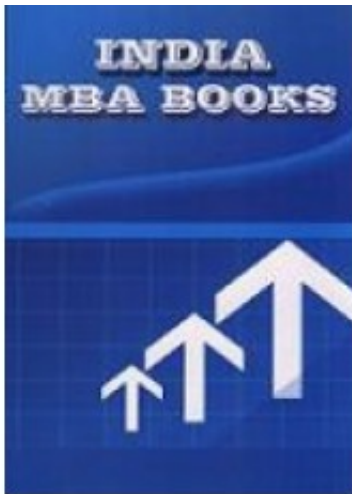


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PREVIEW OF CHAPTERS SYLLABUS

MANAGEMENT PROCESS

UNIT I

Business - meaning - business and profession, requirements of a successful business - Organisation - meaning - importance of business organisation. Forms of business Organisation - Sole traders, partnership, Joint Hindu family firm - Joint Stock Companies - Cooperative Organisations - Public Utilities and Public Enterprises.

UNIT II

Nature and Scope of Management process - Definitions of Management - Management: a science or an art? - Scientific Management - Managerial functions and roles - The evolution of Management Theory.

UNIT III

Planning: meaning and purpose of planning - steps in planning - types of planning. Objectives and Policies - Decision making: Process of Decision making - types of Decisions.

UNIT IV

Organising: Types of organisation - Organisational structure - span of control - use of staff units and committees. Delegation: Delegation and centralisation - Line and Staff relationship. Staffing: Sources of recruitment - Selection process - training.

UNIT V

Directing: Nature and purpose of Directing. Controlling: Need for coordination - meaning and importance of controls - control process - Budgetary and non-Budgetary controls - Modern trends in Management Process - case studies.

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