

CONTENTS

1	BASICS CONCEPTS IN MANAGEMENT.....	1
2	CHARACTERIZATION OF MANAGER.....	11
3	HISTORICAL DEVELOPMENT OF MANAGEMENT.....	23
4	MANAGERIAL PLANNING	33
5	DECISION MAKING IN MANAGEMENT.....	47
6	ORGANISING IN MANAGEMENT	59
7	HUMAN RESOURCE MANAGEMENT.....	73
8	LEADERSHIP IN MANAGEMENT	87
9	MOTIVATION THEORY AND PRACTICE	101
10	TEAMS AND TEAMWORK.....	115
11	MANAGERIAL COMMUNICATION	127
12	CONTROL IN MANAGEMENT.....	139
13	STRATEGIC MANAGEMENT.....	151
14	ETHICS AND SOCIAL RESPONSIBILITY	165
	BIBLIOGRAPHY.....	177
	LIST OF FIGURES	179
	INDEX	183
	SUMMARY	187