

4. Supervision:
  - Meaning and Roles of Supervisor
  - How to supervise effectively
  - Skills of a good supervisor.

### **Unit 3: Controlling (20%)**

1. Definition of control
2. Importance of control & its relation to Planning
3. Process of control
4. Resistance to control and methods to overcome this resistance.
5. Control techniques : viz. Break Even Point Analysis, Budgetary Control, Zero Based Budgeting, Responsibility accounting, Standard Costing, Total Quality Management (TQM), Management Information System (MIS), Kaizen, Budgetary control: Types of budgets, Meaning, benefits and problems & limitations

### **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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