

## PAPER IV : PRINCIPLES OF MANAGEMENT

### CHAPTER:

1. BUSINESS- Definition, Nature, Objectives And Scope – Various Forms Of Business Organizations – Sole Trader, Partnership, Joint Stock Company, Co-Operative Society, Trust, Joint Hindu Family – Limitations.
2. PLANT LOCATION- Definition – Factors Affecting Plant Location – Plant Layout – Definition - Types Of Layout – Principles And Procedures, Factors Affecting Layout.
3. INTRODUCTION TO MANAGEMENT Thoughts, Process and Concepts – Managerial Skills – Nature And Scope Of Management.
4. EVOLUTION OF MANAGEMENT – Classical, Behaviour And Quantitative Schools – Contribution Of Charles, Robert Owen, And Mathew Robinson to The Management Thought, F.W. Taylor And Scientific Management – Contributions and Limitations – Henry Fayol And Classical Organization Theory – Elton Mayo And Human Relations Movement – Behavioural Approach to Management – Operations Research And Management Science – System And Contingency Approaches to Management.
5. PLANNING: Definition – Importance – Types, Process – Effective Planning – Business Planning, Strategic Planning, Corporate Level Strategy And Business Units Strategy.
6. ORGANIZING – Principles, Process, Types Of Organization, Line, Staff, Functional, Committees, Matrix, Organization Manual, Departmentation, Authority – Delegation, Bases, Types – Delegation And Decentralization – Span Of Control.
7. STAFFING - Meaning And Significance, Steps Involved in Staffing.
8. LEADERSHIP: Definition – Importance, Styles, Work, Motivation – Leaders And Managers – Qualities Of A Successful Leader – How To Make Leadership Effective.
9. CO-ORDINATING AND CONTROLLING – Need, Principles of Co-Ordination- Achieving Organization – Control Process, Method – MIS – Management Audit.
10. Multinational Corporations – Definition – Characteristics, Investments – Benefits And Drawbacks.

### **BOOKS FOR STUDY:**

1. KOONTZ AND WEIRICH – MANAGEMENT
2. PETER F. DRUCKER – MANAGEMENT TASKS, RESPONSIBILITIES AND PRACTICES.
3. SAXENA – BUSINESS ADMINISTRATION AND MANAGEMENT.
4. S.A. SHARLEKAR – FUNDAMENTALS OF MANAGEMENT.

5. MRITYUNJAYA BANARJEE - BUSINESS ADMINISTRATION - PRINCIPLES AND TECHNIQUES.
6. S.A. SHARLEKAR - BUSINESS ORGANIZATION.
7. Y.K. BHUSAN - FUNDAMENTALS OF BUSINESS ORGANIZATION.
8. B.S. RAMAN - BUSINESS ORGANIZATION.
9. M.C. SHUKLA - BUSINESS ORGANIZATION AND MANAGEMENT.
10. I.E. TUKARAM RAO - INDUSTRIAL MANAGEMENT.