

ANNAI MATHAMMAL SHEELA ENGINEERING COLLEGE**COURSE DELIVERY PLAN****Name of the Department: MANAGEMENT STUDIES Name of the Staff: GEORGE.L,AP/MBA****Sub Code & Name: MG2351 PRINCIPLES OF MANAGEMENT Year / Sem: IV BE(EEE)/ VII****UNIT -1 – OVERVIEW OF MANAGEMENT**

Lect. no	Date Planed	Topics to be covered	Time required (periods)	Teaching Methods	Teaching Aids	Books/ Journals Referred
1	22.06.2015	Definition	1	(L)	CB	1
2	23.06.2015	Organization	1	(L)	CB	1,2
3	24.06.2015	Management	1	(L)	PP	1,2
4	25.06.2015	Management concepts	1	(L)	CB	1,2
5	26.06.2015	Roles of managers	1	(L)	PP	1,2
6	27.06.2015	Roles of managers	1	(L)	Video	1,2
7,8	29.06.2015 30.06.2015	Evolution of management thought	1	(L) (S)	CB	1
9	01.07.2015	Organization and the environmental factors	1	(L)	CB	1,2
10	02.07.2015	Managing globally	1	(L)	CB	1,2
11	03.07.2015	Managing globally	1	(L)	PP	1,2
12	04.07.2015	Strategies for international business.	1	(L)	CB	1,2
13	06.07.2015	Revision	1	(L)	CB	

UNIT -II- PLANNING

Lect. no	Date Planed	Topics to be covered	Time required (periods)	Teaching Methods	Teaching Aids	Books/Journal Referred
1	07.07.2015	Nature and purpose of planning	1	(L)	CB	1,4
2	08.07.2015	Planning process	1	(L)	PP	1,6
3	09.07.2015	Types of plans	1	(L)	CB	1,4
4	10.07.2015	Objectives	1	(L)	PP	1,6
5	11.07.2015	Managing by objective strategies	1	(L)	CB	1,4
6	13.07.2015	Types of strategies	1	(L)	CB	1,6
7	14.07.2015	Policies	1	(L)	CB	1,6
8	15.07.2015	Decision making	1	(L)	CB	1,6
9	16.07.2015	Types of decision	1	(S)	PP	1,6
10	20.07.2015	Decision making process	1	(L)	CB	1,6

11	21.07.2015	Rational decision making process	1	(L)	CB	1,6
12	22.07.2015	Decision making under different conditions	1	(L)	CB	1,6
13	23.07.2015	Revision	1	(L)	CB	

UNIT –III- ORGANISING

Lect . no	Date Planed	Topics to be covered	Time required (periods)	Teaching Methods	Teaching Aids	Books/ Journals Referred
1	24.07.2015	Nature and purpose of organizing	1	(L)	CB	3
2	25.07.2015	Organization structure	1	(L)	Video	1,3
3	27.07.2015	Formal and internal groups/organization	1	(L)	Video	1,3
4	28.07.2015	Line and staff authority	1	(L)	CB	4
5	29.07.2015	Departmentation	1	(S)	PP	4
6	30.07.2015	Span of control	1	(L)	PP	4
7	31.07.2015	Centralization and decentralization	1	(S)	PP	4
8	01.08.2015	Delegation of authority	1	(L)	CB	4
9	03.08.2015	Staffing	1	(L)	CB	4
10	04.08.2015	Selection and recruitment	1	(S)	CB	4
11	05.08.2015	Orientation	1	(L)	CB	4
12	05.08.2015	Career development	1	(S)	PP	4
13	06.08.2015	Career stages	1	(S)	PP	4
14	07.08.2015	Training	1	(S)	PP	4
15	08.08.2015	Performance appraisal	1	(S)	PP	4

UNIT –IV- DIRECTING

Lect. no	Date Planed	Topics to be covered	Time required (periods)	Teaching Methods	Teachin g Aids	Books/ Journals Referred
1	10.08.2015	Managing people	1	(L)	CB	1,,4,5
2	11.08.2015	Managing people	1	(S)	CB	4,5
3	12.08.2015	Communication	1	(L)	PP	4,5
4	13.08.2015	Communication	1	(L)	CB	4,5
5	14.08.2015	Hurdles to effective communication	1	(S)	PP	4,5
6	07.08.2015	Hurdles to effective communication	1	(L)	PP	4,5

7	18.08.2015	Organization culture	1	(L)	PP	1,4,5
8	19.08.2015	Organization culture	1	(S)	CB	4,5
9	20.08.2015	Elements and types of culture	1	(L)	CB	4,5
10	21.08.2015	Managing cultural diversity	1	(L)	CB	5
11	22.08.2015	Managing cultural diversity	1	(L)	PP	5
12	24.08.2015	Revision	1	(GD)	PP	5

UNIT –V-CONTROLLING

Lect. no	Date Planed	Topics to be covered	Time required (periods)	Teaching Methods	Teaching Aids	Books/ Journals Referred
1	25.08.2015	Process of controlling	1	(S)	CB	1,5
2	26.08.2015	Types of control	1	(L)	PP	3
3	27.08.2015	Budgetary and control , non control techniques	1	(L)	PP	3,6
4	28.08.2015	Managing productivity	1	(L)	CB	3
5	29.08.2015	Cost control	1	(S)	PP	3,5,6
6	31.08.2015	Purchase control	1	(L)	PP	3,5
7	01.09.2015	Maintenance control	1	(S)	CB	3
8	02.09.2015	Quality control	1	(L)	CB	3
9	03.09.2015	Planning operations	1	(L)	CB	3
10	04.09.2015	Process of controlling	1	(L)	PP	3
11	09.09.2015	Types of control	1	(L)	CB	3
12	10.09.2015	Budgetary and non budgetary	1	(L)	CB	3
13	11.09.2015	Managing productivity	1	(L)	CB	3
14	12.09.2015	Cost control, purchase control	1	(L)	PP	3
15	14.09.2015	Revision	1	(GD)	PP	

Teaching Aids : Video Film (VF), Power Point Presentation (PP), Demo (D) , Models (M) , Over Head Project (OHP), Chalk Board (CB).

Teaching Methods: Lecturer (L), Group Discussion (GD), Quiz (Q), Seminar (S), Team Teaching (TT), Lab Visit (LV), Industrial Visit Industrial Visit.

REFERENCE BOOK:

1. Horold Koontz, Heninz Wehrich and Ramachandra Aryasri, “Essential of Management”, Eighth Edition, Tata McGraw Hill Education Pvt. Ltd., New Delhi, 2009.
2. M Govindarajan, and S Natarajan, “Principles of Management”, PHI Learning, New Delhi 2005.
3. Momoria C B,” Personnel Management”, Sultan Chand & Sons, New Delhi, 2002.
4. John W Newstrom, Keith Davis, “Organizational Behaviour”, Tata McGraw Hill, New Delhi, 2002.
5. Philip Kotler,”Marketing Management”, Pearson Education Asia, New Delhi, 2003.
6. Khanna O P,” Industrial Engineering & Management”, Dhanapat Raj Publications, New Delhi. 2003.
7. Aldrin Raj, (2013), Principles of Management, 5th edition, Sri Krishna hitech publishing, Chennai.