

PRINCIPLES OF HOSPITAL ADMINISTRATION - I

Objective: To give a proper understanding of the management concepts and techniques as a first step towards developing executives.

Unit - I

Definition of Management – Functions of Management - Schools of Management thought – Principle of Management - contribution of F.W. Taylor, Henry Fayol, Elton Mayo, Mc Gregor and Peter F. Drucker - Function of Manager – Delegation.

Unit – II

Planning:- Objectives – Strategies – Programmes – Policies, Long range and short range plans – strategic considerations in planning.

Unit – III

Need for organizational hierarchy in large organizations – Principles of sound organization – organization structure - span of control – organization chart.

Unit – IV

Authority – Power – Responsibility – Line and staff authority – Principles of Directing Authority CVSDV of authority - committees. Meaning of communication – Types of communication formal and informal channels – barriers to effective communication. Motivation – importance and characteristics - Positive and negative Motivation theories of motivation.

Unit – V

Controlling - functions – Steps - Budgeting - Personal observation – The concept of MBO as a Means of control

BOOK FOR PRINCIPLE OF MANAGEMENT I & II

Reference Books:

| | AUTHOR | TITLE | PUBLICATION |
|----|-------------------------|--------------------------|--------------------|
| 1. | L.M. Prasad | Principle of Management | - |
| 2. | Dinkar and Tagore | Business Management | - |
| 3. | Koontz Z and 'O' Donnel | Essentials of Management | |
| 4. | Tripathi & Reddy | Principles of Management | |
| 5. | L.M. Prasad | Organisation Behaviour | |
| 6. | Stephen Robbins | Organisation Behaviour | |
| 7. | Fred Luthans | Organisation Behaviour | |