

# Fundamentals Of Business Organisation Management

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an excellent book for commerce students appearing in competitive professional and other examinations content 1 management meaning characteristics and functional area 2 management nature principles levels and limitations 3 functions of management and managerial roles 4 development of management thought 5 planning 6 types of plans and corporate planning 7 management by objectives m b o 8 decision

making 9 environment analysis and diagnosis 10 nature and process of organisation 11 organisation structure and forms of organisation 12 departmentation 13 authority responsibility and delegation of authority 14 centralisation and decentralisation 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 concept nature process and significance of management managerial roles mintzberg an overview of functional areas of management development of management thought classical and neo classical system contingency approach planning concept process and types decision making concept and process management by objectives unit ii organising concept nature process and significance authority and responsibility relationships centralisation and decentralization departmentation organisational structure forms and contingency factors corporate planning environment analysis and diagnosis strategy formulation unit iii direction concept and techniques managerial control concept and process effective control system techniques of control motivation and leading people at work motivation concept theories maslow herzberg mcgregor and quchi financial and non financial incentives leadership concept and leadership styles likert s four system of leadership unit iv co ordination as an essence of management communication nature process networks and barriers effective communication management of change concept nature and process of planned change resistance to change emerging horizons of management in a changing environment

business organisation and management provides an understanding of the structure functions and processes involved in organizing and managing business enterprises the subject covers forms of business organization principles of management planning organizing staffing directing and controlling it also examines leadership motivation communication and decision making within organizations emphasis is placed on managerial effectiveness ethical practices and adapting management principles to a dynamic business environment

this book highlights the essence of information technology in the modern digital world in relation to improvements and threats to organisations and e business in the era of the digital economy rapid it development has created modern business proposals such as digital and virtual currencies crowdfunding peer to peer lending mobile banking online investing and new payment systems this allows organisations and firms to increase competitiveness by using financial products and services thus increasing their value information technology users receive significant timesaving and a choice of investment options at the same time there is a new challenge for regulators who must monitor how this or that technology affects the financial sector the authors have collected and systematised information on the models of using information technology in e business as well as issues of applying information technology in smart organisations and public institutions the book addresses the issues of risk management in organizations and the problems of personal and social risks resulting from the use of information technology in addition the book presents a review of e commerce sectors and models as well as e commerce tools international payment systems and modern money systems risks threats and security rules for using banking services e commerce and payment systems are reviewed and systematised

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types of organisation 13 business combinations 14 scientific management 15 rationalisation 16 employee s remuneration 17 sources of finance 18 stock exchange sebi nseil and otcei 19 produce exchange 20 plant location

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managers are people who steer organizations towards meeting their objectives effectively and efficiently modern day managers need to understand contemporary issues in management to achieve these objectives spread over nine parts this book addresses these issues in simple and student friendly language and explains concepts through rich diagrams and examples

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