

UNIT I OVERVIEW OF MANAGEMENT 9

Organization - Management - Role of managers - Evolution of Management thought - Organization and the environmental factors - Managing globally - Strategies for International Business.

UNIT II PLANNING 9

Nature and purpose of planning - Planning process - Types of plans - Objectives - Managing by objective (MBO) Strategies - Types of strategies - Policies - Decision Making - Types of decision -Decision Making Process - Rational Decision Making Process - Decision Making under different conditions.

UNIT III ORGANIZING 9

Nature and purpose of organizing - Organization structure - Formal and informal groups / organization - Line and Staff authority - Departmentation - Span of control - Centralization and Decentralization - Delegation of authority - Staffing - Selection and Recruitment - Orientation -Career Development - Career stages – Training - Performance Appraisal.

UNIT IV DIRECTING 9

Creativity and Innovation - Motivation and Satisfaction - Motivation Theories Leadership - Leadership theories - Communication - Hurdles to effective communication - Organization Culture - Elements and types of culture - Managing cultural diversity.

UNIT V CONTROLLING 9

Process of controlling - Types of control - Budgetary and non-budgetary control techniques -Managing Productivity - Cost Control - Purchase Control - Maintenance Control - Quality Control -Planning operations.

TOTAL: 45 PERIODS

TEXT BOOKS:

1. Stephen P. Robbins and Mary Coulter, 'Management', Prentice Hall of India, 8th edition.
2. Charles W L Hill, Steven L McShane, 'Principles of Management', Mcgraw Hill Education, Special Indian Edition, 2007.

REFERENCES:

1. Hellriegel, Slocum & Jackson, ' Management - A Competency Based Approach', Thomson South Western, 10th edition, 2007.
2. Harold Koontz, Heinz Weihrich and Mark V Cannice, 'Management – A global & Entrepreneurial Perspective', Tata Mcgraw Hill, 12th edition, 2007.
3. Andrew J. Dubrin, 'Essentials of Management', Thomson Southwestern, 7th edition, 2007.

SUBJECT DESCRIPTION AND OBJECTIVES

DESCRIPTION

A management system which is equipped with high level machineries handle by the experts. It is very much important in controlling the set of workers in different level by means of perfect planning and execution. It is a role of an engineer as manager to enhance the knowledge of workers by proper planning.

OVERVIEW OF MANAGEMENT:

Management enhances the growth of concern by means of a proper expertise. In this chapter we have discussed about the segments of management and their role to up thrust the outcome of a concern with a specified responsibility given to the workers by high level management.

PLANNING:

These are the widest and important topic in management system since it covers both micro and macro level management. It covers the area of planning by the high level engineers to execute a proper output with a sufficient sources handle by an expert workers and management.

ORGANIZING AND CONTROLLING:

A system seems to be efficient and accurate only by means of its process and response; here we can study in detail about the controlling segment of all the workers. It dealt with the operation of sources with appropriate technics. A model of the systems is derived to analyze the accurate outcome of products. It enhances the product delivery and workers ability by controlling and considering the needs of workers.

OBJECTIVES:

- To understand the meaning of management and their role.
- To enhance the knowledge of workers by proper planning.
- To enhance the product delivery and workers ability by controlling and considering the needs of workers.
- To understand the leadership Communication & barriers in communication.
- To study and understand the effective organizing in the management system.

MICRO LESSON PLAN

Week	Hours	LECTURE TOPICS	READING
UNIT I - OVERVIEW OF MANAGEMENT			
I	1	Organization	T1
	2	Management	T1
	3	Role of managers (AV Class)	T1
	4	Evolution of Management thought	T1
	5	Organization and the environmental factors	T1
II	6,7	Managing globally	T1
	8,9	Strategies for International Business	T1
UNIT II - PLANNING			
III	10	Nature and purpose of planning	T1
	11	Planning process	T1
	12	Types of plans	T1
	13	Objectives	T1
	14	Managing by objective (MBO) Strategies	T1
IV	15	Types of strategies - Policies (AV Class)	T1
	16	Types of decision - Decision Making Process	T1
	17	Rational Decision Making Process	T1
	18	Decision Making under different conditions	T1
UNIT III - ORGANIZING			
V	19	Nature and purpose of organizing	T1
	20	Organization structure - Formal and informal groups / organization	T1
	21	Line and Staff authority	T1
	22	Departmentation - Span of control	T1
	23	Centralization and Decentralization - Delegation of authority	T1
VI	24	Staffing - Selection and Recruitment (AV Class)	T1
	25	Orientation	T1
	26	Career Development - Career stages	T1

	27	Training - Performance Appraisal	T1
UNIT IV - DIRECTING			
VII	28	Creativity and Innovation	T1
	29	Motivation and Satisfaction	T1
	30	Motivation Theories Leadership	T1
	31	Leadership theories (AV Class)	T1
	32	Communication	T1
VIII	33	Hurdles to effective communication	T1
	34	Organization Culture	T1
	35	Elements and types of culture	T1
	36	Managing cultural diversity	T1
UNIT V - CONTROLLING			
IX	37	Process of controlling	T1
	38	Types of control	T1
	39	Budgetary and non-budgetary control techniques	T1
	40	Managing Productivity (AV Class)	T1
	41	Cost Control	T1
X	42	Purchase Control	T1
	43	Maintenance Control	T1
	44	Quality Control	T1
	45	Planning operations	T1

Prepared By,
Mr. M.MARIKANNAN
A.P/EEE