

# MANAGEMENT PROCESS



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## Description

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MANAGEMENT PROCESS**

**Unit – I: INTRODUCTION:**Management, Concept, Significance, Levels, Skills, Functions &Principles. Management as an Art, Science and Profession – Social responsibilities.

**Unit – II: PLANNING:**Nature, Purpose, Process of Planning, Types of Plans – Premising – Types of Premises, Forecasting: Significance, Process and Environmental Forecasting? DecisionMaking: Concept, Types of Decisions, Steps in Decision Making Process, Rationality inDecision? Management By Objectives: Concepts, Process, Precondition.

**Unit – III: ORGANIZING:** Nature, Purpose, Process? Formal and Informal Organizations, Distinctions?Organizational Structure: Significance, Principles of Organization? Departmentation:Importance-Methods of Departmentation? Span of Control? Concept, V.A. Graicuna'sTheory? Factors Determining Span of Control? Delegation: Concept, Process, Advantagesand Principles of Effective Delegation? Decentralization: Concept, When to Decentralizeand How to Decentralize? Line and Staff: Concept-Reasons for Conflicts between Line andStaff and Measures to Overcome? Committees-Nature of Committees, Reasons for usingCommittees, Disadvantages, Conditions for Successful Operations of Committees.

**Unit – IV STAFFING:**Nature and Importance of Staffing, Factors in Selecting Lower, Middle andUpper Level Managers, Skills and Personal Characteristics Needed by Managers.DIRECTING:Meaning, Assumptions of Human Behaviour, Theory X and Theory Y.

**Unit – V MOTIVATION:**Theories of Maslow, Herzberg etc., McClelland, Alderfer, Vroom, Porter and Lawler? Leadership: Trait Approach to Leadership, Leadership Styles, Likert's Four Systems of Management, Managerial Grid? Communication: Importance, Process, Media,Channels, Barriers, Principles of Effective Communication.CONTROLLING:Basis Control Process, Pre-Requisites, Requirements of AdequateControl.