

Devi Ahilya University, Indore, India Institute of Engineering & Technology				I Year M.E.(Industrial Engineering and Management) Full Time			
Subject Code & Name	Instructions Hours per Week			Credits			
IMR1G1 PRINCIPLES & PRACTICES OF MANAGEMENT	L	T	P	L	T	P	Total
		3	1	0	3	1	0
Duration of Theory Paper: 3 Hours							

Objectives & Pre requisites: To impart the basics of Management Concepts, Evolution of management as discipline and to deal with different Management Functions.

COURSE CONTENTS

UNIT-1

The Nature of Management:

Definition and role of management, the function of a manager, scientific management. Various schools of management thought.

UNIT-2

Planning:

Nature and purpose of planning, components of planning objective of business, forecasting, decision making, policy formulation and strategies. Management by objectives.

UNIT-3

Organization:

Nature and purpose of organizing structure, centralization, decentralization, span of control, delegation of authority relationship. Shaping the overall structure, formal and informal organization.

UNIT-4

Directions & Staffing:

Direction process, theories of motivation and leadership, need analysis, communication. Role and function of personal management, manpower planning, selection and recruitment, interviewing, training methods, welfare techniques.

UNIT-5

Control:

Meaning and process of control techniques of control evaluation, developing and compensating the employees, merit rating. Comparison of American, Japanese and Indian philosophies of management.

BOOKS RECOMMENDED:

- [1]. Koontz and O'Donnell, *Essentials of Management*. Mc.Graw-Hill, Jan 1986.
- [2]. Terry G.R, *Principals of Management*.
- [3]. Peter Drucker, *Practice of Management*. 1992.
- [4]. Farland Mc, *Management, Principal and Practice*.
- [5]. Prasad L.M, *Principal and Practice & Mgt*. Sulatan Chand & Sons.
- [6]. Chhabra T.N, *Principal and Practice & Mgt*.
- [7]. Agrawal R.D, *Organization & Management*. McGraw-Hill New Delhi, 1997.