

Unit 1: Principles of organisation - organisation structure - factors influencing organisation structure - features of good organisation structure - importance of organisation structure - organisation charts - Departmentation - Need and its importance - span of Management - Factors determining span of Management - tall and flat Structures.

Unit 2: Authority - power - responsibility - delegation of authority - centralisation and decentralisation. Definition of 'Line' and 'Staff' - line and staff relationships how the conflict between them could be overcome.

Committee - reasons for use of committees advantages and dis-advantages of committees.

Unit 3: Sources of Manpower supply - recruitment and selection - Need for training - on the job and off the job training methods.

Performance Appraisal - its importance - methods of appraisal - promotion - seniority Vs Merit.

Unit 4: Motivation - Maslow's Theory of Hierarchical Needs - Morale - steps needed to improve morale - Morale and productivity - Modern theories of Motivation - Communication - Leadership.

Unit 5: Control defined - importance of control - essential of effective control system - control techniques - budgetary control - special control techniques.

#### 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