

Unit-I

Management : Concept & Principles

Definition, Need and Scope of Management

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Introduction

- ◉ Shri Hari
- ◉ Kitchen items
- ◉ Clothes
- ◉ This is system to achieve the goal and maximum output

Definition :-

- ◉ The process of designing and maintaining an environment in which individuals, working in groups , accomplish efficiently selected aims.

Harold Koontz

- ◉ Management in the process of getting things done by and through others.

Hicks & Gullet

- ◉ Management is the forecast and to plan , to organize , to command to coordinate and control.

Henry Fayol

Need of Management

- ◉ Effective & better services.
- ◉ Save the time.
- ◉ Save the money & human resources'.
- ◉ Financial control.
- ◉ Increase the value of institute.
- ◉ Effective working environment.
- ◉ Increase the output.

Scope of Management

- Personnel Management :-

Employers as administrator
Requirement of personnel's
Requirement Scrutiny
Joining , Job profile, Training ,
Promotion, Transfer,
Retirement, Security etc.

- Financial Management :-

Expenditure control ,
Budget control, Statistics control ,
Accounting.
Financing planning
Management of income etc..

Cont...

- Office Management :-

 - Tools to save manpower.

 - New Machines.

 - Documentation.

 - Office planning & controlling.

- Maintenance Management :-

 - Steps for development of an institute.

 - Labs

 - Promote for research

 - Up to date current services.

ANY QUESTIONS ?

THANK YOU