

## **Lesson Plan**

Program: BBASemester: 1stCourse Code: BBA 101Course Name: Fundamentals ofManagement

#### Course Objectives:

This course familiarizes the student with the basics of principles of management.

#### Session Duration: 50 minutes

**Participants:** BBA 1<sup>ST</sup> year students

### Entry level knowledge and skills of students

- 1. Basic understanding on how to define problem/s and solution/s.
- 2. Basic reading and writing skills.
- 3. Analytical skill, conceptual skill, Communication skill

#### Equipment required in Classroom/ Laboratory/ Workshop

i. Projectors, Whiteboard, Marker and Duster

#### **Assessment Schemes**

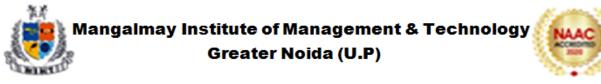
S. No.	Criteria	Marks (100)
1	CCSU End Term Examination	75
2	Internal Evaluation Scheme	25
2(a)	Teacher Assessment (Continuous Evaluation) (Any 2 & attendance)	20
2(a)(i)	Assignment I	10
2(a)(ii)	Assignment II	10
<b>2(a)(iii)</b>	Attendance (compulsory)	5

**Course Outcomes** (starting with action-oriented observable and measurable verb)

**(CO1):** Develop understanding of management concepts (Knowledge (K2), Comprehending (K 3) (UNIT-1) **(CO2):** Explain principles and functions of planning & organizing and it's implemented in the organization. Knowledge (K2), Analyzing (K 5), Evaluating (K7)) (UNIT-2)

**(CO3):** Develop understanding of organizing and directing function in organization. Knowledge (K2), Analyzing (K 5), Evaluating (K7). (UNIT-3)

**(CO4):** Analyze the concept of controlling and its importance in business. Knowledge (K2), Analyzing (K5). (UNIT-5)



(CO3):

(CO4):

L. No	Topics	Sub Topics		Date of Dementati on	Pedagog Y	CO- Covere d	Faculty Sign	HoD's Remark with Date
	1			Unit - 1 C	O1(K2)	1	1	
1.	Management Introduction	Objective	25,		Openin g case & example s Lecture/ PPTs/	CO1		
	Concepts:	Nature						
2.	Management Introduction Concepts:	Scope Significanc manageme			Lecture/ PPTs	CO1		
3.	Management Introduction Concepts:	Evolution managem thought	ent		Lecture/ PPTs	CO1		
4.	Management Introduction Concepts:	Contributi of Taylo			Lecture/ PPTs	CO1		
5.	Management Introduction Concepts:	Contribut of Webe			Lecture/ PPTs	CO1		
6.	Management Introduction Concepts:	Contributi of Fayo manageme	I		Lecture/ PPTs	CO1		
7.	PRESENTATION	ROLES O MANAGE			PRESEN TATION	CO1		
8.	CLASS TEST/QUIZ	LAGAAN MOVIE CA			DISCUSS ION	CO1		
			I	Unit - 2 CO2	(K2,K5,K7)			
9.	Planning:	Concept, Objectives, Nature,			Lecture discussion /ppt	CO2		
10.	Planning:	Process of planning,			Lecture discussion /ppt	CO2		
11.	Planning:	Importance,			Lecture discussion /ppt	CO2		
12.	Planning:	Limitation, Forms, Techniques			Lecture discussion /ppt	CO2		
13.	Planning:	Technique			Lecture	CO2		



Mangalmay Institute of Management & Technology



Greater Noida (U.P)

	alk.				-27- <b>4</b> -42*	
		of planning.	discussio /ppt	n		
14.	Planning:	Process of decision making.	Lecture discussio /ppt	n <b>CO2</b>		
1	r lanning.	Ū	7666			
15.		Process of	Lecture			
		decision	discussio	n <b>CO2</b>		
	Planning:	making.	/ppt			
16.	Class					
	test/present		Presenta	t CO2		
	ation/quiz		ion			
			Unit - 3 CO3 (K2,K5,K7	)		
17.			Lecture			
		Concept,	discussio	n <b>CO3</b>		
	Organizing:	meaning	/ppt			
18.		Objectives,	Lecture			
		Nature of	discussio	n <b>CO3</b>		
	Organizing:	organizing	/ppt			
19.		Types of	Lecture			
		Organization	discussio	n <b>CO3</b>		
	Organizing:	organization	/ppt			
20.	Organizing.	,	Lecture			
20.			discussio	n		
			/ppt			
			Lecture	CO3		
		delegation	discussio	n		
	Organizing:	of authority,	/ppt			
21.	<u> </u>	Authority				
		and	Le sture			
		responsibiliti	Lecture	CO3		
	Organizing:	es	discussio /ppt	n		
22.	Organizing.	Centralizatio	γρρι			
22.						
		n and	Lecture	CO3		
		Decentraliza	discussio	n		
	Organizing:	tion,	/ppt			
23.		Span of	Lecture			
	Oreanisia	Span of	discussio	n <b>CO3</b>		
	Organizing:	control	/ppt			
24.		Span of	Lecture			
	Organi-ing	-	discussio	n <b>CO3</b>		
	Organizing:	control	/ppt	V7		
	Unit - 4 CO3,CO4 (K2,K5,K7					
25.		Concert	Lecture	CO3/C		
	Directions	Concept,	discussion	n <b>04</b>		
	Directing:	Meaning	/ppt			
26.		Principles &	Lecture	CO3/C		
		Techniques	discussio	n <b>04</b>		
	Directing:	of directing	/ppt	•		

Mangalmay Institute of Management & Technology



# Greater Noida (U.P)



					-12- <b>•</b> -42-
27.		Concept,			
		Meaning		CO3/C	
		Principles &	Lecture	04	
		Techniques	discussion	04	
	Coordination	of Directing	/ppt		
28.		Concept of	Lecture	CO3/C	
		leadership,	discussion	04	
	Leadership:	Importance,	/ppt	04	
29.			Lecture	CO3/C	
		Styles,	discussion	04	
	Leadership:	Supervision	/ppt	••	
30.		Meaning,	Lecture	CO3/C	
	Motivation,	-	discussion	04	
31.		Importance	/ppt Lecture		
51.		Theory of	discussion	CO3/C	
	Motivation,	Motivation,	/ppt	04	
32.			Lecture		
52.	communicati	Meaning	discussion	CO3/C	
	on	and concept	/ppt	04	
	·	•	Unit – 5 CO4 (K2,K5)	•	· · ·
33.			Lecture		
		Meaning,	discussion	CO4	
	Controlling:	Concept,	/ppt		
34.			Lecture		
			discussion	CO4	
	Controlling:	Principles,	/ppt		
35.		Process of	Lecture	<b>CO A</b>	
	Controlling:	Controlling	discussion	CO4	
36.	controlling.	Techniques	/ppt		
50.		of	Lecture	CO4	
	Controlling		discussion	04	
37.	Controlling:	Controlling	/ppt		
57.		Relationship			
		between		<b>604</b>	
		planning	Lecture	CO4	
	Controlling	and	discussion		
20	Controlling:	controlling.	/ppt		
38.		Recent			
		trends in	Lecture	CO4	
		managemen	discussion		
22	Presentation	t	/ppt	-	<u> </u>
39.		Contempora			
		ry issues in	Lecture	CO4	
		managemen	discussion		
	Presentation	t	/ppt		
40.		Contompore	Lecture		
	procontation	Contempora	discussion	CO4	
	presentation	ry issues in	/ppt		



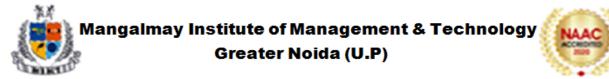
Mangalmay Institute of Management & Technology



Greater Noida (U.P)

		managemen					
		t Pour					
	Revision						
41.			Discussion and				
			inquiry				
			based				
	Unit-1		session				
42.			Problem				
			solving				
			Discussion				
			and				
			inquiry				
			based				
42	Uni-2		session				
43.			Problem				
			solving Discussion				
			and				
			inquiry				
			based				
	Unit-3		session				
44.			Problem				
			solving				
			Discussion				
			and				
			inquiry				
	Unit-4		based session				
45.	0111-4		Problem				
45.			solving				
			Discussion				
			and				
			inquiry				
			based				
	Unit-4		session				
46.			Problem				
			solving				
			Discussion				
			and inquiry				
			based				
	Unit-5		session				
47.			presentat				
	Presentation		ion				
48.			presentat				
	Presentation		ion				
L	····	1					

Text Books:



- L M Prasad; Principles and Practice of Management
- Satya Narayan and Raw VSP ; Principles and Practice of Management
- Srivastava and Chunawalla; Management Principles and Practice

#### **Reference Books:**

- Management: Stephen P Robbins, Mary coulter, Neharika vohra, Pearson Prentice hall, 10th Ed.
- Essentials of management: Koontz Harold & Weihrich Heinz, Tata Mc Graw Hill, 8th Ed.

#### Journals:

Academy of Management Journal

Academy of Management Review

Journal of Applied Psychology

Journal of International Business Studies

Human Resource Management

**Electronic Database:** 

http://www.mim.ac.mw/books/Fundamentals%20of%20Management.pdf

https://testallbank.com/sample/fundamentals-of-management-essential-concepts-and-applications-

9th-edition-robbins-solutions-manual.pdf

http://www.freepdfbook.com/fundamentals-of-management/

https://www.researchgate.net/publication/356413009\_Fundamentals\_of\_Management

https://d3bxy9euw4e147.cloudfront.net/oscms

prodcms/media/documents/PrinciplesofManagement-OP.pdf