

MGMT101 Management Foundation



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Contents/Syllabus:

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Module I: Introduction 20

Concept, Nature, Scope and Functions of Management, Levels of Management, Evolution and Foundations of

Management Theories - Classical and Neo - Classical Theories, Systems Approach to organization, Modern

Organization Theory.

Module II: Management Planning Process 20

Planning objectives and characteristics, Hierarchies of planning, the concept and techniques of forecasting. Decision

Making: Concepts and Process, Management by objectives (MBO) the concept and relevance.

Module III: Organization 15

Meaning, Importance and Principles, Departmentalization, Span of Control, Types of Organization, Authority,

Delegation of Authority.

Module IV: Staffing 15

Meaning, Job analysis, Manpower planning, Recruitment and selection, Retention: Transfers and Promotions,

Appraisals, Management Development, Job Rotation, Training, Rewards and Recognition.

Module V: Directing 15

Directing: Concept, Principles, Process, Elements. Motivation: Concepts and Theories (Maslow's Need Hierarchy

Theory, Herzberg Two Factor Theory, Theory X & Y)ERG Theory. Communication: Concept, Process, Types,

Barriers, Effective Communication. Leadership: Concept, Qualities of a Good Leader, Coordination

Module VI: Management Control 15

Meaning, Nature, Features, Objectives and Process of Management Control and Behavioural Aspects of Management

Control, Need for Control system, techniques of control and linkage between planning and control

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