

**PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANIPAT**

DEPARTMENT OF INFORMATION TECHNOLOGY

COURSE PLAN

Name: - Dr. Annu Dahiya

Subject: - Fundamentals of Management

Branch/Semester: - IT / 3rd Sem.

Subject Code:-BIE -HM-905 A

Sr. No.	Lecture No.	Topic	Tentative Date	Covered On	Remarks
1	L1	Concept, nature and objectives of business			
2	L2	Concept, nature and objectives of business			
3	L3	Social responsibility of business			
4	L4	Social responsibility of business			
5	L5	Constituent of business Environment: Economic, Social, political, legal and technological			
6	L6	Constituent of business Environment: Economic, Social, political, legal and technological			
7	L7	Constituent of business Environment: Economic, Social, political, legal and technological			
8	L8	Constituent of business Environment: Economic, Social, political, legal and technological			

9	L9	Definition Nature and significance of Management			
10	L10	Henry Fayol's principles			
11	L11	Functions and levels of management			
12	L12	Revision/test			
13	L13	Introduction of Financial management			
14	L14	Objectives of Financial Decisions			
15	L15	Financial planning- tools of financial planning			
16	L16	Financial planning- tools of financial planning			
17	L17	Management of working capital, factors affecting requirement of working capital			
18	L18	Management of working capital, factors affecting requirement of working capital			
19	L19	Capital structure decisions			
20	L20	Features of appropriate capital structure			
21	L21	Sources of finance			
22	L22	Sources of finance			
23	L23	Revision/ Test			
24	L24	Personnel Management- Meaning Nature And Importance			

25	L25	Personnel Management Functions- Managerial And Operative Functions			
26	L26	Personnel Management Functions- Managerial And Operative Functions			
27	L27	Job Analysis – Meaning and importance, Process of Job Analysis			
28	L28	Job Description and Job specification			
29	L29	Human Resource Development – Meaning and concept			
30	L30	Human Resource Development – Meaning and concept			
31	L31	Revision/ test			
32	L32	Production Management: Definition and objectives			
33	L33	Plant location- Ideal plant location, Factors affecting plant location			
34	L34	Work measurement: meaning objectives and essential of work measurement			
35	L35	Production Control- Meaning, process importance			
36	L36	Nature, scope and importance of Marketing Management			
37	L37	Modern Marketing Concepts			
38	L38	Role of Marketing in Economic development			

39	L39	Marketing Mix, MIS			
40	L40	Nature and scope of International Marketing			
41	L41	Revision/ test			

Suggested Books:

- Charunilam , “Business Environment” , Himalaya Publishing House
- Harold, Koontz & Cyriol ,”Mangement” , MGH
- Principles of Personnel Management-Edwin B.PhilpoMGH
- Cundiff &Stiff , “Basic Marketing” PHI

Book Referred by Faculty:

- Gupta, C. B., Timothy A. Gonsalves, and N. Usha Rani. *Principles and practice of management*. Mayoor Paperbacks,
- Rao, V. S. P. "Human Resource Management-Text & Cases”, Excel Books
- Pandey, I.M. “Financial Management”, S. Chand
- Kotler, Philip, and Kevin Lane Keller. *A framework for marketing management*. Boston, MA: Pearson