

Session: 2018-2019

Course: B.Tech

Name of the Faculty	:	Dr. Manju singh
Discipline	:	CSE\EEE\ECE\CE\ME
Semester	:	3 <sup>rd</sup> sem
Subject	:	Fundamentals of Management
Lesson Plan Duration	:	15 Weeks (From August 2018 to November 30)
Work load (Lectures/Practical)		
Per week (in hours)	:	Lectures-04, Practicals-00

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC (including assignment /test)	PRACTICAL DAY	TOPIC
1 <sup>ST</sup>	1 <sup>st</sup>	Meaning of management ; definitions of management	<b>NO PRACTICALS</b>	
	2 <sup>nd</sup>			
	3 <sup>rd</sup>	Characteristics of management, Management Vs Administration.		
	4 <sup>th</sup>			
2 <sup>ND</sup>	5 <sup>TH</sup>	Management –Art ,science and profession, Importance of management, <b>ASSIGNMENT-1</b>		
	6 <sup>TH</sup>			
	7 <sup>TH</sup>			
	8 <sup>TH</sup>			
3 <sup>rd</sup>	9 <sup>TH</sup>	development of management thoughts Principles of management		
	10 <sup>TH</sup>			
	11 <sup>TH</sup>	The Management Function, Inter relationship of managerial function		
	12 <sup>TH</sup>			
4 <sup>th</sup>	13 <sup>TH</sup>	Nature and significance of staffing.		
	14 <sup>TH</sup>	Personnel management, function of Personnel management. <b>ASSIGNMENT-2</b>		
	15 <sup>TH</sup>			
	16 <sup>TH</sup>			
5 <sup>th</sup>	17 <sup>TH</sup>	Manpower planning, process of Manpower planning, Recruitment		
	18 <sup>TH</sup>			
	19 <sup>TH</sup>			
	20 <sup>TH</sup>	Selection; promotion –Seniority vs Merits, Training- objective and types of		
6 <sup>th</sup>	21 <sup>TH</sup>			

	22 <sup>TH</sup>	training, <b>ASSIGNMENT-3</b>
	23 <sup>TH</sup>	Production management; definition, objective, function, scope
	24 <sup>TH</sup>	
7 <sup>th</sup>	25 <sup>TH</sup>	Production planning and control ;its significance
	26 <sup>TH</sup>	
	27 <sup>TH</sup>	Stages in production planning and control
	28 <sup>TH</sup>	
8 <sup>th</sup>	29 <sup>TH</sup>	Brief introduction to the concepts of material management
	30 <sup>TH</sup>	
	31 <sup>TH</sup>	Inventory control ; its importance and various methods <b>ASSIGNMENT-4</b>
	32 <sup>TH</sup>	
9 <sup>th</sup>	33 <sup>TH</sup>	
	34 <sup>TH</sup>	
	35 <sup>TH</sup>	Marketing management; definition of Marketing, Marketing concept
36 <sup>TH</sup>		
10 <sup>th</sup>	37 <sup>TH</sup>	Objectives & Function of Marketing
	38 <sup>TH</sup>	
	39 <sup>TH</sup>	Marketing Research ; Meaning definition, objectives
	40 <sup>TH</sup>	
11 <sup>th</sup>	41 <sup>TH</sup>	
	42 <sup>TH</sup>	
	43 <sup>TH</sup>	Importance; Limitation; Process <b>ASSIGNMENT-5</b>
	44 <sup>TH</sup>	
12 <sup>th</sup>	45 <sup>TH</sup>	Advertising; meaning of Advertising, objective ,Functions
	46 <sup>TH</sup>	
	47 <sup>TH</sup>	Introduction& objectives of financial Management
	48 <sup>TH</sup>	
13 <sup>th</sup>	49 <sup>TH</sup>	Function and importance of financial Management
	50 <sup>TH</sup>	
	51 <sup>TH</sup>	Brief introduction to the concept of capital structure <b>ASSIGNMENT-6</b>
	52 <sup>TH</sup>	
14 <sup>th</sup>	53 <sup>TH</sup>	Various sources of Finance
	54 <sup>TH</sup>	



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	<b>55<sup>TH</sup></b>	Syllabus revision	
	<b>56<sup>TH</sup></b>		
<b>15<sup>th</sup></b>		<b>PRE-UNIVERSITY EXAMINATIONS</b>	