

## Principles of Management-I

### 1. Introduction, Nature & Scope of Management (25 %)

1. Definition of management
2. Introduction of management
3. Features of management
  - Management has objectives
  - Management is working with & through people
  - Management involves decision making
  - In management, there are organized activities
  - Management involves exploitation of resources which are related with each-other
  - Management is both science & art
  - Management is a profession
  - Management is multi-disciplinary
  - Management theories & principles are universal but techniques & practices are not.
  - Management principles are dynamic
4. Management as science & art
  - Management as science
  - Management as art
  - Conclusion : Management is both Science & art.
5. Management as a profession
  - Features of profession like: Existence of knowledge , Acquisition of knowledge, Professional associations,. Ethical Codes, Service Motive.
  - Management as an emerging profession
6. Universality of Management
  - Arguments in favour of universality
  - Arguments against universality
  - Conclusion that management theories are universal & techniques & practices are not
7. Professionalism of Management in India
8. All India Management Association & its codes of conduct
9. Empirical Approach
10. Human Behaviour Approach
11. Social Systems Approach
12. Decision theory Approach
13. Systems Approach
14. Contingency Approach
15. Management Process of five functions. POSDCORB classification.

## **2. Planning** **(30 %)**

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1. Definition of planning & introduction
2. Features & importance of planning
3. Process of planning.
4. Management by Objectives ( MBO )
5. Planning Premises:
  - Various external premises & Internal premises.
  - Classification of premises among three classes: Un-controllable, Semi-controllable & controllable premises
  - Concept of environment. Components of external & Internal environment.
6. Types of plan
  - Classification of plans as per hierarchy ( scope )
  - Classification of plans as per time
  - Classification of plans as per functions
7. Forecasting
  - Definition
  - Importance to planning
  - Techniques of forecasting. ( only name )
8. Decision Making
  - Definition
  - Process of decision making
  - Qualities of effective decisions
  - Individual v/s group decisions, their merits & de-merits
  - Techniques of decision making
9. Limitations of planning

## **3. Organizing** **(25%)**

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1. Definition of organizing & introduction
2. Process of organizing
3. Principles of organizing
4. Types of organizations OR types of organization structure ( Line, Staff , functional, Line & staff, matrix & Committee ). Merits & demerits of various structures
5. Departmentation & basis of departmentation: Functional, Territorial ( Geographical ), Product wise, Customer wise, Process wise, Time wise
6. Centralization V/s decentralization. Factors affecting centralization & decentralization
7. Concept of informal organizations. Examples of informal groups. Difference between formal and informal groups.
8. Delegation of authority. Definition , meaning, process and principles of delegation.
9. Blocks to effective delegation & measures of effective delegation.

## **4. Case Study** **(20%)**

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### **Books:**

1. Principles of Management – L.M. Prasad, Publisher: M/s. Sultan Chand. ( Text Book )
2. Management: Text & Cases - VSP Rao & V. Harikrishna, Excel Books ( Text Book )
3. Management - Harold Koontz , Tata McGraw Hill
4. Management - Robbins & Coulter, Prentice Hall