

Department of Public Administration & HRM
Kakatiya University, Warangal
B.A. OFFICE MANAGEMENT
FIRST YEAR- SEMESTER – II
(Discipline Specific Course)

Paper - II: Principles and Practice of Management

Unit - 1: Introduction:

1. Meaning and Importance of Management.
2. Scope and Evolution of Management
3. Management and Administration.

Unit - 2: Concepts of Management:

1. Classical approach: Luther Gullick and Urwick
2. Human Relations Approach: Elton Mayo
3. Behavioral Approach: Herbert Simon

Unit - 3: Principles of Management:

1. Authority and responsibility
2. Centralization and decentralization
3. Division of work and co-ordination

Unit - 4: Areas of Management:

1. Production Management
2. Marketing Management
3. Human Resource Management

Unit - 5: Management Techniques:

1. Work study and work simplification
2. Management information system (MIS)
3. Cost benefit analysis

Suggested Readings:

1. Dr. R.C. Bhatia: Principles of Office Management, Lotus Press Publishers & Distributors.
2. Tripathi; Principles of Management; Tata Mc Graw Hill Publications.
3. Terry and Franklin, Principles of Management; AITBS Publishing.
4. K. Murali Manohar (Ed.): Nirvahana Shastram, KASPA Publications.
5. S.P. Jain and T.N. Chhabra: Modern Office Management.
6. L. Goel: Modern Management Techniques.
7. Herald Koontz and O. Donnel; Essentials of Management.