

1. Management Functions and Behaviour

Unit I

- **Management** –Management Defined, Components of Management . Features of Management, Nature of Management, Evolution of management thoughts. Management is the art of muddling through situations. significance of management in today dynamic environment.
- **Functions of Management**-The Nature and Purpose of Planning - Objectives - Strategies, Policies and Planning Premises.
- ✓ **Role of a Manager**-Who are effective managers? Tasks and responsibilities of a professional manager, Management system and processes. Manager al Skills

Unit II

- ✓ **Decision Making** -Organisational context of decisions. Importance of Decision Making, Programmed and non-programmed decisions, Decision Making - Global Planning Decision making models Decision making techniques and processes, MBO, Dynamics of Decision-making.
- **The Nature of Organizing** - Organizational Structure : Departmentation - Line/Staff Authority and Decentralization - Effective Organizing and Organizational Culture - Global Organizing. Co-ordination functions in Organisation – Managerial Ethos-Human Factors and Motivation - Leadership - Committees and group Decision Making - Communication –Delegation and Interdepartmental Coordination

Unit III

- **Global Leading** -The System and Process of Controlling - Control Techniques and Information Technology - Global Controlling and Global Challenges Direction Function –Significance.
- **Organisational Behaviour** : management functions and relevance to Organisation Behaviour. Organizational Behaviour responses to Global and Cultural diversity.

Unit IV

- **The System and Process of Controlling** - Control Techniques and Information Technology - Global Controlling and Global Challenges – Direction Function Significance. Stress - Nature, sources, Effects, influence of personality, managing stress- Conflict - Management, Levels, Sources, bases, conflict resolution strategies, negotiation. Foundations of group behaviour : team decision making. Issues in Managing teams.

Unit V

- **Organisational change** - Managing planned change. Resistance to change - Approaches to managing organisational change - Organisational Development - values - interventions, change management-
- **Organisational culture** -Dynamics, role and types of culture and corporate culture