

**CORE COURSE II – BUSINESS ADMINISTRATION**

**Credit Allotted: 4**

**Max. Marks: 75**

**Objectives :** To make the students understand the management concepts.

**Unit I**

Management – Meaning, Definitions, Principles and functions of Management – scope and importance – organisation, administration and management – levels of management – Theories of Management – Schools of Management thought, MSO.

**Unit II**

Planning – Meaning, Nature and importance of planning – Advantages and limitations – kinds – objectives – planning premises – planning, process – problems of planning.

**Unit III**

Organisation – Meaning, Nature and significance – Theories or organization – Types – Authority and responsibility – Delegation – Decentralization – Departmentation – Groups in organization.

**Unit IV**

Communication – Essentials of effective Communication – Management information system in Banks – Direction – Controlled devices – Techniques employed in Banks – Leadership Decision making.

**Unit V**

Human resources development – objectives – Need for HRD in banks – Man power planning in banks – Role of Banking services Recruitment Board – Recruitment and selection – training and placement – Motivation – Morale – Job analysis. Staff welfare measures adopted in Banks.

**Books for Reference:**

1. S.L. Goel – Modern Management Techniques
2. M.C.Shukla – Business Organization and Management
3. P.Subba Rao – Principles and Practice of Bank Management
4. L.M.Prasad – Principles and Practice of Management