

**UNIT I****Chapter 1 : Introduction to Management Concepts and Managerial Skills 1-1 to 1-52**

**Syllabus :** Definitions of management, role and importance of management. Management characteristics and principles, levels of management and their functions; management, administration and organization, relation between management and administration. Functions of management : Planning, organizing, leading/directing, staffing and controlling. Types of planning and steps in planning. Types of organization, steps in organizing. Functional areas of management. Managerial skills.

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**UNIT II****Chapter 2 : Planning and Organizing at Supervisory Level 2-1 to 2-30****Syllabus :**

**Planning at supervisory level :** Planning by supervisor. Planning activities, detailing and following of each step. Prescribing standard forms for various activities. Budgeting for materials and manpower.

**Organizing at supervisory level :** Organizing the physical resources. Matching human need with job needs. Allotment of tasks to individuals and establishing relationship among persons working in a group.

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**UNIT III**

**Chapter 3 : Directing and Controlling at Supervisory Level 3-1 to 3-31**

**Syllabus :**

**Directing at supervisory level :** Needs for directions and instructions to subordinates; Completeness and feasibilities of instructions Personal counseling advanced predictions of possible mistakes. Elaborating decisions, laying disciplinary standards in overall working.

**Controlling at supervisory level :** Managerial control; Understanding team and link between various departments in respect of process and quality standards; Steps in control process. Controlling methods; Control over the performance in respect of quality, quantity of production, time and cost. Measuring performance, comparing with standards, correcting unfavorable deviations.

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#### UNIT IV

### Chapter 4 : Safety Management 4-1 to 4-20

**Syllabus :** Need for safety management measures. General safety norms for an industrial unit; Preventive measures. Definition of accident, types of industrial accident; Causes of accidents; Fire hazards ; Fire drill. Safety procedure. Work permits.

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#### UNIT V

### Chapter 5 : Legislative Acts 5-1 to 5-48

**Syllabus :** Necessity of acts, Important definition and Main provisions of acts. Industrial Acts :

- a. Indian Factory Act
- b. Industrial Dispute Act
- c. Workman Compensation Act
- d. Minimum Wages Act

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