**SYLLABUS FOR THE SUBJECT OF BUSINESS ADMINISTRATION**

**PAPER-I**

**Total Marks: 100**

**MANAGEMENT**

1. **Management yesterday and today**

- Historical background of Management

- Managing in the New Era

The Internet, Globalization, Knowledge Management and Collaboration

across “boundaries”.

2. **Planning:** Delivering strategic value, the basic planning process, strategic

planning, types of plans and decision making.

3. **Organizing**: Building a dynamic organization, fundamentals of organizing

(differentiation & integration), organization structure (vertical &

horizontal). Empowerment (Centralization & Decentralization), Coordination

by (Standardization by plan & by adjustment). (Human

Resource Management; (HRM); Planning, Recruitment, Selection

and Training etc).

4. **Leading:** Mobilizing People, Human Factors and Motivation, Leading and

Managing, Leadership and Followership, Power and Leadership.

5. **Controlling:** Learning and Changing, Basic Control Process, Control Techniques

and IT, Organizing for Innovation (Technology, Job Design & HR

Development, Project Implementation and Unleashing Creativity)

**RECOMMENDED BOOKS**

*1. Management: A Global Perspective 11th Ed. Koontz, Harold & Weihrich, Heinz,*

*McGraw-Hill*

*2. Management: 8th Ed. Robbins, Stephen P. & Coulter, Mary, Prentice Hall of India.*

*3. Management: Competing in the New Era. 5th Ed. , Bateman, Thomas S. & Snell,*

*Scott A. McGraw-Hill Irwin*