

# Management Concepts



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**Management Concepts SOLVED PAPERS AND GUESS**

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**Edition Description: 2021-22**

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Contribution of Selected Management Thinkers – Various approaches to management – contemporary management practice – Managing in global environment – Managerial functions.

**UNIT II PLANNING** - Importance of planning – Types of planning – decision making process –

Approaches to decision making – Decision models – Pay off Matrices – Decision trees – Break Even Analysis.

**UNIT III ORGANISING** - Departmentation – Span of Control – Delegation – Centralisation and

Decentralisation – Committees – Line and Staff relationships – Recent trends in organisation structures.

**UNIT IV STAFFING** - Process of Recruitment, Selection, Induction Training – Motivation –

Leading – Leadership styles and qualities – Communication – process and barriers.

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