

**Program Name** : Diploma in Automobile Engineering / Civil Engineering Group /  
Electronics Engineering Group / Diploma in Plastic Engineering /  
Diploma in Production Engineering / Diploma in Fashion &  
Clothing Technology/ Computer Engineering Group

**Program Code** : AE/CE/CR/CS/ DE/EJ/ET/EN/EX/EQ/IS/IC/IE/PG/PT/DC/  
CO/CM/CW/IF

**Semester** : Sixth

**Course Title** : Management

**Course Code** : 22509

### 1. RATIONALE

An engineer has to work in industry with human capital and machines. Therefore, managerial skills are essential for enhancing their employability and career growth. This course is therefore designed to provide the basic concepts in management principles, safety aspects and Industrial Acts.

### 2. COMPETENCY

The aim of this course is to help the student to attain the following industry identified competency through various teaching learning experiences:

- Use relevant managerial skills for ensuring efficient and effective management.

### 3. COURSE OUTCOMES (COs)

The theory, practical experiences and relevant soft skills associated with this course are to be taught and implemented, so that the student demonstrates the following industry oriented COs associated with the above mentioned competency:

- Use basic management principles to execute daily activities.
- Use principles of planning and organising for accomplishment of tasks.
- Use principles of directing and controlling for implementing the plans.
- Apply principles of safety management in all activities.
- Understand various provisions of industrial acts.

### 4. TEACHING AND EXAMINATION SCHEME

Teaching Scheme			Credit (L+T+P)	Examination Scheme												
L	T	P		Theory						Practical						
				Paper Hrs.	ESE		PA		Total		ESE		PA		Total	
					Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min
3	-	-	3	90 Min	70*#	28	30*	00	100	40	-	-	-	-	-	-

(\*#) Online Theory Examination.

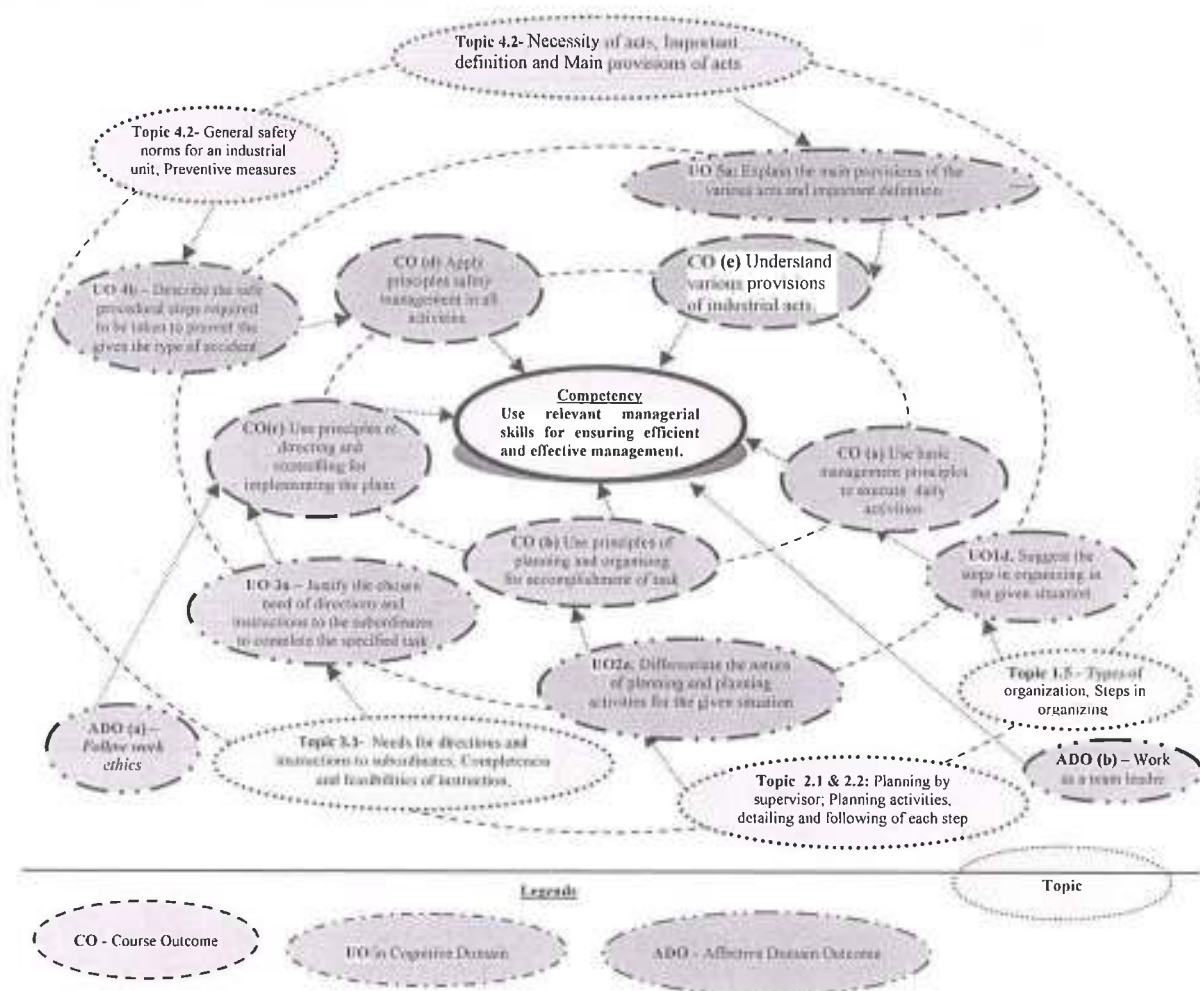
(\*): Under the theory PA, Out of 30 marks, 10 marks are for micro-project assessment to facilitate integration of COs and the remaining 20 marks is the average of 2 tests to be taken during the semester for the assessment of the cognitive domain. COs required for the attainment of the Cos. (\*#): Online examination



**Legends:** *L*-Lecture; *T* – Tutorial/Teacher Guided Theory Practice; *P* - Practical; *C* – Credit, *ESE* - End Semester Examination; *PA* - Progressive Assessment

### 5. COURSE MAP (with sample COs, PrOs, UOs, ADOs and topics)

This course map illustrates an overview of the flow and linkages of the topics at various levels of outcomes (details in subsequent sections) to be attained by the student by the end of the course, in all domains of learning in terms of the industry/employer identified competency depicted at the centre of this map.



**Figure 1 - Course Map**

### 6. SUGGESTED PRACTICALS/ EXERCISES

- Not applicable -

### 7. MAJOR EQUIPMENT/ INSTRUMENTS REQUIRED

- Not applicable -

### 8. UNDERPINNING THEORY COMPONENTS

The following topics are to be taught and assessed in order to develop the sample UOs given below for achieving the COs to attain the identified competency. More UOs could be added.



Unit	Unit Outcomes (UOs) (in cognitive domain)	Topics and Sub-topics
<b>Unit – I Introduction to management concepts and managerial skills</b>	1a. Differentiate the concept and principles of management for the given situation. 1b. Explain functions of management for given situation. 1c. Compare the features of the given types of planning 1d. Suggest the steps in organizing in the given situation. 1e. Suggest suitable type of organization for the given example. 1f. Identify the functional areas of management for the given situation 1g. Suggest suitable managerial skills for given situation with justification	1.1 Definitions of management, role and importance of management. 1.2 Management characteristics and principles, levels of management and their functions; management, administration and organization, relation between management and administration. 1.3 Functions of management: planning, organizing, leading/directing, staffing and controlling. 1.4 Types of planning and steps in planning 1.5 Types of organization, Steps in organizing 1.6 Functional areas of management. 1.7 Managerial skills.
<b>Unit – II Planning and organizing at supervisory level</b>	2a. Differentiate the nature of planning and planning activities for the given situation. 2b. Suggest the step wise procedure to complete the given activity in the shop floor. 2c. Prepare materials and manpower budget for the given production activity. 2d. Describe with block diagrams the organization of the physical resources required for the given situation. 2e. Describe the human needs to satisfy the job needs for the specified situation. 2f. List the tasks to be done by the concerned individuals for completing the given activity.	<b>Planning at supervisory level</b> 2.1 Planning by supervisor. 2.2 Planning activities, detailing and following of each step. 2.3 Prescribing standard forms for various activities. 2.4 Budgeting for materials and manpower. <b>Organizing at supervisory level</b> 2.5 Organizing the physical resources. 2.6 Matching human need with job needs. 2.7 Allotment of tasks to individuals and establishing relationship among persons working in a group
<b>Unit– III Directing and Controlling at supervisory level</b>	3a. Justify the chosen need of directions and instructions to the subordinates to complete the specified task. 3b. Select the feasible set of instructions to complete the given simple task, with justification 3c. Predict the possible mistakes for completing the given simple activity. 3d. Describe the managerial control	<b>Directing at supervisory level</b> 3.1 Needs for directions and instructions to subordinates; Completeness and feasibilities of instructions 3.2 Personal counselling advanced predictions of possible mistakes. 3.3 Elaborating decisions, laying disciplinary standards in overall working <b>Controlling at supervisory level</b>

Unit	Unit Outcomes (UOs) (in cognitive domain)	Topics and Sub-topics
	actions and remedial measures required to be taken for completing the given task successfully.	3.4 Managerial control; Understanding team and link between various departments in respect of process and quality standards; Steps in control process 3.5 Controlling methods; Control over the performance in respect of quality, quantity of production, time and cost. Measuring performance, comparing with standards, correcting unfavorable deviations.
<b>Unit – IV Safety Management</b>	4a. State the general safety norms required to be taken in the given case. 4b. Suggest preventive measures of plant activities in the given situation. 4c. Describe the safe procedural steps required to be taken to prevent the given the type of accident. 4d. Prepare a work permit in to conduct the given maintenance activity. 4e. Explain the causes of the specified type of accident in the given situation. 4f. Prepare the specifications of the firefighting equipment required for the given type of fire.	4.1 Need for safety management measures 4.2 General safety norms for an industrial unit; Preventive measures. 4.3 Definition of accident, types of industrial accident; Causes of accidents; 4.4 Fire hazards; Fire drill. 4.5 Safety procedure 4.6 Work permits.
<b>Unit – V Legislative Acts</b>	5a. Explain the purpose of the act 5b. Explain the main provisions of the various acts and important definition.	5.1 Necessity of acts, Important definition and Main provisions of acts. 5.2 Industrial Acts: a. Indian Factory Act b. Industrial Dispute Act c. Workman Compensation Act d. Minimum Wages Act

*Note: To attain the COs and competency, above listed UOs need to be undertaken to achieve the 'Application Level' and above of Bloom's 'Cognitive Domain Taxonomy'*

## 9. SUGGESTED SPECIFICATION TABLE FOR QUESTION PAPER DESIGN

Unit No.	Unit Title	Teaching Hours	Distribution of Theory Marks			
			R Level	Level	A Level	Total Marks
I	Introduction to management	12	06	06	04	16

Unit No.	Unit Title	Teaching Hours	Distribution of Theory Marks			
			R Level	U Level	A Level	Total Marks
	concepts and managerial skills					
II	Planning and organizing at supervisory level	08	04	06	04	14
III	Directing and controlling at supervisory level	08	04	06	04	14
IV	Safety Management	08	04	06	04	14
V	Legislative Acts	12	02	06	04	12
<b>Total</b>		<b>48</b>	<b>20</b>	<b>30</b>	<b>20</b>	<b>70</b>

**Legends:** R=Remember, U=Understand, A=Apply and above (Bloom's Revised taxonomy)

**Note:** This specification table provides general guidelines to assist student for their learning and to teachers to teach and assess students with respect to attainment of UOs. The actual distribution of marks at different taxonomy levels (of R, U and A) in the question paper may vary from above table.

## 10. SUGGESTED STUDENT ACTIVITIES

Other than the classroom and laboratory learning, following are the suggested student-related **co-curricular** activities which can be undertaken to accelerate the attainment of the various outcomes in this course: Students should conduct following activities in group and prepare reports of about 5 pages for each activity, also collect/record physical evidences for their (student's) portfolio which will be useful for their placement interviews:

- Write assignments based on the theory taught in classrooms. Assignments consist of ten questions having long answers including charts, symbols, drawing, observations etc.
- Prepare/Download information about various industrial acts.
- Visit to any Manufacturing industry and prepare a report consisting of:
  - Organization structure of the organization/ Dept.
  - Safety measures taken in organization.
  - Mechanism to handle the disputes.
  - Any specific observation you have noticed.
- Give seminar on relevant topic.
- Undertake micro-projects.

## 11. SUGGESTED SPECIAL INSTRUCTIONAL STRATEGIES (if any)

These are sample strategies, which the teacher can use to accelerate the attainment of the various outcomes in this course:

- Massive open online courses (**MOOCs**) may be used to teach various topics/sub topics.
- 'L' in item No. 4 does not mean only the traditional lecture method, but different types of teaching methods and media that are to be employed to develop the outcomes.
- About **15-20% of the topics/sub-topics** which is relatively simpler or descriptive in nature is to be given to the students for **self-directed learning** and assess the development of the COs through classroom presentations (see implementation guideline for details).
- With respect to item No.10, teachers need to ensure to create opportunities and provisions for **co-curricular activities**.
- Guide student(s) in undertaking micro-projects.
- Demonstrate students thoroughly before they start doing the practice.



- g. Encourage students to refer different websites to have deeper understanding of the subject.
- h. Observe continuously and monitor the performance of students in Lab.

## 12. SUGGESTED MICRO-PROJECTS

**Only one micro-project** is planned to be undertaken by a student that needs to be assigned to him/her in the beginning of the semester. In the first four semesters, the micro-project are group-based. However, in the fifth and sixth semesters, it should be preferably be **individually** undertaken to build up the skill and confidence in every student to become problem solver so that s/he contributes to the projects of the industry. In special situations where groups have to be formed for micro-projects, the number of students in the group should **not exceed three**.

The micro-project could be industry application based, internet-based, workshop-based, laboratory-based or field-based. Each micro-project should encompass two or more COs which are in fact, an integration of PrOs, UOs and ADOs. Each student will have to maintain dated work diary consisting of individual contribution in the project work and give a seminar presentation of it before submission. The total duration of the micro-project should not be less than **16 (sixteen) student engagement hours** during the course. The student ought to submit micro-project by the end of the semester to develop the industry oriented COs.

A suggestive list of micro-projects are given here. Similar micro-projects could be added by the concerned faculty:

- a. Study of management principles applied to a small scale industry.
- b. Study of management principles applied to a medium scale industry.
- c. Study of management principles applied to a large scale industry.
- d. Prepare case studies of Safety measures followed in different types of organization.
- e. Study of measures to be taken for ensuring cyber security.

## 13. SUGGESTED LEARNING RESOURCES

S. No.	Title of Book	Author	Publication
1	Management and entrepreneurship	Veerabhadrapa, Havinal	New age international publishers, New Delhi, 2014: ISBN: 978-81-224-2602-1
2	Principles of management	Chaudhry omvir Singh prakash	New Age international publishers, 2012, New Delhi ISBN: 978-81-224-3039-4
3	Industrial Engineering and management	Dr. O. P. Khanna	Dhanpath ray and sons, New Delhi
4	Industrial Engineering and management	Banga and Sharma	Khanna Publication, New Delhi

## 14. SUGGESTED SOFTWARE/LEARNING WEBSITES

- a. <https://www.versesolutions.com/>
- b. <https://www.books.google.co.in/books?isbn=817758412X>
- c. <https://www. www.educba.com> › Courses › Business › Management

