

<b>Course Code</b>	<b>:</b>	<b>EEVOE 303</b>
<b>Course Title</b>	<b>:</b>	<b>Basics of Management</b>
<b>Number of Credits</b>	<b>:</b>	<b>3(L: 3, DCS: 1,P: 0)</b>
<b>Prerequisites</b>	<b>:</b>	<b>NIL</b>
<b>Course Category</b>	<b>:</b>	<b>Open Elective</b>

### **Course Objectives:**

- To understand the basics of management.
- To understand self-management.
- To understand the leadership and motivation.
- To understand the Legal Environment and Business
- To understand the concept of total quality management.

**Unit 1: Introduction to Management:** Definitions and concept of Management, Functions of management- planning, organizing, staffing, coordinating and controlling, Various areas of management, Structure of an Organization.

**Unit 2: Self-Management and Development:** Life Long Learning Skills, Concept of Personality Development, Ethics and Moral values, Concept of Physical Development; Significance of health, hygiene, body gestures, Time Management Concept and its importance, Intellectual Development: Reading skills, speaking, listening skills, writing skills (Note taking, rough draft, revision, editing and final drafting), Concept of Critical Thinking and Problem Solving (approaches, steps and cases).

**Unit 3: Leadership and Motivation:** Meaning, importance , types of leadership and qualities of a good leader. Concept and importance of motivation-drives and incentives, types of motivation.

### **Unit 4: Legal Environment and Business:**

- Various labour laws and its necessity. Salient features of Income Tax Act – computation of income tax on salary income, Sales and Excise Tax Act-VAT& Excise duty and Factory Act. 1948.
- Labour Welfare Schemes including wage payment-types, system of wage payment and incentives.
- Intellectual Property Rights(IPR)- Concepts, infringements and remediesrelated to patents, copy rights, trademarks and designs.
- Accident and Safety- Meaning and concept of accident and safety, causes,safety precautions and various measures after accidents

**Unit– 5 Total Quality Management:** Meaning and concept of Total Quality Management, various factors/measures to achieve TQM in an organization. Standards and Codes-National & International.

**List of Books:**

1. Principles of Management by Philip Kotler TEE Publication
2. Principles and Practice of Management by Shyamal Bannerjee: Oxford and IBM Publishing Co, New Delhi.
3. Financial Management by MY Khan and PK Jain, Tata McGraw Hill Publishing Co:: 7, West Patel Nagar , New Delhi.
4. Modern Management Techniques by SL Goel: Deep and Deep Publications Pvt Limited , Rajouri Garden, New Delhi.

**On completion of this course, a learner should be able to:**

CO1	To understand the basics of management
CO2	To understand self-management
CO3	To understand the leadership and motivation.
CO4	To understand the Legal Environment and Business
CO5	To understand the concept of total quality management.

SUGGESTED DISTRIBUTION OF MARKS		
Topic No.	Time Allotted(Hrs)	Marks Allotted (%)
1	13	20
2	13	20
3	13	20
4	13	20
5	12	20
<b>Total</b>	<b>64</b>	<b>100</b>