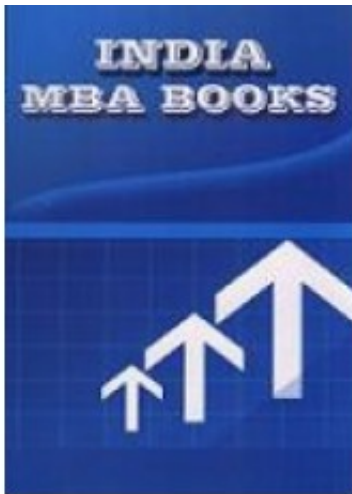


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PREVIEW OF CHAPTERS SYLLABUS

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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