

Management Concepts

Unit I:

Management – Meaning – Nature – Function – Science or Art - Contributions by F.W. Taylor – Henry Fayol – Elton Mays.

Unit II:

Planning – Meaning – features – Importance – Types – steps – Limitation

Unit III:

Organization – Nature – Structure - Departmentation – Organizational chart – manuals.

Unit IV:

Leadership – Meaning – Styles – Theories – Motivation – Meaning – Importance – Theories - Maslow – Hersberg – X – Y.

Unit V:

Communication – Meaning – Process – Types – Barriers – Steps for effective Communication – control – Traditional and modern methods.

Books recommended:-

1. Business Management – L.M. Prasad – Sultan Chand & Co., New Delhi
2. Principles and Practice of Management - Dinker Pagare – Sultan Chand Co., Ltd., New Delhi
3. Principles of Management – P.C. Tripathi and P.N. Reddy, TMH.
4. Business Management - By Sharma, Kalyani Publishers
5. Essentials of Management – Koontz & Weinrich – TMH.