



MANIPAL INSTITUTE OF TECHNOLOGY

(A constituent college of Manipal University, Manipal)

Manipal, Karnataka 576 104



DEPARTMENT OF HUMANITIES AND MANAGEMENT

COURSE PLAN

Subject: Essentials of Management and Engineering Economics (HSS 302)

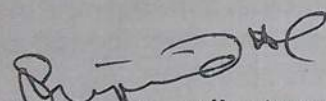
Semester & Branches: 6th Semester Bio- Technology, Electrical & Electronics, Computer Science, Chemical, ICE, Civil

Name of the faculty: Prof. Dr. B. GopalKrishna, Prof. Dr. H.C. Shiva Prasad, Dr. James M. J, Mr. Potti Srinivas Rao, Mr. Giridhar Kamath, Mr. Sunith Hebbar, Mr. Rajesh R. Pai, Mr. Mahesh Prabhu, Mr. Asish Oommen Mathew, Ms. Geethalakshmi, Ms. Maitri Kowshik, Mr. Lidwin Kenneth Michael, Mr. Harshith Babu.

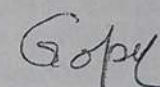
No of contact hours/week: 4 Hours. (2 Hours- Essentials of Management, 2 Hours- Engineering Economics)

Assignment portion	
Assignment no.	Topics
1 to 5	L1-L24 - Essentials of Management
1 to 5	L1-L24 - Engineering Economics
Test portion	
Test no.	Topics
1	L1-L08 (Essentials of Management) + L1-L10 (Engineering Economics)
2	L09-L16 (Essentials of Management) + L11-L24 (Engineering Economics)

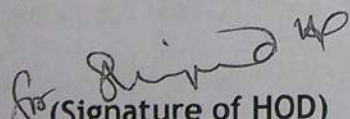
Submitted by:


(Course Coordinator of the EOM)

Date: 12/Jan/2015


(Course Coordinator for the EE)

Approved by:


(Signature of HOD)

Date: 13/01/2015



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Prerequisite: None

Objectives: At the end of the program the student must be able to:

- Understand the basics of Management and Managerial functions.
- Understand the fundamentals of Engineering Economics.
- Apply the concepts studied to solve practical problems.

Evaluation Plan:

- Assignments - 10% (EOM +EE)
- In semester examination - 40% (Two tests of equal weightage)
- End semester examination - 50%

Lecture/Tutorial Schedule

L.No	Topics
<u>Essentials of Management (2 Hours/ Week)</u>	
L1	Introduction to Management functions and Definitions, Who is a manager, managers and administrators (Peter Drucker's, Harold Koontz's, Universally accepted definitions). <i>Self-study: F W Taylor's, Henri Fayol's definition of management; Importance of management, features (characteristics) of management, Efficiency and Effectiveness, productivity.</i>
L2	14 Principles of Management (as suggested by Henri Fayol). <i>Self-study: Difference between Management and Administration.</i>
L3	Brief discussion on Classification of managers (i.e. top, middle, lower), Functions of Managers/Management. <i>Self-study: Three types of managerial responsibilities, two characteristics of managerial functions (circularity, universality of managerial functions).</i>
L4	Managerial Skills, listing the roles played by managers (as per Mintzberg), Social Responsibility. <i>Self-study: Detailed explanation for roles played by managers), management is science or art.</i> Case study 1 on (Functions or Principles of Management or Social Responsibility).
L5	Planning: Difference between general planning and managerial planning. Major types of Plans (Mission, Vision, Policies, Procedures, Strategies, Rules, Projects), Minor types of Planning (Strategic, Tactical and Operational) and Steps in Planning. <i>Self-study: Nature and Characteristics of planning, planning is a process by itself.</i>
L6	Planning: Process of Management By Objectives (MBO), Guidelines in setting the objectives, Qualitative, Quantitative Objectives, Key result areas expected. <i>Self-study: Setting objectives in aspects Eight (as per Peter F Drucker)</i> Case study 2 on (MBO or Steps in Planning).
L7	Planning tools (Critical Question Analysis, SWOT and TOWS Analysis, Business Portfolio Analysis, Porter's Model). <i>Self-study: Strategies at Corporate, Tactical and Operational levels; Successful implementation of strategies.</i>
L8	Planning: What is Strategic Planning and the Process (steps in Strategic Planning). <i>Self-study: Different types of stakeholders and their interests, Fiscal and Social Responsibility.</i>
Above (L1 –L8) EOM Portion for the 1 Sessional	
L9	Organizing: What is Organizing and the Process, Principles of Organizing (as

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	per Urwick), Span of Management.
L10	Organizing: Listing the factors affecting the Span, how each factor affects the span (for a few factors), Various methods of departmentation, Departmentation by Function, Product and by combination in detail. <i>Self-study: Detailed study of factors affecting and the result, Relation between Span of Control and no. of levels, Departmentation by (Customer, Geography, Time, Simple Numbers, Process).</i>
L11	Organizing: Line and Staff Concepts, Line, Staff and Functional Staff authority), A few structures (Line and Staff, Project and Matrix) in detail, Delegation (Definition, Principles and Steps). <i>Self-study: Detailed study on (Line, Functional and Committee Structures), Difference between formal and informal organization, types of staff managers.</i>
L12	Staffing: Difference between HRM and HRD; in brief – Job Analysis, Job Description and Job Specification; Recruitment (methods and sources) <i>Self-study: Activities of Human Resource Management.</i> Case Study 3 on Job Analysis, Job Description and Job Specification.
L13	Staffing: Selection Process, Techniques and Instruments; Orientation.
L14	Staffing: What is Systems Approach? And Systems Approach to Staffing. <i>Self-study: Different Approaches to Management, (System, Sub system, Open and Closed System), Synergy, Flow and Feedback.</i>
L15	Staffing: Approaches to Manager Development and Training.
L16	Staffing: Approaches to Manager Development and Training.
(L9-16) EOM Portion for the 2 Sessional	
L17	Leading: What is? Difference between (Leading and Managing, Leader and Manager), Difference between motives, motivators and motivation. Theories of Motivation (Maslow's Need Hierarchy, Herzberg's Two-Factor Theory and McGregor X and Y).
L18	Leading: Motivational Theories continued, Motivational Techniques.
L19	Leading: Leadership Styles, Likert's Four Systems of Management.
L20	Leading: Leadership- Ingredients of Leadership Theories, Leadership Grid.
L21	Leading: Communication- Difference between General and Managerial Communication, Types of Communication, Barriers of Communication and how to overcome? <i>Self-study: Blocks or elements of communication, who is responsible for effective communication?</i>
L22	Controlling: What is and the Process (steps), Management Control Techniques (Budgetary, Non-budgetary and Network), <i>Self-study: Who should make budgets? Classification of budgets into Financial, Operating and Nonmonetary.</i>
L23	Controlling: Types of Budgets. Non-budgetary Control Devices, Overall Control and the devices: <i>Self-study: Developing Critical Point Control Standards for various organizations Types of Control, Direct and Preventive Controls, Developing Excellent Managers.</i>
L24	Critical Control Points and Standards.
<u>Engineering Economics (2 Hours/ Week)</u>	
L1	Fundamental Economics concepts: Introduction, Micro & Macro Engg. Economics Differences, Value, Utility, demand and supply.
L2	Time value of Money: Introduction, Interest, Meaning & Types.
L3	Time value of Money: Interest Factors for Discrete Compounding, Problems.

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L4	Time value of Money: Interest Factors for Discrete Compounding, Problems.
L5	Time value of Money: Interest Factors for Discrete Compounding, Problems.
L6	Time value of Money: Gradient Series Factors, Problems.
L7	Time value of Money: Gradient Series Factors, Problems.
L8	Time value of Money: Nominal & Effective Interest Rates, Problems.
L9	Time value of Money: Nominal & Effective Interest Rates, Problems.
L10	Practice numericals
Above (L1-L10) EE portion for the 1 Session	
L11	Economic Evaluation of Alternatives: Bases for Comparison of Alternatives.
L12	Economic Evaluation of Alternatives: Present Worth Amount.
L13	Economic Evaluation of Alternatives: Capitalized Equivalent Amount.
L14	Economic Evaluation of Alternatives: Annual Equivalent Amount.
L15	Economic Evaluation of Alternatives: Capital Recovery with Return.
L16	Economic Evaluation of Alternatives: Numerical on L13 - L15
L17	Economic Evaluation of Alternatives: Rate of Return Method.
L18	Economic Evaluation of Alternatives: Rate of Return Method
L19	Economic Evaluation of Alternatives: Rate of Return Method.
L20	Replacement Analysis: Reasons, Evaluation of Replacement Alternatives.
L21	Replacement Analysis: Replacement Analysis for Unequal Lives.
L22	Replacement Analysis: Economic Life of an Asset.
L23	Depreciation: Meaning, Physical & Functional Depreciation, Methods of Depreciation, Sum of years- digits, sinking fund.
L24	Depletion: Methods of Depreciation, Depletion.
Above (L11-L24) EE portion for the 2 Sessional	

Reference Books:

1. **Koontz D.** (Latest Edition), "Essentials of Management" *Mc Graw Hill*, New York.
2. **Peter Drucker** (Latest Edition) "Management, Task and Responsibility" *Allied Publishers*.
3. **Peter Drucker** (2003) "The practice of management", *Butterworth Hein Mann*.
4. **Tuesen G J & Tuesen H G** (Latest Edition) "Engineering Economy" *Prentice Hall of India*, New Delhi.
5. **De Garmo L Paul** (Latest Edition) "Engineering Economy" *Macmillan*, New York.
6. **Blank L T & Tarquin A J** (Latest Edition) "Engineering Economy" *Mc Graw Hill*, New York.
7. **James L Riggs, David D Bedworth, Sabah U Randhawa** (Latest Edition) "Engineering Economics" *Tata McGraw – Hill Publishing Company Ltd*, New Delhi.
8. **Pannerselvum R** (2001), 'Engineering Economics', PHI Learning Pvt. Ltd.,