

Principles and Practices of Management



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Objectives. Management by Objectives. Strategies, Policies and Planning Premises, Strategic Planning Process, Presuming and Forecasting, Decision-making. **Unit-III Organising** Nature of Organising, Formal and Informal Organisation, Organisation Levels and the Span of Management. Structure and Process of Organisation. Principles of Organising, Line and Staff Authority. Empowerment, Decentralisation of Authority, Delegation of Authority, Organisation Charts. **Unit-IV Staffing** Definition of Staffing, An Overview of Staffing Function, The System Approach to Human Resource Management, Recruitment, Selection, Placement, Promotion, Separation, Performance Appraisal, The Peter's Principle. **Unit-V Leading and Controlling** 1) **Motivation:** McGregor Theory of X and Y, Maslow Hierarchy of Needs Theory, Herzberg's Motivation-Hygiene Theory, Expectancy Theory, Equity Theory, Goal Setting Theory. Leadership – Definition, Ingredients, Styles, Committees and Group Decision-making. Communication – Purpose, Process of Communication, Barriers and Breakdowns, Making Communication Effective. 2) **Controlling:** Concepts and Process, Controlling as a Feedback System, Requirements for Effective Control, Major Controlling Techniques – Budgetary & Non-budgetary Control Devices, Statistical Data, Time-Event Network Analysis.

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