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| <b>Name of the Faculty: Mr. Bhaskar Angaria</b>                        |
| <b>Discipline: Computer Science &amp; Engineering</b>                  |
| <b>Semester: 3rd Sem</b>   |
| <b>Subject: Fundamentals of Management( HS-201N)</b>                   |
| <b>Work Load (Lecture/Practical) per week (in hours): Lectures- 03</b> |

| Week             | Theory           |   |
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|                  | Lecture day      | Topic (including assignment/test)   |
| 1 <sup>st</sup>  | 1 <sup>st</sup>  | Meaning, Definition, nature, importance & Functions                             |
|                  | 2 <sup>nd</sup>  | Management as Art, Science & Profession   |
|                  | 3 <sup>rd</sup>  | Management as social System, Concepts of management-Administration              |
| 2 <sup>nd</sup>  | 4 <sup>th</sup>  | Development of Management Thought- Scientific management                        |
|                  | 5 <sup>th</sup>  | Administrative Theory of Management, Bureaucratic Organization                  |
|                  | 6 <sup>th</sup>  | Administrative Theory of Management, Bureaucratic Organization                  |
| 3 <sup>rd</sup>  | 7 <sup>th</sup>  | Behavioral Science approach; Modern approach to management                      |
|                  | 8 <sup>th</sup>  | Systems approach and contingency approach.                                      |
|                  | 9 <sup>th</sup>  | Revision  |
| 4 <sup>th</sup>  | 10 <sup>th</sup> | Class Test  |
|                  | 11 <sup>th</sup> | Planning: nature, purpose and functions, types of plans, planning process       |
|                  | 12 <sup>th</sup> | Strategies and Policies: Concept of Corporate Strategy, formulation of strategy |
| 5 <sup>th</sup>  | 13 <sup>th</sup> | Types of strategies, Management by objectives (MBO)                             |
|                  | 14 <sup>th</sup> | Management by objectives (MBO)  |
|                  | 15 <sup>th</sup> | SWOT analysis, Types of policies, principles of formulation of policies         |
| 6 <sup>th</sup>  | 16 <sup>th</sup> | Organizing: nature, importance, process   |
|                  | 17 <sup>th</sup> | organization structure: Line and Staff organization                             |
|                  | 18 <sup>th</sup> | Delegation of Authority and responsibility                                      |
| 7 <sup>th</sup>  | 19 <sup>th</sup> | Centralization and Decentralization, Decision Making Process                    |
|                  | 20 <sup>th</sup> | Decision Making Models, Departmentalization                                     |
|                  | 21 <sup>st</sup> | Departmentalization: Concept and Types (Project and Matrix)                     |
| 8 <sup>th</sup>  | 22 <sup>nd</sup> | formal & informal organizations   |
|                  | 23 <sup>rd</sup> | Revision  |
|                  | 24 <sup>th</sup> | Class Test  |
| 9 <sup>th</sup>  | 25 <sup>th</sup> | Staffing: concept, process, features  |
|                  | 26 <sup>th</sup> | manpower planning; Job Analysis   |
|                  | 27 <sup>th</sup> | Job Analysis: concept and process   |
| 10 <sup>th</sup> | 28 <sup>th</sup> | Recruitment and selection: concept, process, sources of recruitment             |
|                  | 29 <sup>th</sup> | performance appraisal, training and development                                 |
|                  | 30 <sup>th</sup> | Directing: Communication- nature, process, formal and informal                  |

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| 11 <sup>th</sup> | 31 <sup>st</sup> | Revision   |
|                  | 32 <sup>nd</sup> | Class Test   |
|                  | 33 <sup>rd</sup> | barriers to Effective Communication, Theories of motivation-Maslow                     |
| 12 <sup>th</sup> | 34 <sup>th</sup> | Herzberg, Mc Gregor theories ; Leadership – concept and theories                       |
|                  | 35 <sup>th</sup> | Managerial Grid, Situational Leadership. Transactional and Transformational Leadership |
|                  | 36 <sup>th</sup> | Controlling: concept, process, types   |
| 13 <sup>th</sup> | 37 <sup>th</sup> | barriers to controlling, controlling Techniques: budgetary control                     |
|                  | 38 <sup>th</sup> | Return on investment, Management information system-MIS                                |
|                  | 39 <sup>th</sup> | TQM-Total Quality Management, Network Analysis- PERT and CPM                           |
| 14 <sup>th</sup> | 40 <sup>th</sup> | Network Analysis- PERT and CPM   |
|                  | 41 <sup>st</sup> | Social Responsibility of Management–Management of Crisis                               |
|                  | 42 <sup>nd</sup> | Total Quality Management, Stress Management  |
| 15 <sup>th</sup> | 43 <sup>rd</sup> | Concept of Corporate Social Responsibility (CSR) and business ethics                   |
|                  | 44 <sup>th</sup> | Functional aspects of business: Conceptual framework of functional areas of management |
|                  | 45 <sup>th</sup> | Finance; Marketing and Human Resources   |