

## B.COM. FIRST YEAR (II Semester)

### COURSE- 8.2: PRINCIPLES OF MANAGEMENT

#### BLOCK-I : INTRODUCTION TO MANAGEMENT

- Unit-1 Introduction to Management**  
Introduction – Management: Meaning and definition – Administration Vs Management –Importance – Scope of management.
- Unit-2 Functions of Management**  
Introduction –Functions of Management -Levels – Skills of management – Leader Vs Manager.
- Unit-3 Scientific Management**  
Introduction – Scientific Management – Meaning and Definition – Objectives – Criticism.
- Unit-4 Fayol's Principles**  
Introduction – Fayol's Principles of Management-

#### BLOCK-II: PLANNING

- Unit-5 Introduction to Planning**  
Introduction – Meaning and Definition – Characteristics – Types of plans – Importance- Advantages and limitations –Approaches to planning.
- Unit-6 Decision Making**  
Introduction – Decision Making - Meaning and Definition – Characteristics – Types of Decision Making - Decision Making Process - Benefits – limitations.
- Unit-7 Management By Objectives (MBO)**  
Introduction – Management by Objectives (MBO) - Meaning and Definition – Characteristics- Steps in MBO – Benefits – limitations.

#### BLOCK-III: ORGANISING

- Unit-8 Introduction to Organising**  
Introduction – Organising - Meaning and Definition – Nature of Organising –Process- Principles of Organising.
- Unit-9 Organisation Structure**  
Introduction – Types of Organisations – Formal and informal Organisations – Line and staff organizations- Line and staff conflicts- Reasons and resolutions.

**Unit-10 Span of Management**

Introduction – Span of Management - Meaning and Definition –  
Determining of span – Factors Influencing the Span of Supervision.

**BLOCK-IV: DELEGATION AND DECENTRALISATION**

**Unit-11 Concepts of Delegation**

Introduction – Delegation of authority- Meaning and Definition –  
Characteristics –Elements- Principles –Importance of delegation- Types of  
delegation –Merits and Demerits.

**Unit-12 Process of Delegation**

Introduction – Process of Delegation – Factors Influencing Degree of  
Delegation – Barriers- Guidelines for Making Delegation Effective.

**Unit-13 Centralisation and Decentralisation**

Introduction – Centralisation - Meaning and Definition – Need –  
Advantages and Limitations - Centralisation Vs Decentralisation-  
Decentralisation: Meaning and Definition – Need for Decentralisation -  
Advantages and Limitations.

**BLOCK-V: CONTROLLING AND COORDINATION**

**Unit-14 Controlling**

Introduction – Control - Meaning and Definition- Importance of  
Controlling –Relationship between Planning and Control – Process of Control  
- Types – Requirements for effective control.

**Unit-15 Coordination**

Introduction – Coordination - Meaning and Definition- Importance of  
Coordination- Types of Coordination – Principles of Coordination –  
Process of Coordination- Techniques of Effective Coordination

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