

# Principles of Management

## 1. Introduction to Management and Organizations

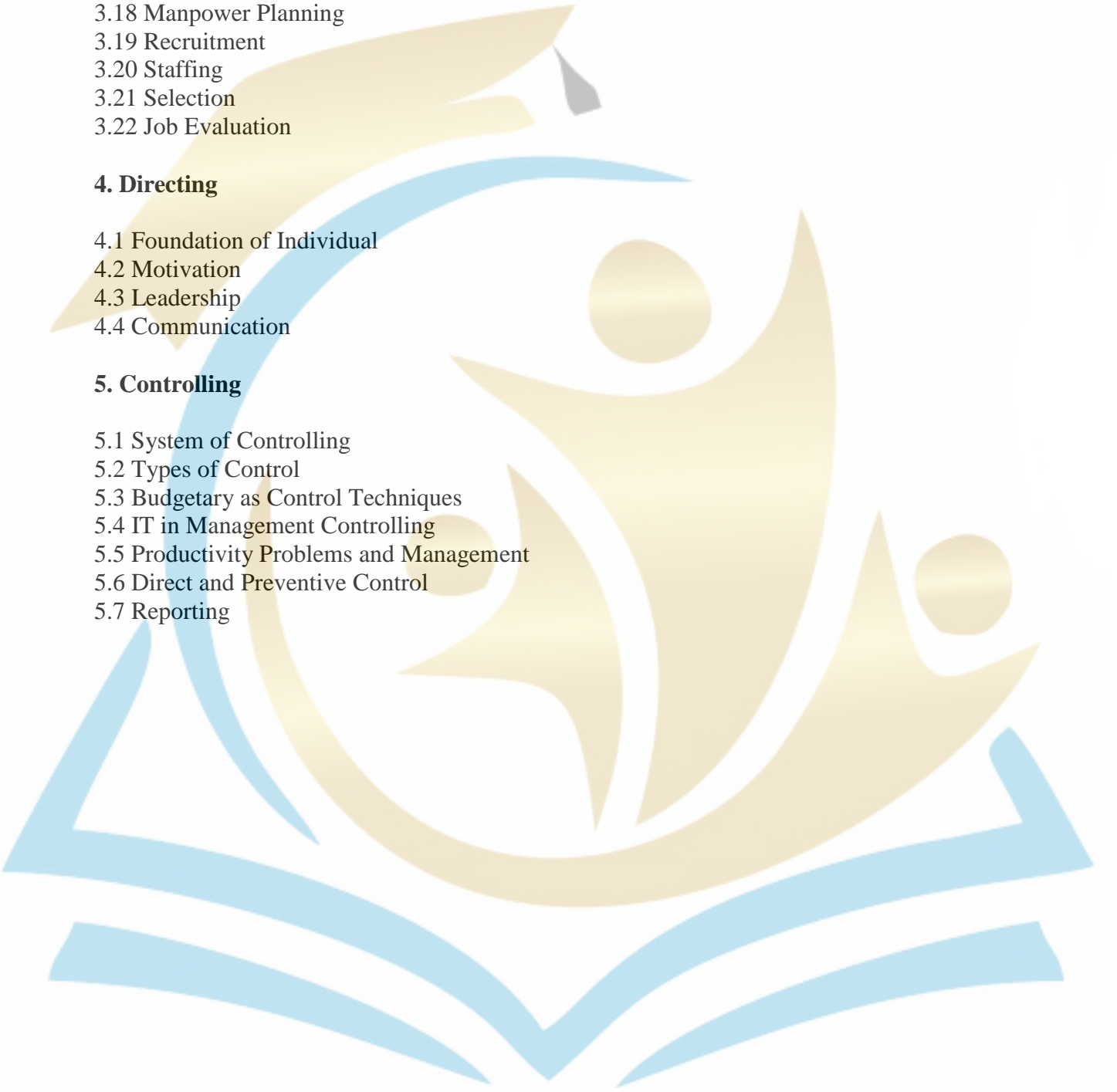
- 1.1 Introduction
- 1.2 Definitions of Management
- 1.3 Management as an Art, Science, and Profession
- 1.4 Entrepreneurship
- 1.5 Management Functions
- 1.6 Management Levels
- 1.7 Managerial Skills
- 1.8 Managerial Roles
- 1.9 Evolution of Management
- 1.10 System Approach to Management
- 1.11 Business
- 1.12 Sole Proprietorship / Individual Ownership
- 1.13 Partnership
- 1.14 Joint Stock Company
- 1.15 Co-operative Enterprise
- 1.16 Public Sector Enterprise / State Ownership
- 1.17 Factors Influencing Choice of Suitable Business Organization
- 1.18 Organization and Environmental Factors
- 1.19 Current Trends and Issues in Management

## 2. Planning

- 2.1 Introduction to Planning
- 2.2 Planning Process
- 2.3 Corporate Business Planning
- 2.4 Types of Plans
- 2.5 Planning Tools
- 2.6 Advantages, Limitations, and Barriers of Planning
- 2.7 Developing Business Strategy
- 2.8 Planning Premises
- 2.9 Forecasting
- 2.10 Decision Making

## 3. Organizing

- 3.1 Introduction to Organizing
- 3.2 Organization Structure and Process
- 3.3 Organization Chart
- 3.4 Organization Types
- 3.5 Line Organization / Scalar Organization
- 3.6 Functional Organization
- 3.7 Line and Staff Organization
- 3.8 Line and Staff Authority
- 3.9 Committee Organization
- 3.10 Project Organization
- 3.11 Matrix Organization

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- 3.12 Formal and Informal Organizations
  - 3.13 Departmentation
  - 3.14 Decentralization of Authority
  - 3.15 Power
  - 3.16 Delegation of Authority
  - 3.17 Human Resource Management (HRM)
  - 3.18 Manpower Planning
  - 3.19 Recruitment
  - 3.20 Staffing
  - 3.21 Selection
  - 3.22 Job Evaluation

#### **4. Directing**

- 4.1 Foundation of Individual
- 4.2 Motivation
- 4.3 Leadership
- 4.4 Communication

#### **5. Controlling**

- 5.1 System of Controlling
- 5.2 Types of Control
- 5.3 Budgetary as Control Techniques
- 5.4 IT in Management Controlling
- 5.5 Productivity Problems and Management
- 5.6 Direct and Preventive Control
- 5.7 Reporting