

T414 PRINCIPLES OF MANAGEMENT AND PROFESSIONAL ETHICS	L	T	P	Credits	Internal	External	TOTAL
	4	0	0	3	25	75	100

**UNIT - I****MANAGEMENT FUNCTIONS & STRUCTURE**

Management – Definition – Basic Function – Contribution of Taylor & Fayol. Types of structure – Line, staff, Functional, Committee, Project & Matrix – Structures. Departmentalization – Centralization – Decentralization – span of control. Management By Objectives – Management By Exception.

**UNIT - II****MANAGEMENT OF ORGANISATION**

Forms of Business / Industrial Ownership – Sole Trader, Partnership, Company, Performance Appraisal – Basic Principles – Pitfalls – Methods to Overcome. Industrial Safety – Causes of Accidents – Cost of Accident – How to minimize Accidents. Plant Layout & Maintenance – Need, Types & Managerial Aspects.

**UNIT - III****ORGANISATIONAL BEHAVIOUR**

OB – Definition – Nature & Scope – Contributing Disciplines – Importance of OB to Managers. Personality – Definition – Theories – Factors Influencing Personality. Motivation – Definition – Theories. Theory X & Y – Transactional Analysis. Morale & Job Satisfaction – Factors Influencing Job Satisfaction.

**UNIT - IV****GROUP DYNAMICS**

Group – Definition – Types – Determinants of Group Cohesiveness – Communication – Process – Barriers – Effective Communication. Leadership Theories – Factors Contributing to Effective Leadership – Role of Trade Union in Organizations – Functions of Trade Union – Why Trade Union is required? – Types of Trade Union.

**UNIT - V****PROFESSIONAL ETHICS**

Ethics in Workplace – Formulation of Ethics – Managerial Ethics – Managing Ethical Behaviour – Codes of Ethics – Encouraging Ethical Behaviour – Social Responsibility – Spirituality.

  
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**LAKIREDDY BALIREDDY COLLEGE OF ENGG.**  
**MYLAVARAM-521230, KRISHNA DT, A.P**

**TEXT / REFERENCE BOOKS**

1. Gupta C.B., Management Theory and Practice, 14th Edition, Sultan Chand & Sons, 2009.
2. Dr. Prasad L.M., Principle & Practice of Management, 7th Edition, Sultan Chand & Sons, 2008.
3. Aswathappa, Organisational Behaviour, 8th Edition, Himalaya Publishing House, 2010.
4. Dr. Prasad L.M., Organisational Behaviour, 4th Edition, Sultan Chand & Sons, 2008.
5. Harold Koontz, Principles of Management, 1st Edition, Tata McGraw Hill, 2004.



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