

Management: This course strives to expose the young officer trainees to the basic principles and practices of management and to impart them with the knowledge and skills to address problems of public administration analytically and professionally. The emphasis during the course will be on building a broad foundation of general management concepts and skills across all key disciplines of Management with a focus on their application in the field of Public Administration.

Course Structure

Unit I: Principles of Management of Organizations

- Nature and purpose of the organizations and multidisciplinary nature of Management
- Evolution of Management thought:
 - Classical school
 - Behavioural/ HR school
 - Systems / Contingency Theories
- The Management Model: Planning, Organizing, Coordinating, and Control
- Managing Public organizations

Unit II: Organizational Behaviour

- **The Individual:**
 - Individual and individual behaviour
 - Individual personality and value systems
 - Motivation theories
- **Interpersonal Relations and Working in Groups:**
 - Transaction Analysis
 - Interpersonal behaviour
 - Conflict, cooperation and competition in Organizations
 - Decision making in groups
- **Working in Large Organizations**
 - Design of organization
 - Organizational culture
 - Organization Change
 - Power and Politics at workplace
- **Leadership:**
 - Concept and theories of Leadership
 - Emotionally Intelligent Leadership
 - Situational Leadership

Unit III: Human Resources Management in Government

- General principles of human resources management with specific reference to Government
- HRM functions in Government
 - Human resource planning
 - Recruitments

- Performance appraisal and Promotions
 - Training and development
- Industrial relations
- Competency Based HRM – Applications in Government

Unit IV: Financial Management-I

- General Principles of Financial Management
- Understanding Financial Position of an Organization
 - Principles of Accounting
 - Key Financial Statements such as Balance Sheet and Profit and Loss Accounts
 - Analysing accounts of government societies and cooperatives
- Analysing Costs for Decision making

Unit V: Data Analysis and Data Interpretation

- Measures of central tendency
 - Mean, median and mode
 - Measures of variability
- Concepts of probability
 - Normal distribution
 - Bayes theorem
- Sampling and Sampling distribution
- SPSS Statistical package
- Hypothesis testing
 - ANOVA
 - Simple Non-parametric Tests such as chi square
- Simple linear regression and correlation

Unit VI: Project Management

- Project Management tools and techniques
- Concept of crashing and cost of crashing
- Understanding variance in physical and financial progress in completion of a public sector project.