

- I. **Nature and scope of Management :** **15%**  
**Management :**  
Meaning, Significance and objectives, Management as a process, Management as a professional instead of professional, Evolution of Management theory: a brief idea. Schools of management Thoughts. Scientific management School. System and Contingency school, Management Process school, Human Behavior school and Empirical school of Professionalisation of management in India.
- II. **Planning and Decision Making :** **20%**  
Meaning, nature, planning premises and constrains; Planning process; typology of plants; Forecasting meaning and significance;, M.B.O.- significance and process; Decision Making :- Decision making process -A brief idea about O.R. techniques.
- III. **Organizing :** **20%**  
Definition; process; principles; Departmentation; Delegation of authority; centralization and decentralization. Informal organization; Organization chart; Types of Organization : Line functional. line and staff and committee. Hierarchy of Organization.
- IV. **Staffing :** **10%**  
Meaning and Importance Recruitment, selection procedure, training and development. meaning and importance.
- V. **Leading :** **25%**  
Motivation : Meaning, importance, Motivation models-Maslow, Herzberg, Douglas McGregor McLaland' theory.  
Leadership : Meaning ; importance; Theories of Leadership's Trait situational and contingency.  
Leadership Styles of: Autocratic, participative and Freerein styles.  
Communication : Meaning; Importance; process; principles of effective communication; Barriers to effectives communication.
- VI. **Control :** **10%**  
Meaning and importance of control system , controlling process, Introductory idea of the concept of MIS, management Information System. Budget as control techniques.

**Notes :**

- Teaching through case study method must be undertaken in minimum three topics.
- These topics should be decided by the concerned teachers (teaching the subject) in the beginning of the new academic year.
- At least one case study should be set in the University Examination.
- Aural-Oral test examination is recommended with some weight age as a part internal tests.