style

- i) Autocratic
- ii) Democratic
- iii) Charismatic
- iv) Transformational
- v) Bureaucratic
- vi) Transactional
- vii) Laissez Fair

- Communication

Concept & Symbols

Communication Network

Barriers of Communication

- Key Terms to summarise

UNIT 7 COORDINATING

- Introduction & Need
- Difference between Coordination and cooperation
- Types of coordinating
- Techniques of coordinating
- Key Terms to summarise

UNIT 8 CONTROLLING

- Introduction & Concept of Controlling

- Types of Control
- Design of effective control system
- Essentials of effective control system
- Controlling Techniques
 - Operational Level Technique
 - Overall Control Technique
- Key Terms to summarise

UNIT 9 REPORTING

- Definition & Importance
- Features of Reports
- Types of Reports
- Key Terms to summarise

UNIT 10 BUDGETING

- Definition
- Types of Budget
- The Budget as Control technique
- Benefits of budgetary control
- Key Terms to summarise