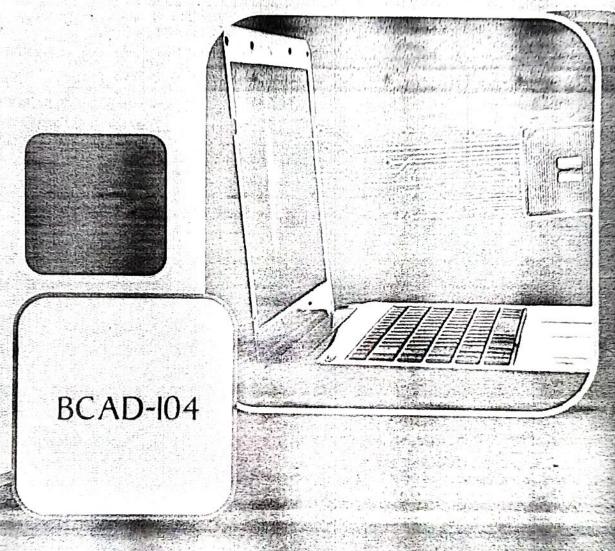
Bachelor of Computer Application



Principles of Management

JAMIA HAMDARD

Contents

Foreword		viii
Unit 1	Conceptual Framework of Management	1
9	Management Defined	
)	Components of Management	
b	Fentures of Management	
	Functions of Management	
	Nature of Management	
	Levels of Management	
	Administration and Management	
•	Management as a Profession	
	Significance of Management from the Point of View of	
	Modern Business Operations	
	Evolution and Foundations of Management Theories	19
Unit 2	Introduction	
	The Classical Organisation Theory	
	Neoclassical Approach or Theory	
	Facts Discovered through Hawthome Experiments	
	Systems Approach to an Organisation	
	Modern Organisation Theory is Fundamental in Nature	
3	Modern Organisational Theory: An Appraisal	
Unit 3	Management Planning Process	43
	Planning Process	
3	Objectives and its Characteristics	
	Policy and its Meaning	
	Procedure Defined	
	Distinction between Policies and Procedures	
	Forecasting and its Various Aspects	
OUnit 4	Organisation: Meaning, Importance, Principles and Types	65
F22	Organisation: Meaning and Definition	
9	Basic Elements/Steps/Features of an Organisation	
9	Nature of an Organisation	
9	Importance of an Organisation	
	Principles of an Organisation	
2	Formul and Informul Organisation	
9	Span of Control Departmentation —Menuing	
9	Types of Departmentation	
-	1 About the hart transferred	