

- Unit 1: Meaning of Management - Management and administration - Science or Art of Profession - Functions of Management - Levels of Management.
- Unit 2: Contribution by F.W. Taylor and others - Meaning of Scientific Management - Elements of Scientific Management - Steps in Scientific Management - Advantages and criticisms of Scientific Management.
- Unit 3: Contribution by Henry Fayol - Activities involved in business - Qualities of a successful manager - principles of Management - Contributions by M P Follett. Cheeter Bernard Chris Argyris & others.
- Unit 4: Human Relations Movement - Hawthorne experiments - Behavioural Science school - Management Science-evaluation.
- Unit 5: Nature and characteristics of Planning - Merits and limitations of Planning - Types of plans - Steps in Planning - Components - of Planning - Objectives, Policies & Strategies, procedure and rules - Programmes & Schedules and Budgets - Flexibility in planning - MBO - Management by Exception.

Books Recommended:

1. Essentials of Management - Koontz & ODonnel
2. Business Management - Dinkar Pagare
3. Business Management - Y K. Bhushan
4. Principles and Practice of Management - L.M. Prasad
5. Principles of Business Management - S.A. Sherlekar
6. Principles of Management - Tripathi & Sharma - TMH