

ACADEMIC YEAR: 2018-2019(EVEN)

Subject Code	MG6851	L	P	T	C
Subject Title	Principles of Management	3	0	0	3
Year / Dept / Sem	IV / CIVIL / VII	Regulation Year		2013	
Faculty Name / Desg / Dept	Mr. R.JANARTHANAN M.E., / Assistant Professor / CIVIL				
Course Prerequisite	<p>1. The students to study the nature of planning, its tools and techniques and decision making process. They have more details about traffic signals and traffic signs.</p> <p>2. the students to the basics of organization structure, various departmentalization concepts and staffing activities of an organization</p>				
<b>SYLLABUS</b>					
MG6851	PRINCIPLES OF MANAGEMENT	L T P C 3 0 0 3			
<b>UNIT I INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS 9</b>					
Definition of Management – Science or Art – Manager Vs Entrepreneur - types of managers - managerial roles and skills – Evolution of Management – Scientific, human relations , system and contingency approaches – Types of Business organization - Sole proprietorship, partnership, company-public and private sector enterprises - Organization culture and Environment – Current trends and issues in Management.					
<b>UNIT II PLANNING 9</b>					
Nature and purpose of planning – planning process – types of planning – objectives – setting objectives – policies – Planning premises – Strategic Management – Planning Tools and Techniques – Decision making steps and process.					
<b>UNIT III ORGANISING 9</b>					
Nature and purpose – Formal and informal organization – organization chart – organization structure – types – Line and staff authority – departmentalization – delegation of authority – centralization and decentralization – Job Design - Human Resource Management – HR Planning, Recruitment, selection, Training and Development, Performance Management , Career planning and management.					

<b>UNIT IV DIRECTING</b> <span style="float: right;">9</span> Foundations of individual and group behaviour – motivation – motivation theories – motivational techniques – job satisfaction – job enrichment – leadership – types and theories of leadership – communication – process of communication – barrier in communication – effective communication – communication and IT.	
<b>UNIT V CONTROLLING</b> <span style="float: right;">9</span> System and process of controlling – budgetary and non-budgetary control techniques – use of computers and IT in Management control – Productivity problems and management – control and performance – direct and preventive control – reporting.	
<b>Total = 45Periods</b>	
<b>TEXT BOOKS:</b> 1. Stephen P. Robbins & Mary Coulter, “Management”, Prentice Hall (India) Pvt. Ltd., 10th Edition, 2009. 2. JAF Stoner, Freeman R.E and Daniel R Gilbert “Management”, Pearson Education, 6th Edition, 2004.	
<b>REFERENCES:</b> 1. Stephen A. Robbins & David A. Decenzo & Mary Coulter, “Fundamentals of Management” Pearson Education, 7th Edition, 2011 2. Robert Kreitner & Mamata Mohapatra, “Management”, Biztantra, 2008. 3. Harold Koontz & Heinz Weihrich “Essentials of Management” Tata McGraw Hill, 1998. 4. Tripathy PC & Reddy PN, “Principles of Management”, Tata McGraw Hill, 1999. 5. Vijayaraghavan.G.K & Sivakumar.M, “Principles of Management” Lakshmi Publications, chennai, 2016.	
Course Objectives (CO)	CO1 Describe the basic of management and its types, skills, management roles, types of business organization and current trends in business. CO2 Explain the nature and purpose of planning, types, objectives of planning and decision process. CO3 Compare the different organization structures, authorities and responsibilities, human resource management and training and development. CO4 Estimate the individual and group behavior, motivation, job satisfaction types and theories of leadership, communication and IT. CO5 Apply the knowledge using the various system and process of controlling, budgetary and non-budgetary control techniques, use of computer and IT in management control, reporting.
Expected Course Outcomes (ECO)	At the end of the course, the students should be able to: <b>EO 01</b> Strengthen the knowledge in Electrical and Electronics Engineering to enable them work for modern industries by promoting energy conservation and sustainability.



	<p><b>EO 02</b> Enrich analytical, creative and critical <b>logical reasoning</b> skills to solve problems faced by emerging domains of electrical and electronics engineering industries worldwide.</p> <p><b>EO 03</b> Develop effective communication and inter-personal skills to work with enhanced team spirit in multidisciplinary projects with a broader <b>ethical, professional, economical and social</b> perspective.</p> <p><b>EO 04</b> Prepare the students either to establish <b>start ups</b> or to pursue <b>higher education</b> at reputed institutions.</p>
<p><b>Mapping of CO &amp; PO(Specify the PO's) - (Fill the cols with the legend given below)</b></p> <p><b>Programme Outcomes of Civil Engineering</b></p> <ol style="list-style-type: none"> <li>Graduates of Civil Engineering program will be able to apply the fundamental knowledge of mathematics, science and engineering to solve problems pertaining to Civil Engineering.</li> <li>Graduates of Civil Engineering program will be able to identify, analyze, formulate, and solve civil Engineering problems in accordance with Indian Standard codes of practice.</li> <li>Graduates of Civil Engineering program will be able to design a system component, or process to meet desired needs within realistic constraint such as economic, environmental, social, political, ethical, health safety, manufacturability, and sustainability.</li> <li>Graduates of Civil Engineering program will be able to design and conduct experiments, as well as to analyze and interpret data.</li> <li>Graduates of Civil Engineering will be able to use the techniques, skills, and modern civil engineering tools, necessary for engineering practice.</li> <li>Graduates of Civil Engineering program will be able to incorporate specific contemporary issues into the identification, formulation, and solution of specific civil engineering problems.</li> <li>Graduates of Civil Engineering program will be able to work on the basis of broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context.</li> <li>Graduates of Civil Engineering program will be able to understand the role of Civil Engineers and ethical responsibility.</li> <li>Graduates of Civil Engineering program will be able to function on multidisciplinary teams.</li> <li>Graduates of Civil Engineering program will be able to deliver effective verbal, written, and graphical communications.</li> <li>Graduates of Civil Engineering program will be able to recognize the need for, and an ability to engage in life-long learning.</li> <li>Graduates of Civil Engineering program will be able to perform economic analysis, quality checks, time/labour management and cost estimates related to design, construction, operations and maintenance of systems in the civil technical specialties.</li> </ol>	

PO Vs CO	PO 1	PO2	PO 3	PO4	PO5	PO6	PO 7	PO8	PO9	PO10	PO11	PO 12
CO1	-	2	1	2	1	1	3	2	1	-	2	-
CO2	-	2	1	1	2	2	3	1	1	-	1	2
CO3	-	2	1	2	1	1	3	2	3	-	2	2
CO4	-	2	1	-	3	3	2	3	2	1	3	-
CO5	-	2	1	2	-	2	3	2	3	2	3	2



UNIT I INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS				
Session No *	Topics to be covered	Ref	PAGE NO	Teaching Aids
1	Definition of Management , Productivity, Efficiency Effectiveness, Management - Science or art	R.5	1 to 1.17	BB
2	Types of Managers, Managerial skills	R.5	1.17 to 1.22	BB
3	Managerial roles (Mintzberg's approach), Manager Vs Entrepreneur	R.5	1.19	BB
4	Evolution of Management – Scientific and Human relations approaches	R.5	1.23 to 1.25	BB
5	Systems and contingency approaches	R.5	1.50 to 1.53	BB
6	Types of Business organization - Sole proprietorship, partnership,	R.5	1.54 to 1.70	BB
7	Public and private sector enterprises	R.5	1.73 to 1.77	BB
8	Organization culture and Environment	R.5	1.92 to 1.94	BB
9	Current trends and issues in Management	R.5	1.94 to 1.99	BB
UNIT II PLANNING				
Session No *	Topics to be covered	Ref	PAGE NO	Teaching Aids
10	Nature and purpose of planning	R.5	2.1to 2.3	BB
11	Planning process	R.5	2.7	BB
12	Types of planning	R.5	2.7 to 2.12	BB
13	Objectives – setting objectives	R.5	2.17 to 2.27	BB
14	Policies – Planning premises	R.5	2.36 to 2.41	BB

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15	Strategic Management	R.5	2.46 to 2.54	BB
16	Planning Tools and Techniques –	R.5	2.57	BB
17	Budgeting, Scheduling, gantt charts, PERT, BEA, LP	R.5	2.81 to 2.84	BB
18	Decision making steps and process	R.5	2.88 to 2.112	BB
<b>Unit III: ORGANISING</b>				
Ses sion	Topics to be covered	Ref	PAGE NO	Teaching Aids
19	Nature and purpose of organizing	R.5	3.2 to 3.8	BB
20	Formal and informal organization	R.5	3.8 to 3.9	BB
21	Organization structure – six key elements, types	R.5	3.17 to 3.18	BB
22	Line and staff authority, delegation of authority	R.5	3.34 to 3.45	BB
23	Departmentalization, Centralization and decentralization	R.5	3.46 to 3.81	BB
24	Human Resource Management – HR	R.5	3.83 to 3.90	BB
25	Training and Development	R.5	3.126 to 3.140	BB
26	Performance Management	R.5	3.142 to 3.156	BB
27	Career planning and management	R.5	3.157to 3.163	BB
<b>UNIT IV DIRECTING</b>				
Sessio	Topics to be covered	Ref	PAGE NO	Teaching Aids
28	Foundations of individual and group behaviour	R.5	4.4to 4.17	BB
29	Motivation – motivation theories and techniques, Maslow's hierarchy of needs theory, Mcgregor's theory, Herzberg's two	R.5	4.18 to 4.24	BB
30	Goal setting theory, Reinforcement theory	R.5	4.27 to 4.42	BB
31	Job design theory ,Equity and Expectancy Theories	R.5	4.42 to 4.43	BB
32	Job satisfaction , job enrichment	R.5	4.52 to 4.60	BB
33	Leadership, trait and Behavioral theories	R.5	4.63 to 4.74	BB
34	Fiedler model, SLT and Path goal theories	R.5	4.75 to 4.90	BB

35	Communication – process of communication	R.5	4.90 to 4.100	BB
36	Barrier in communication, effective	R.5	4.103 to 4.106	BB
<b>UNIT V CONTROLLING</b>				
Session	Topics to be covered	Ref	PAGE NO	Teaching Aids
37	System and process of controlling	R.5,	5.1 to 5.17	BB
38	Budgetary control techniques	R.5	5.17 to 5.29	BB
39	Danger in budgeting	R.5	5.37 to 5.45	BB
40	Non-budgetary control techniques	R.5	5.34 to 5.45	BB
41	Use of computers and IT in Management control	R.5	5.46 to 5.54	BB
42	Productivity problems and measurement	R.5	5.55 to 5.66	BB
43	Control of overall performance	R.5	5.67 to 5.76	BB
44	Direct control	R.5	5.82	BB
45	Preventive control	R.5	5.85	BB

	<i>Prepared by</i>	<i>Approved by</i>
Signature		
Name	Mr.R.JANARTHANAN	Mr.P.GANESAN
Designation	Assistant Professor / CIVIL	HOD /CIVIL
Signed date	02/11/18	02/11/18

**LEGEND:****METHODOLOGY TO MAP OBJECTIVE WITH OUTCOME**

Course outcomes are achieved through

- Suitable Analogies.
- Class room teaching.
- Assignments.
- Tutorials
- Weekly, monthly and model exams.
- Brain storming.
- Group discussion and role play.
- Seminars