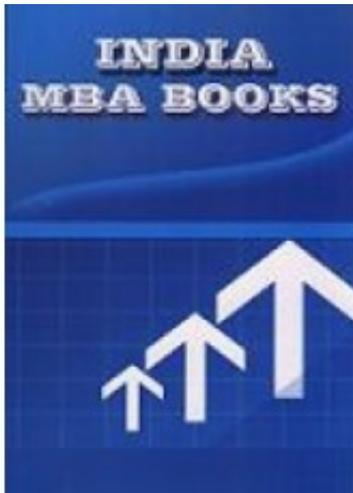


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Unit I

Introduction: The concept of management - Development of management thoughts – Schools of Management thought – Classical, Neo-classical and Modern; the process of Management. Contribution of F.W. Taylor, Henri Fayol, Elton Mayo and Peter F. Drucker - Emergence of modern management thought.

Unit II

Planning: Nature and Purpose of planning; types of plans, objectives of plans – Premises; decision-making; forecasting and planning; planning process; limitation of planning. MBO process

Unit III

Organising: Nature and purpose of organizing; organisation levels and span of management; departmentation – line and staff relations - centralisation and decentralisation - Delegation of authority - Formal and informal organization. Introduction to committee and Types of committees

Unit IV

Staffing and Directing: Nature and purpose; an introduction to acquisition, maintenance and development of manpower – Introduction to Leadership, motivation and communication.

Unit V

Controlling – The control process – common types of standards used in control
Process – control techniques – Co-ordination – Need – Types – Problems – Approaches
to achieve effective co-ordination

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