

Tamil Nadu State Council for Higher Education (TANSICHE) Syllabus
For B.Com. (General) & B.Com. (Accounting & Finance)

Principles of Management

L.M. PRASAD



SULTAN CHAND & SONS

Principles of Management

*For B.Com. (General), B.Com. (Accounting & Finance)
as per
Tamil Nadu State Council for Higher Education (TANSCHE) Syllabus*

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Preface



First Edition

Principles of Management is a foundational textbook designed for first-semester students of Bachelor of Commerce (General) and Bachelor of Commerce in Accounting and Finance, in alignment with the Tamil Nadu State Council for Higher Education (TANSICHE) syllabus. This textbook provides an introductory yet comprehensive understanding of management principles, ensuring students are well-prepared to appreciate and apply the fundamental concepts of management in today's dynamic business world.

Management is an essential function across all organizations, large and small. This textbook covers the basic principles, roles, and functions of management, providing a structured approach to understanding how effective management impacts organizational success. Divided into five units, the book covers key aspects of management, including planning, organizing, staffing, directing, and controlling, while blending theory with real-world applications.

Unit I – Introduction to Management, introduces students to management concepts, the evolution of management thought, and the various schools of management theory. It also addresses contemporary challenges and opportunities in the field, offering students insights into how management continues to evolve with technological and social changes.

Unit II – Planning, covers the fundamental elements of planning, including setting objectives, creating organizational plans, and making effective decisions. This unit provides students with essential tools for forward-thinking, strategic planning in both organizational and personal contexts.

Unit III – Organizing, delves into the structure of organizations, discussing key topics such as organizational hierarchy, power, and authority. This section highlights the importance of structuring teams and resources effectively to achieve organizational goals.

Unit IV – Staffing, introduces students to the principles of recruitment, employee development, and performance appraisal. This unit underscores the critical role of human resources in building a motivated and skilled workforce, which is key to organizational growth.

Unit V – Directing, discusses motivation, leadership, conflict resolution, and coordination. It provides students with an understanding of how effective leadership and communication can guide teams towards achieving goals. This unit also covers the fundamentals of control, which is crucial for monitoring performance and ensuring adherence to objectives.

This book is enriched with over 31 case studies, 10 exhibits, 30 tables, 50 figures, and over 350 questions, enhancing both theoretical knowledge and practical understanding with 180 awareness developers. These tools provide students with ample opportunities to apply management concepts, critically analyze real-world scenarios, and prepare thoroughly for exams and professional challenges.

We hope Principles of Management will serve as a valuable resource, equipping students with a solid grounding in management concepts and skills that are essential for academic and career success.

Editorial Team
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Brief Contents



	<i>Pages</i>	<i>Tables</i>	<i>Figures</i>	<i>Multiple Choice Ques.</i>	<i>Short Answer Ques.</i>	<i>Application Ques.</i>	<i>Awareness Developer</i>
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2. Development of Management Thought	35	3	2	5	5	12	8
3. Management Challenges and Opportunities	71	1	3	4	4	10	4
Unit II – Planning							
4. Fundamentals of Planning	99	2	4	9	6	15	10
5. Organizational Plans	125	2	6	6	6	12	10
6. Decision Making	157	2	3	4	4	11	10
Unit III – Organizing							
7. Fundamentals of Organizing	185	1	3	10	7	18	6
8. Power and Authority	223	1	6	8	5	15	8
Unit IV – Staffing							
9. Fundamentals of Staffing	257	–	1	5	3	9	10
10. Employee Development and Performance Appraisal	275	2	–	7	4	10	7
Unit V – Directing							
11. Fundamentals of Directing	299	2	1	5	3	11	8
12. Motivation	319	3	2	7	5	19	10
13. Leadership	351	5	7	6	4	17	15
14. Conflict and Coordination	379	–	1	5	4	8	6
15. Fundamentals of Controlling	397	3	4	5	4	10	8
Total	418	30	50	94	69	190	135



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Tamilnadu State Council for Higher Education (TANSICHE)

B.Com. (General), B.Com. (Accounting & Finance)

FIRST YEAR – SEMESTER – I

CORE – II: PRINCIPLES OF MANAGEMENT

Unit I – Introduction to Management: Meaning – Definitions – Nature and Scope – Levels of Management – Importance – Management vs. Administration – Management: Science or Art – Evolution of Management Thoughts – F.W. Taylor, Henry Fayol, Peter F. Drucker, Elton Mayo – Functions of Management – Trends and Challenges of Management. Managers – Qualification – Duties & Responsibilities.

Unit II – Planning: Planning – Meaning – Definitions – Nature – Scope and Functions – Importance and Elements of Planning – Types – Planning Process – Tools and Techniques of Planning – Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types – Steps in Decision Making – Forecasting.

Unit III – Organizing: Meaning – Definitions – Nature and Scope – Characteristics – Importance – Types – Formal and Informal Organization – Organization Chart – Organization Structure: Meaning and Types – Departmentalization – Authority and Responsibility – Centralization and Decentralization – Span of Management.

Unit IV – Staffing: Introduction – Concept of Staffing – Staffing Process – Recruitment – Sources of Recruitment – Modern Recruitment Methods – Selection Procedure – Test – Interview – Training: Need – Types – Promotion – Management Games – Performance Appraisal – Meaning and Methods – 360 degree Performance Appraisal – Work from Home – Managing Work from Home [WFH].

Unit V – Directing: Motivation – Meaning – Theories – Communication – Types – Barriers to Communications – Measures to Overcome the Barriers. Leadership – Nature – Types and Theories of Leadership – Styles of Leadership – Qualities of a Good Leader – Successful Women Leaders – Challenges Faced by Women in Workforce – Supervision.

Co-ordination and Control: Co-ordination – Meaning – Techniques of Co-ordination. Control – Characteristics – Importance – Stages in the Control Process – Requisites of Effective Control and Controlling Techniques – Management by Exception [MBE].

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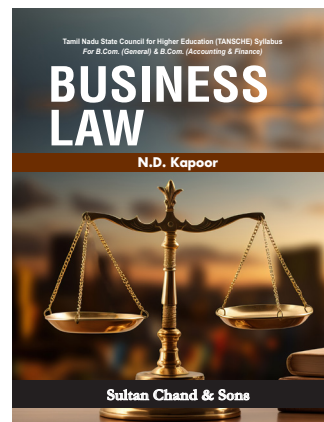
*For B.Com. (General), B.Com. (Accounting & Finance)
as per*

Tamil Nadu State Council for Higher Education (TANSICHE) Syllabus

About the Book

This textbook is specifically designed for students pursuing their 2nd Semester in Bachelor of Commerce (General) and Bachelor of Commerce (Accounting and Finance) programs offered by universities affiliated with the Tamil Nadu State Council for Higher Education (TANSICHE). This comprehensive guide adheres to the latest syllabus prescribed by TANSICHE, ensuring you gain a thorough understanding of the legal principles governing commercial transactions.

To enhance your learning experience, this book is enriched with a plethora of resources. Over 660 real-world examples provide context and practical application of the legal principles discussed. Additionally, a vast collection of questions, including 376 objective-type questions, 214 text questions, and 333 practical problems, allow you to test your understanding and solidify your knowledge.



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Company Law

(Academic Textbook on The Companies Act, 2013)

N.D. Kapoor

*For Third Semester, B.Com. (General), B.Com. (Accounting & Finance)
as per
Tamil Nadu State Council for Higher Education (TANSCHÉ) Syllabus*

About the Book

This textbook, Company Law, has been carefully developed to meet the academic requirements for the Third semester of Bachelor of Commerce (B.Com.) General, Accounting & Finance students, following the syllabus prescribed by the Tamil Nadu State Council for Higher Education (TANSCHÉ). The book is designed to introduce students to the essential concepts and applications of company law and serves as a foundational guide for understanding the legal framework governing corporate entities.

To enhance learning, the book is enriched with 32 case laws, 123 theory questions, and 55 practical problems, encouraging students to apply theoretical concepts to real-world scenarios.

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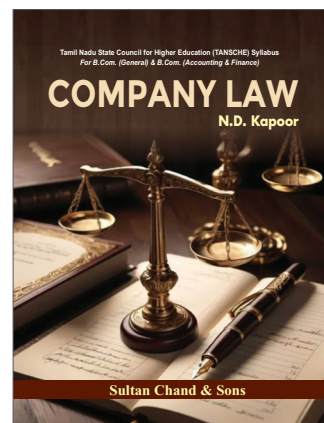
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