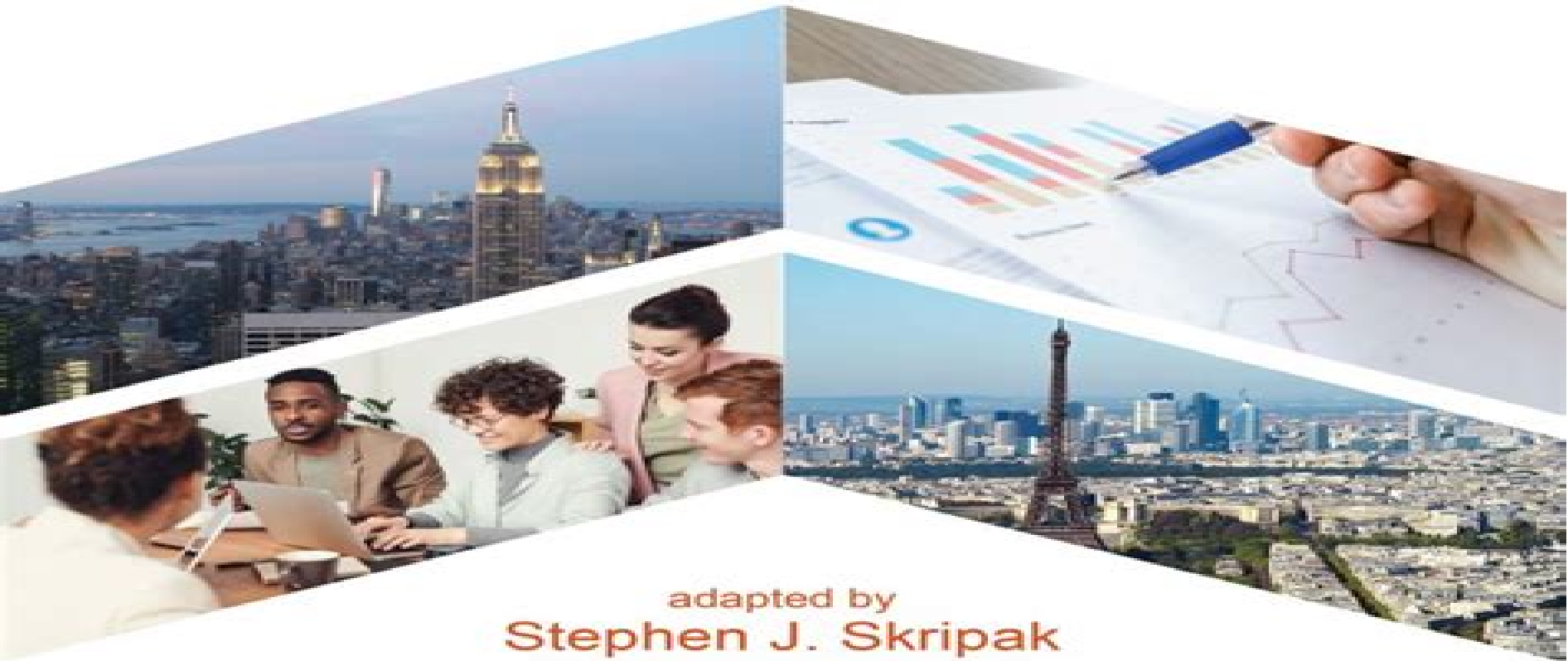


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Third Edition



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Stephen J. Skripak
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Fundamentals Of Business Organisation Management

**Dr S N Maheshwari ,Dr Suneel K.
Maheshwari ,Mr. Sharad K.
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13 Authority Responsibility and Delegation of Authority 14 Centralization and Decentralization 15 Direction Concept and Techniques 16 Managerial Control 17 Techniques of Control 18 Motivation 19 Leading and Leadership 20 Co ordination Meaning and Nature 21 Communication 22 Management of Change SYLLABUS Unit I Introduction Concepts Objectives Nature Scope and significance of management Evolution of management thought Contribution Taylor Weber and Fayol management Unit II Planning Concept Objectives Nature Limitation Process of planning Importance Forms Techniques and Process of decision making Unit III Organizing Concept Objectives Nature of organizing Types of Organization Delegation of authority Authority and responsi bilities Centralization and Decentralization Span of Control Unit IV Directing Concept Principles Techniques of directing and Coordination Concept of leadership Meaning Importance Styles Supervision Motivation Communication Unit V Controlling Concept Principles Process and Techniques of Controlling Relationship between planning and Controlling Management Principles And Applications by R. C. Agrawal, Sanjay Gupta R. C. Agrawal, Sanjay Gupta, 2020-08-26 An excellent book for commerce students appearing in competitive professional and other examinations 1 Management Concept Meaning Definitions and Need 2 Managerial Functions 3 Co ordination Meaning and Nature 4 Evolution of Management Thought 5 Management by Objectives M B O 6 Planning 7 Types of Plans and Corporate Planning 8 Environmental Analysis and Business Environment 9 Decisions Making 10 Nature and Process of Organisation 11 Span of Control and Centralisation and Decentralisation of Authority 12 Authority and Delegation of Authority 13 Organizations Structure and Forms of Organisation 14 Staffing 15 Motivation 16 Leadership 17 Communication 18 Managerial Control 19 Techniques of Control and Emerging Issues in Management

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