

6. Planning Premises: Meaning and Types
 - Various Internal & External Premises.
 - Classification of premises among three classes: Un-controllable, Semi-controllable & Controllable premises
 - Concept of environment and Names of Components of External & Internal environment (SWOT Analysis)
7. Types of plan
 - Classification of plans as per hierarchy (scope)
 - Classification of plans as per time
 - Classification of plans as per functions
8. Forecasting
 - Definition
 - Importance to planning
 - Techniques of forecasting. (only name)
9. Decision Making
 - Definition
 - Process of decision making
 - Qualities of effective decisions
 - Individual v/s group decisions, their merits & de-merits
 - Techniques of decision making (only names)

Unit 3: Coordination (20%)

1. Introduction and Definition of Co-ordination
2. Need & Importance of Co-ordination
3. Techniques of Co-ordination
4. System's approach to co-ordination
5. Types of co-ordination

Reference Books:

1. Coulter, M. K., & Robbins, S. P. *Management*. Pearson Prentice Hall
2. Prasad, L. M. *Principles and Practice of Management*. Sultan Chand & Sons (Text Book)
3. Rao, V. S. P. *Management Text and Cases*. Excel Books. (Text Book)
4. Wehrich, H., & Koontz, H. *Essentials of Management*. Tata McGraw Hill Education Private Limited

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