

**Hum 301: Management**  
**3 Credit Hours.**  
**3 hrs. per week.**

Management: its meaning, scope, objectives and their attainments. Functions and nature of management. Planning: nature, objectives and types of plans. Limits of planning, logistics and strategy. Organising: grouping of activities delegation of authority and decentralisation. Organisation structure: line, staff and functional organisation, committee, span of supervision. Direction: motivation and co-ordination. Controlling steps in control, requirement, budgetary control. Analytical tools and techniques in production management. Factory planning: plant location, plant lay out. Production planning and control. Personnel management: recruitment and selection, management development and performance evaluation.