

# Management and Organization Development(Business Management-I)

T Y B Com Sem.- V

# LEARNING OUTCOMES

1. Students will gain understanding of managerial functions of directing, leading, coordinating, motivating and controlling
2. Students will know the importance of managing information and an idea about moder information systems

- **Module I: Introduction**
- a) Management-Definition and characteristics
- b) Management- as Science, Art and profession – levels of mgt and managerial skills
- c) Development of management thought – Scientific Approach, Administrative School, Behavioural school, Systems Approach and Contingency Approach. Evolution of Indian management thoughts and their relevance in the current era.
- d) Functions of mgt in a typical business organization.

- **Module- II: Planning**
- a) Planning, Forecasting, Decision-making and Problem Solving
- b) Nature, Characteristics, Merits and Limitations of Planning
- c) Classification and Components of Plans
- d) Essential of a good Plan and Planning Process
- e) MBO- Importance and Relevance

- **Module- III : Organization as a Managerial function**
- a) Definition and Principles
- b) Departmentalization
- c) Formal Organizations – Functional, SBU, Matrix, Committees
- d) Informal Organizations- Relevance and Importance
- e) Authority, Responsibility, Accountability and Span of Control
- f) Organizational Hierarchy- Charts
- g) Delegation of Authority And Decentralization
- h) Emergence of Virtual Organization – Merits and Limitations

- **MODULE- IV : Staffing**
- a) Importance of human resources in organizations
- b) Estimations of human resource requirements
- c) Human Asset Accounting
- d) Job Analysis
- e) Recruitment and selection
- f) Training and Development
- g) Performance Appraisal