

M.Com(Previous)

Correspondence Course

Paper I.1: Management Perspectives

The objective of this course is to help students Understand the Conceptual Framework of Management.

- Unit 1: Development of Modern Management Thought and Pattern of Management Analysis, Concept, Definitions and Functions of Management, Significance, Evolution of Management Thought, F.W Taylor, and Scientific Management-Henri Fayol and Principles of Management, Elton Mayo and Hawthorne Experiment-Patterns of Management Analysis-Recent Trends.
- Unit 2: Planning; Concept, Nature and purpose, Types of Plans, Steps in Planning, Decision making, Rationality in Decision making, Bounded rationality, Decision making Process, Types of Decisions, -Programmed and Non Programmed, Decision making under the conditions of certainty, uncertainty and risk-Modern approaches to decision making.
- Unit 3: Organizing; Concept, Principles, Organisation Structure-Mechanistic and Organic-Project and Matrix-Format and Informal-Chain of Command, Span of Management, Authority-Power-Line and Staff-Functional Authority, Decentralization and Delegation of Authority –Recent Trends.
- Unit 4: Human Resource Planning and Development-Concept-Human Resource Planning, External and Internal Sources, Recruitment, Selection, Placement, Training and Development-Performance Appraisal, Promotion, Types and Criteria for Promotion, Demotion, Transfer.
- Unit 5: Leadership-Concept-Trait approaches-Great man Theory-Leadership Behavior and Styles- Situational or Contingency Approach, Fiedlers Contingency Approach to Leadership, The Path Goal - Approach to Leadership.
- Unit 6: Motivation:-Concept, Motivation and Motivators, Theories of Motivation,-The Carrot and the stick, The Need Hierarchy, Hygiene approach, The Expectancy Theory, The Porter and Lawler Model, Equity Theory, Reinforcement Theory, McClelland's Needs Theory of Motivation, Job Enrichment, Morale.
- Unit 7: Communication: Concept, Importance, Purpose, The Communication Process, Forms of Communication in the Organisation, Barriers to Communication-Effective Communication.
- Unit 8: Control: Concept, Nature, Control Process, Critical Control Points and Standards, Requirements for Effective Control-T.Q.M, Kaizen . Quality Circles, Just in Time, and ISO 9000 series.

References:

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- Luthans Fred; Organisational Behaviour, McGraw Hill, New York.
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- Burton Gene and Thakur Manab: Management Today, Principles and Practice(Tata McGraw Hill)
- Appleby, Robert C, Modern Business Administration, Macmillan
- Harvard Business Review