

PCP7H011 Introduction to Management & Function 3-0-0

Module – I: Introduction

Introduction to Management: Concept, Definition, Functions; Levels of Management, Skills and Roles of a Manager; Management Process, School of Management thoughts: Pre-Scientific, Classical, Behavioral and Modern; Types of business organizations, merits and demerits, Public Organizations.

Module – II: Planning

Nature & Elements of Planning, Planning Types, Steps, MBO, MBE, Planning Premises. Decision making process, Decision Making under Risk and Uncertainty, Participation in Decision making, Creativity in decision making

Module – III: Organizing and Staffing

Formal and Informal, Line and Staff Relationship, Centralization Vs. Decentralization, Basic issues in Organizing, Work Specialization, Chain of Command, Delegation, Span of Management, Principles of organizing; Organization Structure for Departmentalization.

Module – IV: Directing and Controlling: Process, Standards and Bench Marking; Control techniques, Factors influencing control effectiveness, Co-ordination-Principles of Co-ordination; Inter-Dependence.

Reference Books

1. Management Theory & Practice; SubbaRao P & HimaBindu, HPH
2. Principles and Practices of Management – Kaul, Vikas
3. Management, Robbins, Coulter & Vohra, Pearson.
4. Management: Text and Cases-VSP Rao, Excel Books