

Lesson Plan

Name of the Faculty : MS. NISHA KHURANA (ASST.PROFESSOR)

Discipline : BBA

Semester : 2ND

Subject : PRINCIPLES OF MANAGEMENT (BBA-102-B)

Lesson Plan Duration : 15 weeks (from January, 2018 to April, 2018)

Work Load (Lecture/Practical) per week (in hours): Lecture: 4, Practical:0

Week	Theory	
	Lecture Day	Topic(including Assignment/Test)
1st	1 st	Introduction – nature and process of management
	2 nd	Introduction – nature and process of management
	3 rd	principles and functions of management
	4 th	principles and functions of management
2nd	5 th	Basic managerial roles and skills
	6 th	Basic managerial roles and skills
	7 th	Approaches to management
	8 th	classical, human relations and behavioral Approaches to management
3rd	9 th	systems and contingency approaches
	10 th	contemporary issues and challenges
	11 th	ASSIGNMENT -1 (UNIT-1)
	12 th	Revision of unit-1
4th	13 th	Test of unit-1
	14 th	Planning and decision making – concept,
	15 th	purpose and process of planning
	16 th	purpose and process of planning
5th	17 th	Types of plans
	18 th	Strategic planning
	19 th	tactical planning
	20 th	operational planning
6th	21 st	goal setting
	22 nd	MBO
	23 rd	Decision making – nature and process,
	24 th	Behavioral aspects of decision making
7th	25 th	Behavioral aspects of decision making
	26 th	forms of group decision making in organizations
	27 th	Assignment of UNIT-II
	28 th	Revision of Unit-II
8th	29 th	Revision of Unit-II
	30 th	TEST of Unit-II

	31 st	Organizing and leading
	32 nd	Elements of organizing
9th	33 rd	Elements of organizing
	34 th	organization structure and design
	35 th	leadership – nature and significance
	36 th	leadership – nature and significance
10th	37 th	leadership styles
	38 th	behavioral and situational approaches to leadership
	39 th	behavioral and situational approaches to leadership
	40 th	ASSIGNMENT-III
11th	41 st	Revision of Unit-III
	42 nd	Revision of Unit-III
	43 rd	TEST of Unit-III
	44 th	PRESENTATION ON LEADERSHIP
12th	45 th	Motivation
	46 th	concept and nature
	47 th	need hierarchy
	48 th	motivation-hygiene theory of motivation
13th	49 th	Management control – nature,
	50 th	purpose and process of controlling
	51 st	kinds of control system
	52 nd	kinds of control system,
14th	53 rd	Prerequisites of effective control system
	54 th	controlling techniques
	55 th	controlling techniques
	56 th	controlling techniques
15th	57 th	ASSIGNMENT-IV
	58 th	Revision of Unit-IV
	59 th	Revision of Unit-IV
	60 th	TEST of Unit-IV

IMPORTANT DATES (KEY DATES)

* 14 to 16 February, 2018 (Wednesday -Friday)----- SESSIONAL I

*4 - 6 April, 2018 (Wednesday - Friday) ----- SESSIONAL II

*27 April, 2018 (Friday) ----- LAST DAY OF SESSION

*1 May to 8 May, 2018 (Tuesday-Tuesday)----- PRACTICAL EXAMINATION

Start of End semester examinations (Even Semester)-----11 May, 2018 (Friday) to 10 June, 2018 (Sunday)