**E.G.S. PILLAY ENGINEERING COLLEGE, NAGAPATTINAM.**

**DEPARTMENT OF CIVIL ENGINEERING**

**COURSE PLAN**

**COURSE CODE : MG6851 COURSE NAME : PRINCIPLES OF MANAGEMENT**

**SEMESTER : VIISEM. CIVIL.ENGG. – B SECTION ACADEMIC YEAR : 2016-2017**

**COURSE DURATION: JANUARY – MAY 2017 CLASS ROOM : PG 207**

**FACULTY DETAILS: Mr.A.PIRAKASAM, Asst.Prof/Civil Engg.**

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| **PURPOSE** | To impart Knowledge about principles of management. |
| **PREREQUISITE** | Management studies |
| **INSTRUCTIONAL OBJECTIVES** | 1. Explain Management and Organizational Setup. 2. Define management and planning, organizing, directing, controlling in Management.   3. Identify relevant issues in human resource management, Performance Management, Strategic Management etc.,. |
| **INSTRUCTIONAL OUTCOME** | After completion of this course, students can able to   1. Explain the elements of Management and Organization. 2. Summarize the types, policies, tools and techniques in Planning in Management 3. Relate the job design and human resource management in Organizing 4. Illustrate the skills of leadership and communication 5. Interpret the controlling techniques in Management |

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| Course designed by | | Anna University, Chennai | | | | |
| 1 | Category | | GENERAL  (G) | BASIC SCIENCES  (B) | **ENGINEERING SCIENCES**  **AND TECHNICAL ART**  **(E)** | PROFESSIONAL  SUBJECTS  (P) |
|  |  |  | **X** |
| 2 | Broad area | | THEORY |  |  | **General** |
| X |  |  |  |
| 3 | Course co-coordinator | | | | Mr.A.PIRAKASAM | |

**Direct assessment details**

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| **Name of assessment** | **Internal Marks** | **Topics** | **Duration** |
| Unit Test | 20 | Unit I | 2periods |
| Daily Test 1 | Unit II | 1 period |
| Daily Test 2 | Unit III | 1 period |
| Daily Test 3 | Unit IV | 1 period |
| Cycle Test -1 | II & III Units | 3 Hrs |
| Cycle Test -2 | IV & V Units | 3Hrs |
| Model Exam | Entire Syllabus | 3 Hrs |
| Assignments |  | Entire Syllabus |  |
| Innovative Assignment | Content Beyond Syllabus |  |
|  |  |  |  |
| Total | 20 |  |  |

**DETAILED LESSON PLAN**

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| **UNIT I INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS**  **Definition of Management – Science or Art – Manager Vs Entrepreneur - types of managers -managerial roles and skills – Evolution of Management – Scientific, human relations , system andcontingency approaches – Types of Business organization – Sole proprietorship,partnership,company-public and private sector enterprises - Organization culture and Environment – Current trends and issues in Management.**   |  |  |  | | --- | --- | --- | | **LECTURE** | **TUTORIAL** | **PRACTICAL** | | **09 Hrs.** | **0 Hrs.** | **0 Hr.** | | | | | | | | | | | | | |
| **Session No** | **Topics to be covered** | | **Instruction Delivery** | | | | | **Testing Method** | | **Instructional objective** | **Course Outcome** | |
| **Method** | | **Teaching Aids** | **Level** | |
| **1** | Definition of Management, Managerial skills | | Lecture with discussion | | PPT & Videos | Understand | |  | | Explain Management and Organizational Setup. | Explain the elements of Management and Organization | |
| **2** | Functions of Management | |
| **3** | Role of Managers (Mintzberg approach)-Covering ten managerial roles grouped under three categories | | Tests, Assignments | |
| **4** | Evolution of Management Thought (Six different approaches) | |
| **5** | Types of Business organization | |
| **6** | Sole proprietorship, partnership,  company | |
| **7** | public andprivate sector enterprises Organization culture and Environment | |
| **8** | Organization culture and Environment | |
| **9** | Currenttrends and issues in Management. | |
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| **CUMULATIVE HOURS = LECTURE - 09 TUTORIAL – 0** | | | | | | | | | | | | |
| **UNIT II PLANNING**  **Nature and purpose of planning – planning process – types of planning – objectives – setting objectives – policies – Planning premises – Strategic Management – Planning Tools and Techniques – Decision making steps and process.**   |  |  |  | | --- | --- | --- | | **LECTURE** | **TUTORIAL** | **PRACTICAL** | | **09 Hrs.** | **0 Hrs.** | **0 Hr.** | | | | | | | | | | | | | |
| **Session No** | **Topics to be covered** | **Instruction Delivery** | | | | | **Testing Method** | | **Instructional objective** | | | **Course Outcome** |
| **Method** | | **Teaching Aids** | | **Level** |
| **1** | Introduction of Planning-Purpose, Types of Plans, Planning Importance of Planning | Lecture with discussion | | PPT & Videos | | Understand | Tests,  Assignments | | Explain Management and Organizational Setup. | | | Summarize the types, policies, tools and techniques in Planning in Management |
| **2** | Steps Involved in Planning Process |
| **3** | Introduction to Managing By Objectives, Process of MBO |
| **4** | Planning premises |
| **5** | Definition of Strategy ,Types of strategies and policies |
| **6** | Planning Tools and  Techniques |
| **7** | Definition of Decision making, Decision making process, Rationality in decision making |
| **8** | Bounded rationality, Programmed and un programmed decisions, Improving decision making |
| 9 | Case Study Discussion on Decision Making & Foundation of Planning |
| **CUMULATIVE HOURS = LECTURE - 18, TUTORIAL - 0** | | | | | | | | | | | | |

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| **UNIT III ORGANISING**  **Nature and purpose – Formal and informal organization – organization chart – organizationstructure – types – Line and staff authority –departmentalization – delegation of authority –centralization and decentralization – Job Design - Human Resource Management – HR Planning,Recruitment, selection, Training and Development, Performance Management , Career planningand management.**   |  |  |  | | --- | --- | --- | | **LECTURE** | **TUTORIAL** | **PRACTICAL** | | **09 Hrs.** | **0 Hrs.** | **0 Hr.** | | | | | | | | |
| **Session No** | **Topics to be covered** | **Instruction Delivery** | | | **Testing Method** | **Instructional objective** | **Course Outcome** |
| **Method** | **Teaching Aids** | **Level** |
| **1** | Nature and purpose of organizing, Formal and Informal Organization | Lecture with discussion | PPT & Videos | Understand | Tests,  Assignments | Define management and planning, organizing, directing, controlling in Management. | Relate the job design and human resource management in Organizing |
| **2** | Different Organizational Levels |
| **3** | Departmentalization,delegation of authority |
| **5** | Job Design - Human Resource Management |
| **6** | Departmentation by Product ,Matrix Organization |
| **7** | Staffing-Selection Process & Techniques |
| **8** | Training and Development |
| **9** | Performance Management |
| **CUMULATIVE HOURS = LECTURE - 26, TUTORIAL - 0** | | | | | | | |

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| **UNIT IV DIRECTING**  **Foundations of individual and group behaviour – motivation – motivation theories – motivationaltechniques – job satisfaction – job enrichment – leadership – types and theories of leadership –communication – process of communication – barrier in communication effective communication–communication and IT.**   |  |  |  | | --- | --- | --- | | **LECTURE** | **TUTORIAL** | **PRACTICAL** | | **09 Hrs.** | **0 Hrs.** | **0 Hr.** | | | | | | | | | | | | | | | |
| **Session No** | **Topics to be covered** | | **Instruction Delivery** | | | | | | | **Testing Method** | | **Instructional objective** | | **Course Outcome** |
| **Method** | **Teaching Aids** | | | **Level** | | |
| **1** | Foundations of individual and group behaviour | | Lecture with discussion | PPT & Videos | | | Understand | | | Tests,  Assignments | | Define management and planning, organizing, directing, controlling in Management. | | Illustrate the skills of leadership and communication |
| **2** | What is Motivation, Motivating Employees: A Three Part Process, Early Theories of Motivation | |
| **3** | motivational techniques | |
| **4** | Job Satisfaction & Work Behavior, Job Satisfaction & Performance, Job Satisfaction | |
| **5** | leadership | |
| **6** | Contingency Theories of Leadership, Contemporary Views of Leadership | |
| **7** | communication – process of communication | |
| **8** | barrier in communication effective communication | |
| **CUMULATIVE HOURS = LECTURE - 32, TUTORIAL - 0** | | | | | | | | | | | | | | |
| **UNIT V CONTROLLING**  **System and process of controlling – budgetary and non-budgetary control techniques – use ofcomputers and IT in Management control – Productivity problems and management – control andDperformance – direct and preventive control – reporting.**   |  |  |  | | --- | --- | --- | | **LECTURE** | **TUTORIAL** | **PRACTICAL** | | **09 Hrs.** | **0 Hrs.** | **0 Hr.** | | | | | | | | | | | | | | | |
| **Session No** | | **Topics to be covered** | | | **Instruction Delivery** | | | | **Testing Method** | | **Instructional objective** | | **Course Outcome** | |
| **Method** | **Teaching Aids** | | **Level** |
| **1** | | System and process of controlling | | | Lecture with discussion, | PPT & Videos | | understand | Tests,  Assignments | | Identify relevant issues in human resource management, Performance Management, Strategic Management etc.,. | | Interpret the controlling techniques in Management | |
| **2** | | Controlling for Organizational performance, Tools for Controlling Organizational Performance | | |
| **3** | | Contemporary Issues in Control | | |
| **4** | | Managing Productivity, Six Requirements for Successful Value Chain Management | | |
| **5** | | Cost control , Purchase control, Methods of Control | | |
| **6** | | Maintenance control-Concepts similar to Total Productive Maintenance | | |
| **7** | | Matching Controls to Strategy and Structure, Choosing Control Metrics, Back Channel Control Methods | | |
| **8** | | direct and preventive control- reporting. | | |  |  | |
| **9** | | Case Study Discussion on Foundations of Control and Operations and Value Chain Management | | |
| **CUMULATIVE HOURS = LECTURE - 41, TUTORIAL - 0** | | | | | | | | | | | | | | |

**Text / Reference Books**

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| **Sl. No.** | **Title of the Book** | **Author(s)** | **Publisher** |
| **TEXT BOOKS** | | | |
| T1 | Management | Stephen P. Robbins & Mary Coulter | Prentice Hall (India) Pvt. Ltd., 2009. |
| T2 | Management | JAF Stoner, Freeman R.E and Daniel R Gilbert | Pearson Education, 2004. |
| **REFERENCES** | | | |
| R1 | Fundamentals of Management | Stephen A. Robbins & David A. Decenzo& Mary Coulter | Pearson Education, 2011. |
| R2 | Management | Robert Kreitner&MamataMohapatra | Biztantra, 2008. |
| R3 | Essentials of management | Harold Koontz & Heinz Weihrich | Tata McGraw Hill,1998 |
| R4 | Principles of Management | Tripathy PC & Reddy PN | Tata McGraw Hill, 1999 |
| **REFERENCE WEBSITES** | | | |
| 1 | <http://nptel.iitm.ac.in/courses/Webcourse-contents/IIT%20Kharagpur/Manuf%20Proc%20II/> | | |
| 2 | wings.buffalo.edu/...notes/class29\_nontraditional%20machining.ppt | | |

**GAP ANALYSIS:**

To satisfythe Course Objective number1 (Currenttrends and issues in Management in construction industry)

&

Course Outcomenumber(1) (State the need and recent trends in unconventional construction processes),

content beyond syllabi to be exposedto the student through innovative assignment.

**CONTENT BEYOND SYLLUBI:**Assignmentsforthe following topics:

1. Decision roles of managers.
2. Motivational thoughts.
3. Use of machinery in civil engineering construction under management control.

**COURSE INCHARGE**

**Programme Name: B.E. CIVIL Engineering**

**Programme Educational Objectives (PEOs):**

PEO1: Graduates will actively engage in problem solving using engineering principles to address the evolving needs of the society.

PEO2: Graduates will have successful career in civil engineering practice and research activities.

PEO3: Graduates will serve the society with professional ethics and integrity.

**ProgrammeOutcomes (POs): Graduates will be able to**

(PO1) Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

(PO2) Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

(PO3) Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

(PO4) Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

(PO5) Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

(PO6) Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

(PO7) Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

(PO8) Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

(PO9) Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

(PO10) Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

(PO11) Demonstrate knowledge and understanding of the engineering and management principles and apply these to one’s own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

(PO12) Recognize the need for, and have the preparation and ability to engage in independent and lifelong learning in the broadest context of technological change.

**Programme Specific Outcomes (PSOs): Graduates will able to**

PSO1:Graduates will be able to apply appropriate methodology for geotechnical, structural design and analysis, material selection, planning, scheduling estimation and costing, using modern tool in construction field.

PSO2:Graduates will be able to service to the development of public health and environmental safety of the society with ethical values.

PSO3:Graduates will be able to pursue lifelong learning and professional development to face challenging and emerging needs of the society.

**Mapping Table: COs of MG6851:PRINCIPLES OF MANAGEMENT Vs POs & PSOs**

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| Course Outcomes (COs) | Program Outcomes (POs) | | | | | | | | | | | |
| PO1-k3 | PO2- k4 | PO3-k5 | PO4-k5 | PO5 – k3,k5,k6 | PO6-k3 | PO7-k2 | PO8-k3 | PO9-k4 | PO10-k5,k6 | PO11-k2,k3 | PO12 |
| CO1 k2 | 2 | 1 |  |  |  |  |  |  |  |  | 3 |  |
| CO2 k2 | 2 | 1 |  |  |  |  |  |  |  |  | 3 |  |
| CO3 k3 | 2 | 1 |  |  |  |  |  |  |  |  | 3 |  |
| CO4 k3 | 2 | 1 |  |  |  |  |  |  |  |  | 3 |  |
| CO5 k3 | 2 | 1 |  |  |  |  |  |  |  |  | 3 |  |

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| Course Outcomes (COs) | CO LEVEL |
| PSO1 | PSO2 | PSO3 |
| CO1 | K2 | 0 | 0 | 2 |
| CO2 | K2 | 0 | 0 | 2 |
| CO3 | K2 | 0 | 0 | 2 |
| CO4 | K2 | 0 | 0 | 2 |
| CO5 | K2 | 0 | 0 | 2 |

**Note:Adequate Support by the COs to Pos and PSOs: 3- High 2- Medium 1- Low**