



MANGALORE UNIVERSITY

Department of Social Work

Master of Social Work (MSW)

III SEMESTER-(SPECIALISATION-III)-(HRM)

Paper SWS 504: MANAGEMENT CONCEPTS & PRACTICES

Objectives:

- Develop an understanding about individual behavior interpersonal behavior and Group dynamics within the organization
- To Gain knowledge in managing human behavior in organizations.
- To develop a better understanding of the “self” and professional behaviour in relation to others.
- To develop understanding about CSR/social responsibility of managers and its various dimensions in an industrial organization.

Course Content:

UNIT-I

Management: Concept ,meaning, definition, characteristics, importance and scope, process of management, management as an art as well as science, management as profession, roles, skills, qualities and problems of a manager

UNIT-II

Evolution of management thought: Early contributions- Robert Owen, Charles Babbage, and James Watt Junior. Scientific management: contributions of F W Taylor: Principles

Administrative management: contributions of Henry Fayol: Principles

Bureaucracy: contributions of Max Weber, Contributions of Chester Barnard, Herbert A Simon, Peter F Drecker, Henry L Gantt and Elton Mayo. System Approach and Contingency approach to management

UNIT-III

Functions of Management: Planning and forecasting: meaning, nature, importance, steps and types, organizing: meaning and importance, staffing: meaning and importance, directing: meaning and factors (leadership, communication, motivation and supervision) and importance, coordinating: meaning, nature, types, techniques and importance, controlling: meaning, steps, types, areas, benefits, and essentials of effective control system, recording and reporting: meaning types and importance, budgeting: meaning, types and importance, decision making: meaning, process, and guidelines for effective decision making.

UNIT-IV

Essentials of management: power: meaning sources, and types, authority: meaning, sources, and limitations, delegation and decentralization of authority: meaning and measures for effective delegation and decentralization, responsibility, accountability and transparency: meaning and significance, departmentation: meaning, objectives, and methods.

UNIT-V

Trends and challenges in management: management by objectives, total quality management, total productivity maintenance, innovation, quality circles, material management and inventory control, management information system, social audit and social obligation

References:

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- Fernandes , W 1989 : Voluntary Action & Government Control New Delhi: Indian Social institute.
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- Jackson J 1989 : Evaluation for Voluntary organizations , Delhi : Information & News Network
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- Salvin , S (ed) 19878 : Managing Finance, Personnel & Information in Human Services , New York : Haworth Press
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- Tripathi P.C & Reddy P.N : Principles of Management, Tata MsGraw Hill Publishing Co.Ltd
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- Weiner M : Human Service Management Illinois : The Dorsey Press

