

**Name of Faculty : Ms. Shivani Gulati**

**Discipline : Management**

**Semester : 4th Semester**

**Subject : Principles of management (BBA -108)**

**Lesson Plan Duration : 14weeks (January 2018 to April 2018)**

**Work Load (Lecture/Practical) per week (in hours): Lectures-6, Practical-NA**

## **Unit 1**

Week	Day	Topics
<b>Week 1</b>	Day 1	Introduction, Meaning & Definition of Management
	Day 2	Nature and Scope of Management Management v/s Administration
	Day 3	Types of Manager Management Approaches
		Management as an Art, Science and Profession
	Day 4	Fayol's Principle of Management Functions of Management
Theories of Management- System Approach		
<b>Week 2</b>	Day 6	Theories of Management- Hawthorne Studies
	Day 7	Introduction, Meaning and Definition of Planning
	Day 8	Nature and Function of Management
	Day 9	Types of Plan
	Day 10	Steps in Planning
<b>Week 3</b>	Day 11	Management by Objective (MBO)
	Day 12	Strategic Planning
	Day 13	GE Nine Cell Matrix BCG Matrix
		Corporate Parenting Analysis
	Day 14	Issue and Challenges in Management
Day 15	Decision Making-Introduction Types of Decision Making	
<b>Week 4</b>	Day 16	Steps in Decision Making Decision Making under Risk, Certainty, Uncertainty and Ambiguity
		Models of Decision Making
	Day 17	Decision Styles
	Day 18	Decision Making Techniques
	Day 19	<p><b>Long &amp; Short Questions</b></p> <p><b>Assignment:</b></p> <p>(1) Interview any 2 businessmen in your vicinity and try to find out the problems they faced while managing their business. What has been their Management mantra for success?</p> <p>(2) Look out for any 3 new management concepts with examples. In addition, also figure out if the changing hands of management help an organization grow.</p> <p><b>Case study: Come back kid</b></p> <p><b>Source:</b> <a href="http://businesstoday.intoday.in/story/comeback-kid/1/4432.html">http://businesstoday.intoday.in/story/comeback-kid/1/4432.html</a></p> <p>Guest Star: The Oberoi</p> <p><b>Source:</b> <a href="http://businesstoday.intoday.in/story/guest-star/1/9475.html">http://businesstoday.intoday.in/story/guest-star/1/9475.html</a></p> <p><b>Management Game:</b></p> <p><a href="http://www.businessballs.com/teambuildinggames.htm">http://www.businessballs.com/teambuildinggames.htm</a></p> <p><b>Video case: Principles of management</b></p> <p><b>Source:</b> <a href="https://www.youtube.com/watch?v=kIfjPIfYvn4">https://www.youtube.com/watch?v=kIfjPIfYvn4</a>  <a href="https://www.youtube.com/watch?v=hMeRiAyzjdY">https://www.youtube.com/watch?v=hMeRiAyzjdY</a>  <a href="https://www.youtube.com/watch?v=vjyy33KpL6k">https://www.youtube.com/watch?v=vjyy33KpL6k</a></p> <p><b>Quiz to be conducted</b></p>

## Unit II

Week	Day	Topics
Week 5	Day 21	Introduction, Meaning and Definition of Organizing
	Day 22	Nature of Organizing
		Importance of Organizing
	Day 23	Process of Organizing
	Day 24	Formal v/s Informal Organization
	Day 25	Principle of Organizing
Span of Control		
Week 6	Day 26	Factors affecting Effective Span Graicunas Formula
	Day 27	Meaning of Departmentation
	Day 28	Need and Importance of Departmentation
	Day 29	Departmentation by Function
		Departmentation by Territory
Day 30	Departmentation by Product/Services	
Week 7	Day 31	Departmentation by Customer Group
		Departmentation by Matrix Organization
	Day 32	Meaning and Definition of Authority
	Day 33	Types of Authority
	Day 34	Authority v/s Responsibility
Day 35	Accountability	
Week 8	Day 36	Meaning of Delegation of Authority
	Day 37	Steps in Delegation
	Day 38	Barrier to Delegation and their Elimination
		Centralization v/s Decentralization
		Determinants of Effective Decentralization
	Day 39	Delegation v/s Decentralization
Day 40	<p><b>Short &amp; Long Questions</b></p> <p><b>Assignment:</b></p> <p>1) Select any company and find out which all departments are there and draw an organization chart for the same.</p> <p><b>Case Study:</b> Organizational Structure: The case of Toyota Source: <a href="http://catalog.flatworldknowledge.com/bookhub/reader/4?e=fwk-122425-ch14a_s01">http://catalog.flatworldknowledge.com/bookhub/reader/4?e=fwk-122425-ch14a_s01</a></p> <p><b>Quiz to be conducted</b></p>	

## UNIT III

Week	Day	Topics
Week 9	Day 41	Meaning of Staffing
		Need and Scope of Staffing
		Introduction to Human Resource Planning
		Objectives of HRP
	Day 42	Process of HRP
Day 43	Job Design	

		Job Description v/s Job Specification
	Day 44	Meaning and Definition of Recruitment
		Sources of Recruitment
	Day 45	Meaning and Definition of Selection
<b>Week 10</b>	Day 46	Selection Procedure
		Types of Test and Interview
	Day 47	Induction/Orientation
	Day 48	Induction Process
	Day 49	Introduction to Performance Appraisal
	Day 50	Need and Objectives of Performance Appraisal
<b>Week 11</b>	Day 51	Steps in Performance Appraisal
	Day 52	Methods of Performance Appraisal
	Day 53	Performance Appraisal v/s Potential Appraisal
	Day 54	Meaning and Definition of Communication
		Importance of Communication
		Process of Communication
Day 55	Barriers of Communication and its Elimination	
<b>Week 12</b>	Day 56	<p><b>Short &amp; Long questions</b></p> <p><b>Assignment:</b> Should authority be pushed down in an organization as far as it should go? Support your answer with an example.</p> <p><b>Case study: Human Resource Staffing-How we made a difference?</b></p> <p><b>Source:</b> <a href="http://www.hrstaffing.biz/case_study.php">http://www.hrstaffing.biz/case_study.php</a></p> <p><b>Quiz to be conducted</b></p>

#### UNIT IV

Week	Day	Topics
<b>Week 12</b>	Day 57	Introduction, Meaning and Definition of Controlling
	Day 58	Process of Controlling
	Day 59	Types of Control
		Barriers to Control Making
	Day 60	Control techniques- Budget Control Devices
<b>Week 13</b>	Day 61	Control techniques- Non Budgetary Control Devices
	Day 62	Introduction to Social Responsibility
	Day 63	Social Responsibility towards Customer
	Day 64	Social Responsibility towards Employee and Shareholder
	Day 65	Carroll's Model of CSR
<b>Week 14</b>	Day 66	Social responsibility Strategy
	Day 67	Benefits of CSR
	Day 68	Introduction to Business Ethics
	Day 69	Importance of Business Ethics
	Day 70	<p><b>Short &amp; Long Questions</b></p> <p><b>Assignment:</b> 1) Give an example where government has influenced an organization. Do you think, Government's actions were ethical?</p> <p><b>Case Study: 360 degree feedback at Johnson &amp; Johnson</b></p> <p><b>Source:</b> <a href="http://151.fosu.edu.cn/rlzyzdkc/ybs/index0816.htm">http://151.fosu.edu.cn/rlzyzdkc/ybs/index0816.htm</a></p> <p><b>Quiz to be conducted</b></p>



**Name of Faculty** : Mr. Ankush Singla  
**Discipline** : Management  
**Semester** : 2<sup>nd</sup> Semester  
**Subject** : Principles of Management (BBA-108)  
**Lesson Plan Duration** : 14 weeks (January 2018 to April 2018)  
**Work Load (Lecture/Practical) per week (in hours):** Lectures-5, Practical-NA  
**Unit 1**

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	Day 20	<p><b>Long &amp; Short Questions</b></p> <p><b>Assignment:</b></p> <p>(1) Interview any 2 businessmen in your vicinity and try to find out the problems they faced while managing their business. What has been their Management mantra for success?</p> <p>(2) Look out for any 3 new management concepts with examples. In addition, also figure out if the changing hands of management help an organization grow.</p> <p><b>Case study: Come back kid</b></p> <p><b>Source:</b> <a href="http://businesstoday.intoday.in/story/comeback-kid/1/4432.html">http://businesstoday.intoday.in/story/comeback-kid/1/4432.html</a></p> <p>Guest Star: The Oberoi</p> <p><b>Source:</b> <a href="http://businesstoday.intoday.in/story/guest-star/1/9475.html">http://businesstoday.intoday.in/story/guest-star/1/9475.html</a></p> <p><b>Management Game:</b> <a href="http://www.businessballs.com/teambuildinggames.htm">http://www.businessballs.com/teambuildinggames.htm</a></p> <p><b>Video case: Principles of management</b></p> <p><b>Source:</b> <a href="https://www.youtube.com/watch?v=kIfjPIfYvn4">https://www.youtube.com/watch?v=kIfjPIfYvn4</a>  <a href="https://www.youtube.com/watch?v=hMeRiAyzjdY">https://www.youtube.com/watch?v=hMeRiAyzjdY</a>  <a href="https://www.youtube.com/watch?v=vjyy33KpL6k">https://www.youtube.com/watch?v=vjyy33KpL6k</a></p> <p><b>Quiz to be conducted</b></p>
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UNIT	LECTURES	TENTATIVE DATE FOR COMPLETION
1	20	Jan 25, 2018
2	20	Feb 24, 2018
3	16	Mar 19, 2018
4	14	Apr 13, 2018
<b>TOTAL</b>	<b>70</b>	