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Suggested Further Readings

Course Code: MCA 109 Course Name: Principles and Practices of Management

| S. No. | Unit | Topic | Book/Resource |
|--------|---------|------------------------------|--|
| 1. | Unit I | Management Concepts | <ul style="list-style-type: none">• Management: Concept, Definition and Process URL: https://www.businessmanagementideas.com/management/management-concept-definition-and-process/4415• Management: Definitions, Concept, Objectives and Scope URL: http://www.yourarticlelibrary.com/management/management-definitions-concept-objectives-and-scope/53128 |
| 2. | Unit I | Organization Management | <ul style="list-style-type: none">• Organization Management - Meaning, Need and its Features URL: https://www.managementstudyguide.com/organization-management.htm |
| 3. | Unit I | Principles of Management | <ul style="list-style-type: none">• Introduction to Principles of Management URL: https://2012books.lardbucket.org/books/management-principles-v1.0/s05-introduction-to-principles-of-.html |
| 4. | Unit II | Decision Making | <ul style="list-style-type: none">• Decision Making URL: https://2012books.lardbucket.org/books/management-principles-v1.0/s15-decision-making.html |
| 5. | Unit II | Organizational Structure and | <ul style="list-style-type: none">• Organizational Structure and Change URL: |

| | | | |
|-----|----------|---------------------------|---|
| | | Change | https://2012books.lardbucket.org/books/management-principles-v1.0/s11-organizational-structure-and-c.html |
| 6. | Unit III | Human Resource Management | <ul style="list-style-type: none"> • Strategic Human Resource Management URL: https://2012books.lardbucket.org/books/management-principles-v1.0/s20-strategic-human-resource-manag.html • Human Resource Management: it's Meaning, Definition and Nature URL: http://www.yourarticlelibrary.com/essay/human-resource-management-its-meaning-definition-and-nature/27989 |
| 7. | Unit III | Motivation | <ul style="list-style-type: none"> • Motivating Employees URL: https://2012books.lardbucket.org/books/management-principles-v1.0/s18-motivating-employees.html |
| 8. | Unit IV | Leadership | <ul style="list-style-type: none"> • Leading People and Organizations URL: https://2012books.lardbucket.org/books/management-principles-v1.0/s14-leading-people-and-organizatio.html |
| 9. | Unit IV | Communication | <ul style="list-style-type: none"> • Communication in Organizations URL: https://2012books.lardbucket.org/books/management-principles-v1.0/s16-communication-in-organizations.html |
| 10. | Unit IV | Controlling | <ul style="list-style-type: none"> • The Essentials of Control URL: https://2012books.lardbucket.org/books/management-principles-v1.0/s19-the-essentials-of-control.html |

Websites for Online Education - Explore Online Learning Platforms

<https://swayam.gov.in/explorer?category=Management>

<https://www.coursera.org/>

<https://www.edx.org/>

<https://nptel.ac.in/>

<https://nptel.ac.in/courses/122/108/122108038/>

12-weeks introductory course in Management (Krassimir Petrov)

<https://www.youtube.com/watch?v=lj7ZnyskZuA>

Lecture talks about Principles of Management

<https://www.youtube.com/watch?v=VI0Eu5uZxXQ>

<https://www.youtube.com/watch?v=3N418bEiR7k>

Books for further study

1. T.N. Chhabra, R. K. Chopra and Archana Deshpande, "Leading Issues in Management & Organizational Behavior (Text & Cases)", Sun India Publications, 2009.
2. Prasad L. M, "Principles of Organizational Behavior and Management", 2001.
3. Robbins, S. P., Judge, T. A. and Sanghi. S, "Organizational Behavior", Pearson, 2009. George R. Terry, Stephen G. Franklin, "Principles of Management", Delhi, A.L.T.B.S. Publishers & Distributors, Eighth Edition, 1997.
4. James A.F., R. Edward and Daniel R. Gilbert, Jr., "Management", Prentice-Hall of India Private Limited, Sixth Edition, 1997.