

## **Syllabus for TUTORIAL EXAMINATION of Principles and Practice of Management**

### Unit–I: Introduction to Management

- Meaning and definition of Management
- Importance of Management
- Levels of Management
- Top-level management
- Functions of Top-level Management
- Principles of Management
- General principles of management (Fayol – selected principles)
- Scientific Management
- Concept and principles of Scientific Management (F. W. Taylor)
- Managerial Roles
- Managerial roles as identified by Henry Mintzberg
  - Interpersonal roles
  - Informational roles
  - Decisional roles

### Unit–II: Planning

- Planning – basic concept
- SWOT Analysis
  - Meaning
  - Components: Strengths, Weaknesses, Opportunities and Threats

### Unit–III: Directing and Leadership

- Leadership – concept
- Types of Leadership
  - Autocratic leadership
  - Democratic leadership
- Leadership Theories
  - Fiedler’s Contingency Theory of Leadership (brief study)