



Department of Electrical and Electronics Engineering		LP: GE18551
B.E/B.Tech/M.E/M.Tech : ECE& EEE	Regulation: 2018	Rev. No: 00
PG Specialisation : NA		Date:
Sub. Code / Sub. Name : GE18551 / Principles of Management		18.08.2021
Unit : I		

Unit Syllabus: INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS

Definition of Management –Nature of Management-Management as Science or Art-Management and Administration-Evolution of Management-Contribution of Taylor and Fayol– types of managers - managerial roles and skills - Organization Culture – Dimensions, strong and weak culture –External Environment -.specific and general environment – Understanding the global environment.

Objective:

To facilitate the students about the fundamentals of Management concepts and the history behind the evolution of management thought and to know about types of business organizations, culture and current issues in management.

Session No *	Topics to be covered	Ref	Teaching Aids
1	Definition of Management , Nature of Management	R.3, 1-10	PPT
2	Management - Science or art -Management and Administration	R.3, 11-12 R1. 1, 10	PPT
3	Evolution of Management -Classification of various approaches, Contribution of Taylor	T.1, 29-30 R.1, 10-12	PPT
4	Contribution of Fayol	T.1, 30-32 R.1, 12-13	PPT
5	Types of Managers	T.1, 12-13 T.2, 11-15	PPT
6	managerial roles and skills	T.1, 10-13, T.2, 9-15	PPT
7	Organization Culture – Dimensions, strong and weak culture	T.1,51-59, T.2,38-42	PPT
8	External Environment -specific and general environment –	T.2, 30-37	PPT
9	Understanding the global environment.	T.1,72-85	PPT
Content beyond syllabus covered (if any): -			

* Session duration: 50 minutes



Sub. Code / Sub. Name: GE18551 / Principles of Management

Unit : II

Unit Syllabus: PLANNING

Nature and purpose of planning – Steps Involved in planning process – Types of plans – management by objectives – Strategic management process– types of corporate strategies - Planning Tools and Techniques-Forecasting – Benchmarking - Decision making steps and process

Objective:

To enable the students to study the nature of planning, its tools and techniques and decision making process.

Session No *	Topics to be covered	Ref	Teaching Aids
10	Nature and purpose of planning	R.6,3.1-3.2, T.1, 205-211 R.3-95-99	PPT
11	Planning process - Steps	R.3, 103-107	PPT
12	Types of planning	R.1,93-95, T.1, 149-150, R.3-99-103	PPT
13	Management by objectives	T.2, 117- 120,R.1,101-108	PPT
14	Strategic Management	T.1,226-228 R.3, 124-128	PPT
15	Types of corporate strategies	T.1,228-237	PPT
16	Planning Tools	T.1, 248-258	PPT
17	Techniques -Forecasting , Benchmarking	T.1, 248-251 T.2,84-103	PPT
18	Decision making steps and process	R.1, 135-147	PPT

Content beyond syllabus covered (if any):



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Unit : III

Unit Syllabus: ORGANISING

Nature and purpose – Formal and informal organization — Line and staff authority – delegation of authority – departmentalization by different strategies - centralization and decentralization –span of control- Human Resource Management – External factors - HR Planning - Recruitment and Decruitment - selection – selection tools – Orientation – Employee training - Employee Performance Management – Appraisal methods - Compensation and benefits.

Objective:

To expose the students to the basics of organization structure, various departmentalization concepts and staffing activities of an organization.

Session No *	Topics to be covered	Ref	Teaching Aids
19	Nature and purpose of organizing	T.1, 186-187 R.3,183-155	PPT
20	Formal and informal organization	R.3,187-188	PPT
21	Line and staff authority, delegation of authority	R.1,196-197 R.3,228-229	PPT
22	Departmentalization : strategies, Centralization and decentralization –span of control	R.3,182-184, T.1, 266-272	PPT
23	Human Resource Management – HR Planning, Recruitment and Decruitment,	T.1, 312-323	PPT
24	Selection process-Selection tools – Orientation	T.1, 217-219 R.3,281-293,	PPT
25	Employee training	T.1, 323-325 T.2, 174-176	PPT
26	Employee Performance Management	R.1, 176-180	PPT
27	Appraisal methods - Compensation and benefits.	R.1, 301-303	PPT

Content beyond syllabus covered (if any):



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Unit : IV

Unit Syllabus: DIRECTING

Foundations of individual and group behavior – motivation – motivation theories – motivational techniques – job satisfaction – job enrichment – leadership – types and theories of leadership – communication – process of communication – barrier in communication – effective communication.

Objective:

To emphasize the importance of motivation skills and leadership qualities, through various motivation and leadership theories, which the students as a manager should possess to handle different situations and the importance of communication.

Session No *	Topics to be covered	Ref	Teaching Aids
28	Foundations of individual and group behaviour	R.1, 222-240	PPT
29	Motivation – motivation theories and techniques, Maslow's hierarchy of needs theory, McGregor's theory	R.3, 368-371, T.2,314-317 T.1,431-433	PPT
30	Herzberg's two factor theory, McClelland's three needs theory	R.3,368-371,380-381, T.2,319-323 T.1, 433-435	PPT
31	Goal setting theory, Reinforcement theory	R.3,379-380, T.2,323-325 T.1,435-437	PPT
32	Job design theory ,Equity and Expectancy Theories Job satisfaction , job enrichment	T.1, 288-289, T.1, 352-353	PPT
33	Leadership – Types and theories	T.1, 460-464 R.1,440-449	PPT
34	Fiedler model, SLT and Path goal theories	T.1, 464-468 R.1,385-390	PPT
35	Communication – process of communication	T.1, 412-415 R.3, 442-447	PPT
36	Barrier in communication, effective communication,	R.1, 388-395 R.3, 452-461	PPT

Content beyond syllabus covered (if any):



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Unit : V

Unit Syllabus: CONTROLLING

Types of control systems: Market, Bureaucratic, Clan- Importance of control - process of controlling – Types of control: Feed forward, Concurrent, Feedback -Qualities of effective control system – Factors affecting control – controlling for organizational performance – control techniques -budget - Program evaluation and review technique – Information technology in controlling: opportunities and challenges.

Objective:

To emphasize the importance of controlling as a function of management and various techniques of control procedures adopted to handle productivity problems

Session No *	Topics to be covered	Ref	Teaching Aids
37	Types of control systems: Market, Bureaucratic, Clan	R.3, 477-495	PPT
38	Importance of control - process of controlling	R.3, 480-482	PPT
38	Types of control: Feed forward, Concurrent, Feedback	R.3, 486-492	PPT
39	Qualities of effective control system	R.3, 496-498	PPT
40	Factors affecting control	T.1, 491 – 493	PPT
41	controlling for organizational performance	T.1, 493 – 498	PPT
42	control techniques -budget	R.3, 506-508	PPT
43	Program evaluation and review technique	R.3, 511-514	PPT
44	Information technology in controlling: opportunities and challenges.	R.3, 518-522	PPT
Content beyond syllabus covered (if any):			

* Session duration: 50 mins



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TEXTBOOKS:

- 1. Stephen P. Robbins, Mary Coulter and Agna Fernandez, "Management", 14th Edition, Prentice Hall (India) Pvt. Ltd., 2019.
2. Stephen A. Robbins, David A. Decenzo, Sanghamitra, Bhattacharyya, Madhushree Nanda Agarwal "Fundamentals of Management" 6th Edition, Pearson Education, 2011

REFERENCES:

- 1. Harold Koontz & Heinz Weihrich "Essentials of management" 10th edition, Tata Mc Graw Hill, 2015.
2. JAF Stoner, Freeman R.E and Daniel R Gilbert "Management", 6th Edition, Pearson Education, 2004.
3. Heinz Weihrich, Mark V Cannice, and Harold Koontz "Management: A Global, Innovative and Entrepreneurial Perspective", 15th Edition, McGrawHill, 2019

Table with 3 columns: Prepared by, Approved by, and Remarks. Includes signatures of R. Karthikeyan and Dr. K R. Santha, and a list of faculty members.

* If the same lesson plan is followed in the subsequent semester/year it should be mentioned and signed by the Faculty and the HOD

Handwritten signatures and names: R. Karthikeyan, R. KARTHIKEYAN, COURSE COORDINATOR, P. Karthikeyan

Handwritten signatures and notes: KR. Santh, 27.6.22, HOD/ECE, Same lesson plan will be followed for (2023-2024), KR. Santh, 1.8.23, ODD