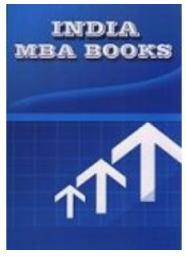
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Objectives. Management by Objectives. Strategies, Policies and Planning Premises, Planning Process, **Presuming** Strategic and Forecasting, Decision-making. Unit-IIIOrganisingNature of Organising, Formal and Informal Organisation, Organisation Levels and the Span of Management. Structure and Process of Organisation. Principles of Organising, Line and Staff Authority. Empowerment, Decentralisation Authority, Delegation Authority, Organisation of of Charts. Unit-IVStaffing 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-VLeading and Controlling1) **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 **Controlling:** Concepts and Process, Controlling as a Feedback System, Effective.2) Requirements for Effective Control, Major Controlling Techniques – Budgetary & Nonbudgetary Control Devices, Statistical Data, Time-Event Network Analysis.

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