

	<p align="center"> NATIONAL INSTITUTE OF TECHNOLOGY, WARANGAL (An Institution of National Importance) Master of Computer Applications CS6312 –Organizational Structures and Personal Management </p>
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COURSE TEACHING PLAN

A.Y.2019-20

Course Name: Organizational Structures and Personal Management

Course Code: CS6312

L-T-P structure: 4 0 0

Course Credits: 4

Course Instructor: Dasari Shanti Ratnam

Syllabus:

Management- Functions- Principles- Organization Concept- Planning process- Decision Making- Communication- Information flows- Reporting- Dynamics of Organizational Behavior- Theories of Motivation- Management models- Prediction monitoring and Control

Readings:

1. Koontz Harold, Weihrich Heinz, Essentials of Management, 7th Edition, TMH, 2008
2. Martand T Telsang, Industrial Business Management, 1st Edition, S.Chand, 2002.

Lecture Schedule:

Session No.	Topics	Teaching- Learning Methods	Number of hours
1	Discuss course plan		1
2	Introduction to Management, Evolution of Management thought	Lecture & Interaction	1
5	Environment of an Organization, Social Responsibility and Ethics	Lecture & Case study discussion	1
6	Functions of Management	Lecture & Activity	1
7	Principles of Management	Lecture & Interaction	1
8	Planning process	Lecture & Case Study discussion	1
9	Management by Objectives(MBO)	Lecture & Interaction	1

10	Strategies and Policies	Lecture & Activity	1
11	Planning Premises	Lecture & Interaction	1
12	Decision Making	Lecture & Interaction	1
13	Nature of Organizing, Entrepreneuring and Reengineering	Lecture & Interaction	1
16	Human Resource Management & Selection	Lecture & Role play	1
17	Performance Appraisal and Career Strategy	Lecture & Interaction	1
19	Communication	Lecture & Interaction	1
23	Theories of Motivation(Mc Gregor's)	Lecture & Interaction	1
24	Theories of Motivation(Maslow's)	Lecture & Group activity	1
25	Theories of Motivation(Alderfer's)	Lecture & Interaction	1
26	Theories of Motivation(Herzberg's)	Lecture & Interaction	1
27	Theories of Motivation(Vroom's, Skinner's and McClelland's)	Lecture & Interaction	1
28	Theories of Motivation(Porter and Lawler, Equity Theory)	Lecture & Interaction	1
30	Leadership	Lecture & Interaction	1
32	Job Rotation, Enlargement and Enrichment	Lecture & Interaction	1
35	Controlling(The basic Control Process)	Lecture & Interaction	1
36	Controlling(Critical Control Points, Standards and Bench Marking)	Lecture & Interaction	1
37	Control as a feedback system, Real-time Information and Control)	Lecture & Interaction	1
38	Feedforward, or Preventive Control	Lecture & Interaction	1
41	Control Techniques and Information technology	Lecture & Interaction	1
42	Total quality Management	Lecture & Interaction	1

Attendance:

Every student is expected to have 100% attendance in each subject in which he/she has registered at the beginning of the semester. However, condonation for shortage of attendance up to 20% (i.e., not lower than 80% aggregate attendance in any course) may be granted by the Head of the Department.

Assessment of Academic Performance:

There will be continuous assessment of performance through class tests.
The course is evaluated for 100 marks, with the following weightages.

Sub-component Weightage

Class test 1 : 10 Marks

Class test 2 : 10 Marks

b) Mid-semester Examination: 30 marks

c) End-semester Examination: 50 marks

The mid-semester examination will be conducted after 7 or 8 weeks of instruction.