

HM102 : Principles of Management

1. Objective :

This subject focuses on acquainting the student with the basic concepts and principles of management and organization, structural mechanisms and processes for power distribution, effective leadership, appropriate control systems, their evolution, their importance and role in effectively administering health care organizations.

2. Scope :

Unit 1

Introduction:

Human Behavior

Application of behavioral science concepts to management, uniqueness of hospital organization, differences between hospital and conventional organizations.

Unit 2

The Individual:

Individual behavior and work situation

Unit 3

Organization and Management:

Introduction to organization & management

Factors contributing to increasing significance of management in organizations, the uniqueness of hospital organization, the special features of management in a hospital.

Evolution of Management thought:

Traditional approach, Frederic W Taylor's scientific management, Henry Fayol's principles of management, concept of bureaucracy, human relations approach, Hawthorne experiments, behavioral approach, systems theory of organization, management by objectives, and Japanese management.

Unit 4

Management Functions:

Management Process and Functions:

Nature and description of management process and managerial functions – planning, organizing, staffing, directing, co-coordinating and controlling.

Unit 5

Organization Concepts & Processes :

Nature and structure of organization, types of organizations-functional, divisional, departmental and matrix forms; line and staff relationship, working in team; strategic business unit, consequences of IT revolution, learning organization and unique features of hospital organization.

Decision Making:

Nature and content, human judgment in decision-making, rationality principle, optimization and satisfying, techniques of decision-making, stages in decision-making process; role of boards and committees; decision making style and objectives by medical professionals and hospital administrators.

Unit 6

Influencing others :

Authority Power and Influence:

Their nature and functions, authority and responsibility relationship, delegation and accountability; formal and informal organizations, process of centralization and decentralization, empowerment, their interpretation to hospitals.

Leadership:

Leadership related to hospital management, functions of leadership, theories of leadership – Managerial grid, Life cycle theory and path goal approach.

Unit 7

Social Responsibilities of Management

Management and Society:

Culture and management, Management ethics, Social objectives and responsibilities of management with special reference to hospital administrators and health care providers.

Reference :

- Srinivasan A.V. (ed), Managing a modern hospital, Chapter 3, Response Books, New Delhi, 2000.
- Gene Burton and Manb Thakur, Management Today – Principles and Practice, Tataq McGraw Hill, New Delhi, 1998.
- James A.F. Stoner, R.Edward Freeman and Daniel R.Gilbert Jr., Management, prentice Hall India, New Delhi, 1996.
- Harold Koontz, Heinz Wehrich, Management – A global perspective, McGraw Hill Internationa, 1993.
- Srinivasan A.V., Japanese Management – The Indian Context, Tata McGraw Hill, New Delhi, 1990.
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