



Lesson Plan

Program: BBA **Semester:** 1st **Course Code:** BBA 101 **Course Name:** Fundamentals of Management

Course Objectives:

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

Session Duration: 50 minutes

Participants: BBA 1ST 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
2(a)(iii)	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 implementation	Pedagogy	CO-Covered	Faculty Sign	HoD's Remark with Date
Unit - 1 CO1(K2)							
1.	Management Introduction Concepts:	Objectives, Nature		Opening case & examples Lecture/ PPTs/	CO1		
2.	Management Introduction Concepts:	Scope Significance of management		Lecture/ PPTs	CO1		
3.	Management Introduction Concepts:	Evolution of management thought-		Lecture/ PPTs	CO1		
4.	Management Introduction Concepts:	Contribution of Taylor,		Lecture/ PPTs	CO1		
5.	Management Introduction Concepts:	Contribution of Weber.		Lecture/ PPTs	CO1		
6.	Management Introduction Concepts:	Contribution of Fayol management.		Lecture/ PPTs	CO1		
7.	PRESENTATION	ROLES OF MANAGERES		PRESENTATION	CO1		
8.	CLASS TEST/QUIZ	LAGAAN MOVIE CASE		DISCUSSION	CO1		
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		



		of planning.		discussion /ppt			
14.	Planning:	Process of decision making.		Lecture discussion /ppt	CO2		
15.	Planning:	Process of decision making.		Lecture discussion /ppt	CO2		
16.	Class test/presentation/quiz			Presentat ion	CO2		
Unit - 3 CO3 (K2,K5,K7)							
17.	Organizing:	Concept, meaning		Lecture discussion /ppt	CO3		
18.	Organizing:	Objectives, Nature of organizing		Lecture discussion /ppt	CO3		
19.	Organizing:	Types of Organization ,		Lecture discussion /ppt	CO3		
20.	Organizing:	delegation of authority,		Lecture discussion /ppt Lecture discussion /ppt	CO3		
21.	Organizing:	Authority and responsibilities		Lecture discussion /ppt	CO3		
22.	Organizing:	Centralization and Decentralization,		Lecture discussion /ppt	CO3		
23.	Organizing:	Span of control		Lecture discussion /ppt	CO3		
24.	Organizing:	Span of control		Lecture discussion /ppt	CO3		
Unit - 4 CO3,CO4 (K2,K5,K7)							
25.	Directing:	Concept, Meaning		Lecture discussion /ppt	CO3/C04		
26.	Directing:	Principles & Techniques of directing		Lecture discussion /ppt	CO3/C04		



27.	Coordination	Concept, Meaning Principles & Techniques of Directing		Lecture discussion /ppt	CO3/C04		
28.	Leadership:	Concept of leadership, Importance,		Lecture discussion /ppt	CO3/C04		
29.	Leadership:	Styles, Supervision		Lecture discussion /ppt	CO3/C04		
30.	Motivation,	Meaning, Importance		Lecture discussion /ppt	CO3/C04		
31.	Motivation,	Theory of Motivation,		Lecture discussion /ppt	CO3/C04		
32.	communication	Meaning and concept		Lecture discussion /ppt	CO3/C04		
Unit – 5 CO4 (K2,K5)							
33.	Controlling:	Meaning, Concept,		Lecture discussion /ppt	CO4		
34.	Controlling:	Principles,		Lecture discussion /ppt	CO4		
35.	Controlling:	Process of Controlling		Lecture discussion /ppt	CO4		
36.	Controlling:	Techniques of Controlling		Lecture discussion /ppt	CO4		
37.	Controlling:	Relationship between planning and controlling.		Lecture discussion /ppt	CO4		
38.	Presentation	Recent trends in management		Lecture discussion /ppt	CO4		
39.	Presentation	Contemporary issues in management		Lecture discussion /ppt	CO4		
40.	presentation	Contemporary issues in		Lecture discussion /ppt	CO4		



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Revision							
41.	Unit-1			Discussion and inquiry based session			
42.	Uni-2			Problem solving Discussion and inquiry based session			
43.	Unit-3			Problem solving Discussion and inquiry based session			
44.	Unit-4			Problem solving Discussion and inquiry based session			
45.	Unit-4			Problem solving Discussion and inquiry based session			
46.	Unit-5			Problem solving Discussion and inquiry based session			
47.	Presentation			presentation			
48.	Presentation			presentation			

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>