

**CORE COURSE - I : MANAGEMENT CONCEPTS**

**UNIT I**

Management: Definition – Nature – Scope and functions – Evolution of management thought – Relevance of management to different type of organisation like, insurance, Hospitals, Universities, Hotels, Social Service organisation.

**UNIT II**

Planning: Nature, importance and strategic considerations in planning – Planning remises – Components of planning as objectives, policies, strategies, procedures, methods, rules, projects and budgets – Making plans effective – Planning and decision-making.

**UNIT III**

Organising: Nature, purpose and kinds of organisation – Structure – Principles and theories of organization – Departmentation – Span of control – Line and staff functions – Authority and responsibility – Centralisation and decentralisation – Delegation of authority – Committees – Informal organization.

**UNIT IV**

Staffing and Directing: General principles, importance and techniques.

**UNIT V**

Controlling: Objectives and process of control – Devices of control – Integrated control – Business process reengineering – Total quality management – Bench marking.

**REFERENCE:**

1. Stoner, et-al, Management, Prentice Hall.
2. Koontz and O' Donnel, Management: A systems Approach, Tata McGraw Hill.
3. Wehrich and Koontz, Management: A Global Perspective, McGraw Hill.
4. John Argenti, Management techniques: A Practical Guide.
5. Gene Burton and Manab Thakur, Management Today: Principles and Practiece, Tata McGraw Hill.
6. Griffin, Management.

