



VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN
(Autonomous Institution, Affiliated to Anna University, Chennai)
Elayampalayam, Tiruchengode – 637 205



DEPARTMENT OF BIOTECHNOLOGY

Course Code / Name : U15BA501 Principles of Management

Class (Year / Programme / Department / Section): III/ B.TECH/ BT

UNIT-I CONCEPTS OF MANAGERMENTS				
S.No	Topics To Be Covered	Duration in Minutes	Teaching Aid	Books Referred
1.	Introduction to Management Studies	45	BB	R1,R6
2.	Definition & Scope of Management	45	BB	R6
3.	Various other concepts of Management	45	BB	R4
4.	Types of Management	45	BB	R2
5.	Overview of Management	45	PPT	R7
6.	Relation with social systems	45	BB	R4
7.	Relation with industrial system	45	PPT	R4
8.	Relation with other education system	45	BB	R4
9.	Overview of Management System – Case Study	45	PPT	R3
UNIT-II EVOLUTION OF MANAGEMENT THOUGHT				
	Topics To Be Covered	Duration in Minutes	Teaching Aid	Books Referred
10.	Classical theory of management	45	BB	R6
11.	Bureaucracy -Introduced by Max Weber	45	PPT	R4
12.	Scientific Management-F.W. Taylor and his followers	45	BB	R5
13.	Process Management	45	PPT	R2
14.	Introduced B.H. Fayol and others	45	BB	R3
15.	NCO-classical theory of management	45	PPT	R5
16.	Human Relations-B.E. May and Roethlisberger	45	BB	R6

17.	Behavioral Science approach-By Mc Gregor Maslow and others	45	PPT	R1
18.	Modern Management theories peter Drucker	45	BB	R2

UNIT-III MANAGEMENT FUNCTIONS

	Topics To Be Covered	Duration in Minutes	Teaching Aid	Books Referred
19.	Planning,	45	PPT	R2
20.	Organisation	45	BB	R3
21.	staffing	45	PPT	R3
22.	Directing and controlling.	45	BB	R4
23.	Executive Functions: Production, Marketing	45	PPT	R5
24.	Executive Functions: Finance, Personnel.	45	BB	R3
25.	Planning: Concept, Nature, Importance	45	PPT	R2,R3
26.	Course Objectives,Policies, Procedure	45	BB	R1
27.	strategies, and Method of Decision-Making	45	PPT	R1

UNIT-IV ORGANISATIONS

	Topics To Be Covered	Duration in Minutes	Teaching Aid	Books Referred
28.	Definition	45	BB	R3
29.	Theories of Organisation	45	BB	R4
30.	Forms of Organisation	45	PPT	R2
31.	Formal and Informal Organisation	45	BB	R4,R5
32.	Type of formal organisations	45	BB	R1,R7
33.	Departmentation	45	PPT	R6
34.	Line and Staff Relationship	45	BB	R2
35.	Span of Decentralisation	45	BB	R3
36.	Committees.	45	BB	R4,R1

UNIT-V STAFFING, DIRECTING & CONTROLLING				
	Topics To Be Covered	Duration in Minutes	Teaching Aid	Books Referred
37.	Staffing: Selection	45	BB	R3
38.	Staffing: Recruitment	45	BB	R7
39.	Staffing: Development and Welfare.	45	BB	R4
40.	Directing: Leadership and Supervision	45	BB	R2
41.	Directing: raining, Motivation and communication.	45	PPT	R1
42.	Controlling: The elements, process	45	BB	R1
43.	Controlling: style of Control	45	PPT	R6
44.	Controlling: techniques of control.	45	BB	R3
45.	Current Stragies	45	PPT	R4,R3

REFERENCES:

1. Koontz, “ Principle of Management Essentials of management”.
2. Theo Haiman , “Management theory and Practice”.
3. Drucker P.F , “Management-Task and Responsibility”.
4. Drucker P.F, “ The Practice of Management”.
5. Newman , “ Process of Managements”.
6. Beach E.F.L, “ The Principle and Practical Management Chapter 1”
7. Merril H.F , “ Classics in Management Preface”.