Bachelor of Business Administration (B.B.A)

Teacher name: Dr Bharti, Paper 1 Semester 2nd

April 2021

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| Management and its various functions  Definition of management: nature and scope, organizational objectives, management by objective  Planning: nature, purpose and functions, types, steps in planning, Decision making and its process |

May 2021

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| Organizing: nature, importance, process, formal & informal organizations, organization chart, organizing principles, span of management: factors determining effective span, Graicunas formula,  Departmentation: definition, departmentation by function, territory, product/service, customer group and matrix organization |

June 2021

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| Authority: definition, types, responsibility and accountability, delegation; definition, steps in delegation, obstacles to delegation and their elimination, decentralization vs centralization, determinants of effective decentralization  Staffing: definition, manpower management, factors affecting staffing, job design, selection process, techniques, performance appraisal: need and process |

July 2021

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| Communication; importance, process, barriers and breakdown of communication. Controlling: control process, types, barriers to control making, control  techniques: budget and non- budgetary control devices, Social responsibility and business ethics |