

PAPER-2 Principles of Management

Unit	Topics Covered under unit	Wt.
I	NATURE AND SCOPE OF 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.	20%
II	PLANNING AND DECISION MAKING	
	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.	20%
III	ORGANIZING	
	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.	20%
IV	STAFFING AND DIRECTING:	
	Staffing: Introduction -Definition -Importance -Brief Idea of Main Staffing functions; Directing - Introduction -Definition -Directing and Coordination Importance ~ Brief Idea of Directing Tools (Definitions and Features of Leadership, Motivation. Communication and Supervision) -: Communication Process and Barriers in Communication	20%
V	CONTROLLING	
	Introduction -Definition -Controlling Process - Importance of Controlling -Brief idea ofControUing Techniques -Ideal Controlling System	20%

Reference Books:

1. L. M. Prasad: Principles and Practice of Management, Sultan Chand & Sons, New Delhi.
2. Dr. C. B. Gupta: Business Management, Sultan Chand & Sons, New Delhi.
3. Rao V.S.P. and Krishna v. Hari. Management Text & Cases, Excel Books, New Delhi.