**5. MANAGEMENT SCIENCE**

**Management Science**

Concept, Nature and Significance of Management Science; Growth and Development of Modern Management; Managerial Revolution- a Retrospect; Management under Industrialised Market Economy, Centrally Planned Economy and Mixed Economy.

**Schools of Thought on Management**

Schools of Thought on Modern Management; Scientific Management Movement-Contribution of Taylor and Fayol; Integration Theory of Mary Follett; Elton Mayo and Human Relations School; Systems Approach to Management; Application of Behavioral Sciences to Management; Developing a Philosophy of Management; Management Ethic and management Culture.

**Systems of Management**

Management by Institution; Management by Crisis; Management by Objectives; Management by Integration and Self Control: Management by Results; Towards Integrative Management.

**Organisational Structure of management**

Meaning of " Organisation"; Types of organisational structure; Choice of objectives and structure; Division of tasks in the total function of management: Unity of Command, span of control and feasible linkage: Organisational Chart- Organisation of " Line " and " Staff"; "Grid " system in organisation; Authority, responsibility and accountability; Informal organisation and management structure.

**Function and Process of Management.**

Managerial Function of Turning Resources into Results; Decision-Making-its Value System, Internal External Constraints; Delegation of Authority; Communication and Public Relations; Motivation and integration; Process of Management--Planning, Organisation, Staffing, Direction and Control.

**Functional Management Areas**

Production Management-Money (Financial) Management- Costing, Budgeting and Forecasting; Materials Management- Quantity, Quality, Planning and Control; Machine Management- Industrial Engineering (Maintenance), Works Management and Fuel Management; Marketing Management Sales Promotion, Distribution and Market Research; Quantitative Methods in Management; General Management Basic Responsibilities of Direction, Co-ordination and Control; Make-up of General Manager- Motivation, Personality and Training Aspects.

**Management by Participation**

Concept, Scope and Significance; Theories of Participative Management: Technological, Economic and Organisational Aspects of Participative Management; Methods and Techniques of Participative Management; Role of Management, Trade Unions and State in Promoting Participative Management; Participative Management in the Context of New Technology, Productivity, Labour Relations and Social Justice; Perspective and Prospects for Participative Management.

**Challenge of Management**

Competition and Survival- Effective Decision-Making-Overcoming Indecisive-ness; Effective Delegation and Control; New Management Tools, Strategies and Tactics; Management Information Systems (MIS) ; Innovations in Management; Lacocca Management Technique; Management Counselling.

**New Horizons of Management**

Effective Management of Time; Managing Technological Change; Environment Management; Quality and Productivity Management: Management in Search of Excellence.

**Changing World of the Executive**

From Professional Management to Leadership Management; Personality of a New Manager Motivation, Incentive and Training Aspects; Make-up of a High Quality Manager Success and Advancement; Emergence of the Entrepreneurial Manager.

**Practice and Perspective**

Managerial Practices in Private Sector; Public Sector and Co-operative Sector; Management of Medium and Small Enterprise; Management Training, Research and Development; Social Responsibilities of Management; Developing Management Ethic and Management Culture; Management and Economic Development; Management, State and Society; International Influences on National Management; 21st Century Management Perspective.

**Factory and Office Administration**

Output and Efficiency; Organisation and Methods; Work-Study-Factory-Layout, Production Methods, Plant Maintenance, Quality Control, Office Equipment, a management Accountancy and Budgetary Control.