

7th	1st	Functionsofmanagement(planning,organizing,staffing,directingandcontrollingetc.)
	2nd	Level of Management in an Organization
		KNOW THE MANAGEMENT PRINCIPLES AND FUNCTIONAL AREAS OF MANAGEMENT
	3rd	Production management (Functions, Activities Productivity)
	4th	Quality control, Production Planning and control
8th	1st	Need for Inventory management
	2nd	Models/ Techniques of Inventory management
	3rd	Functions of Financial management
	4th	Management of Working capital
9th	1st	Costing(only concept)
	2nd	Break even analysis
	3rd	BriefideaaboutAccountingTerminologies:BookKeeping,Journalentry,PettyCash book, P&L Accounts, Balance Sheets
	4th	Concept of Marketing and Marketing Management
10th	1st	Marketing Techniques (only concepts)
	2nd	Concept of4Ps(Price, Place, Product, Promotion)
	3rd	Human Resource Management, Functions of Personnel Management
	4th	Manpower Planning, Recruitment, Sources of manpower
11th		INCULCATE LEADERSHIP QUALITIES TO MOTIVATE SELF AND OTHERS
	1st	Leadership, Definition and Need/Importance, Qualities and functions of a leader
	2nd	Manager Vs Leader
	3rd	Style of Leadership (Autocratic, Democratic, Participative)
	4th	Definition and characteristics
12th	1st	Importance of motivation
	2nd	Factors affecting motivation
	3rd	Theories of motivation (Maslow)
	4th	Methods of Improving Motivation
13th	1st	Importance of Communication in Business
	2nd	Types and Barriers of Communication
	3rd	Methods of Training & Development, Payment of Wages
	4th	Selection process , Method of Testing

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13.9.22
HOD CIVIL Engg.

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Academic Co-ordinator

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