

Devi Ahilya University, Indore, India Institute of Engineering & Technology			III Year B.E. (Mechanical Engg.) (Full Time)				
Subject Code & Name	Instructions Hours per Week			Credits			
SMR5S5 PRINCIPLES & PRACTICE OF MANAGEMENT	L	T	P	L	T	P	Total
	2	-	-	2	-	-	2
Duration of Theory Paper: 3 Hours							

Learning Objectives:

1. To provide engineering students with an accelerated introduction to the basics of management and the language of business.
2. To provide a basis of understanding to the students with reference to working of Business Organizations through the process of Management.
3. To inculcate the managerial skills and to teach how it can be executed in a variety of circumstances.

Pre requisite(s): Nil

COURSE CONTENTS

UNIT-I

Introduction to Management and Organization: Basic concepts of management- definition, principles , levels and functions of management; Managerial roles and skills; Organization- meaning, types, business environment, efficiency and effectiveness.

UNIT-II

Planning: Nature and purpose of planning: Types of planning, planning process, forecasting; Objectives- setting objectives, types of objectives; Decision making.

UNIT-III

Organizing and Staffing: Organization chart, Organization structures, departmentalization, span of control, delegation of authority- centralization and decentralization; Informal organization; process of Staffing.

UNIT-IV

Directing: Direction- meaning, process and components; motivation- theories of motivation; leadership- types and theories of leadership; communication- process, barriers and types.

UNIT-V

Controlling Meaning and process of managerial control, techniques of control evaluation- budgetary and non-budgetary control techniques; Use of computers and IT in management

Learning Outcomes:

At the end of the course, students should be able to do the following:

1. Identify the key management processes and the relevance of management in organisations.
2. Understand the key management skills required in organisations and how these might be applied.
3. Evaluate their own managerial skills and the ways in which these might be developed.

BOOKS RECOMMENDED:

- [1]. Agrawal R.D, *Organization & Management*.1/E PHI 1997.
- [2]. Tripathy PC And Reddy PN, *Principles of Management*, Tata McGraw-Hill, 5th Edition, 2012.
- [3]. Dinkar Pagare, *Principles of Management*, Sultan Chand & Sons, 2000.
- [4]. G.K.Vijayaraghavan and M.Sivakumar, *Principles of Management*, Lakshmi Publications, 5th Edition, 2009.