**MG6851** **PRINCIPLES OF MANAGEMENT**

**UNIT I INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS**

Definition of Management – Science or Art – Manager Vs Entrepreneur - types of managers - managerial roles and skills – Evolution of Management – Scientific, human relations , system and contingency approaches – Types of Business organization - Sole proprietorship, partnership, company-public and private sector enterprises - Organization culture and Environment – Current trends and issues in Management.

**UNIT II PLANNING**

Nature and purpose of planning – planning process – types of planning – objectives – setting objectives – policies – Planning premises – Strategic Management – Planning Tools and Techniques – Decision making steps and process.

**UNIT III ORGANISING**

Nature and purpose – Formal and informal organization – organization chart – organization structure

– types – Line and staff authority – departmentalization – delegation of authority – centralization and decentralization – Job Design - Human Resource Management – HR Planning, Recruitment, selection, Training and Development, Performance Management , Career planning and management.

**UNIT IV DIRECTING**

Foundations of individual and group behaviour – motivation – motivation theories – motivational techniques – job satisfaction – job enrichment – leadership – types and theories of leadership – communication – process of communication – barrier in communication – effective communication – communication and IT.

**UNIT V CONTROLLING**

System and process of controlling – budgetary and non-budgetary control techniques – use of computers and IT in Management control – Productivity problems and management – control and performance – direct and preventive control – reporting.

L: 45, T: 0, Total = 45Periods

**Books Referred:**

**TEXT BOOKS:**

1. Stephen P. Robbins & Mary Coulter, “ Management”, Prentice Hall (India) Pvt. Ltd., 10th Edition,

2009.

* 1. JAF Stoner, Freeman R.E and Daniel R Gilbert “Management”, Pearson Education, 6th Edition,

2004.

**REFERENCES:**

1. Stephen A. Robbins & David A. Decenzo& Mary Coulter, “Fundamentals of Management”

Pearson Education, 7th Edition, 2011.

1. Robert Kreitner&MamataMohapatra, “ Management”, Biztantra, 2008.
2. Harold Koontz & Heinz Weihrich “Essentials of Management” Tata McGraw Hill,1998.
3. Tripathy PC & Reddy PN, “Principles of Management”, Tata Mcgraw Hill, 1999.