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**Subject: Management Concepts and Organizational Behaviour**

**Subject Code: MC-101**

**Author: Dr. Karam Pal**

**Lesson No: 01**

**Vetter: Prof. Harbhajan Bansal**

## INTRODUCTION TO MANAGEMENT

**Objective:** The objectives of this lesson are to enable to define management; to describe the nature and scope of management; to know the difference between management and administration; to understand various levels of management; and to describe the various skills that are necessary for successful managers.

### Lesson Structure:

- 1.1 Introduction
- 1.2 Definition of Management
- 1.3 Characteristics of Management
- 1.4 Management Functions/ the Process of Management
- 1.5 Nature of Management
- 1.6 Management Vs. Administration
- 1.7 Levels of Management
- 1.8 Managerial Skills
- 1.9 The Manager and his job
- 1.10 Principles of Management
- 1.11 Significance of Management
- 1.12 Summary
- 1.13 Self Assessment Questions
- 1.14 Suggested Readings

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