

## PAPER-IV MANAGEMENT OF SOCIAL WELFARE AND DEVELOPMENT

- Unit-I**
1. Management : Concept, need, objectives, nature and scope.
  2. Important of management in an organisation, elements of management.
- Unit-II**
1. The art and science of management : Theories & Principles of Management.
  2. Human resource management and development : Concept, need, objectives, nature and scope.
- Unit-III**
1. Planning : Concept, objectives, techniques; Strategic and Operational models.
  2. Decision making : Time and human relationships in decision making, Programmed and non-programmed decisions, the national model of decision making.
- Unit-IV**
1. Organization, Concept, the building blocks of organization, Power and distribution of authority.
  2. Leadership, motivation, teams and team work in an organisation.
- Unit-V**
1. Process of controlling in an organization : Need, Meaning and steps of control, Identification of key performance areas and strategic control points.
  2. Application of principles and techniques of management sciences in the field of social welfare and development in India.