



Lesson Plan

Program: BCA **Semester:** I **Course Code:** BCA 104 **Course Name:** Principles of Management

Course Objectives

(CO1): To provide an understanding of basic management concepts, principles and practices.

(CO2): To enable the students to study the evolution of Management and business ethics.

(CO3): To describe the management functions of planning, organizing, Forecasting & Communication

(CO4): To describe the management functions of Motivation, leadership, Controlling and Total Quality Management

(CO5): To develop the understanding of Organisational changes.

(CO6): To develop strategic planning and decision-making strategies in an organization

Session Duration: 60 minutes

Participants: BCA First Semester Students

Entry level knowledge and skills of students

- i. Basic Knowledge of Organization & Management

Equipment required in Classroom/ Laboratory/ Workshop

- i. Projector
- ii. White Board & Marker

Assessment Schemes

S. No.	Criteria	Marks (100)
1	CCSU End Term Examination	75
2	Internal Evaluation Scheme	25
2(a)	Teacher Assessment (Continuous Evaluation) (Assignment & attendance)	25
2(a)(i)	Assignment 1	10
2(a)(ii)	Assignment 2	10
2(a)(iii)	Attendance (Compulsory)	5



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

(CO1): Understanding of basic management concepts, principles and practices.

Understanding K2

(CO2): Gaining the knowledge of the evolution of Management and business ethics.

Remembering K1, Understanding K2

(CO3): Developing the management functions of planning, organizing, Forecasting & Communication.

Understanding K2

(CO4): Developing the management functions of Motivation, leadership, Controlling and Total Quality Management.

Understanding K2, Applying K3

(CO5): Gaining an understanding of Organizational changes.

Understanding K2

(CO6): Developing strategic planning and decision-making strategies in an organization.

Understanding K2

L. No	Topics	Sub Topics	Date of implementation	Pedagogy	CO-Covered	Faculty Sign	HoD's Remark with Date
Unit - 1							
1.	Discussion about the Subject Syllabus	Course Objectives & Course outcomes		Lecture Brainstorming	CO1 to CO 5		
2.	Nature of Management	Definition, Meaning, Definition, it's nature:		Lecture Brainstorming	CO1		
3.		Purpose Importance & Functions of Management		Lecture Brainstorming	CO1		
4.		Management as Art, Science & Profession		Lecture Brainstorming	CO1		
5.		Management as social System , Concepts of management-Administration-Organization,		Lecture Brainstorming	CO1		



6.		Management Skills, Levels of Management		Lecture Brainstorming	CO1		
7.		Revision of Unit 1		Buzz Grouping Brainstorming Practice Questions	CO1		
8.		Discussion of University previous year question		Buzz Grouping Brainstorming Practice Questions			
Unit - 2							
9.	Evolution of Management Thought	Contribution of F.W.Taylor to the management thought		Lecture Brainstorming	CO2		
10.		Contribution of Henri Fayol to the management thought		Lecture Brainstorming	CO2		
11.		Contribution of Elton Mayo to the management thought		Lecture Brainstorming	CO2		
12.		Contribution of Chester & Peter Drucker to the management thought		Lecture Brainstorming	CO2		
13.	Business Ethics & Social Responsibility	: Meaning , Definition & Concepts, Shift to Ethics, Tools of Ethics		Lecture Brainstorming	CO2		
14.		Revision of Unit 2		Buzz Grouping Brainstorming Practice Questions			
15.		Discussion of University		Buzz Grouping Brainstorming			



		previous year question		Practice Questions			
Unit - 3							
16.	Functions of Management : Part-I	Planning - Meaning- Need & Importance,		Lecture Brainstorming	CO3		
17.		Types, Process of Planning, Barriers to Effective Planning		Lecture Brainstorming	CO3		
18.		levels - advantages & limitations of Planning		Lecture Brainstorming	CO3		
19.		Forecasting- Meaning, Concepts & Need		Lecture Brainstorming	CO3		
20.		Techniques of Forecasting		Lecture Brainstorming	CO3		
21.		Decision making- Concepts & Types, Process of rational decision making		Lecture Brainstorming	CO3		
22.		Techniques of decision making		Lecture Brainstorming	CO3		
23.		Organizing - Elements of organizing & processes, Types of organizations		Lecture Brainstorming	CO3		
24.		Delegation of authority - Need, difficulties Delegation		Lecture Brainstorming	CO3		
25.		Decentralization Staffing -		Lecture Brainstorming	CO3		



		Meaning & Importance Direction - Nature					
26.		Principles Communication - Types & Importance		Lecture Brainstorming	CO3		
27.		Revision of Unit 3		Buzz Grouping Brainstorming Practice Questions			
28.		Discussion of University previous year question		Buzz Grouping Brainstorming Practice Questions			
Unit - 4							
29.	Functions of Management : Part-II	Motivation - Meaning, Definition, Types & Importance -		Lecture Brainstorming	CO4		
30.		Theories of Motivation		Lecture Brainstorming	CO4		
31.		Leadership - Meaning –styles, qualities & function of leader		Lecture Brainstorming	CO4		
32.		Controlling - Need, Nature, importance		Lecture Brainstorming	CO4		
33.		Process & Techniques of Controlling		Lecture Brainstorming	CO4		
34.		Total Quality Management		Lecture Brainstorming	CO4		
35.		Coordination - Need - Importance		Lecture Brainstorming	CO4		
36.		Revision of Unit 4		Buzz Grouping Brainstorming Practice Questions			



37.		Discussion of University previous year question		Buzz Grouping Brainstorming Practice Questions			
Unit - 5							
38.	Management of Change	Concepts & Models for Change		Lecture Brainstorming	CO5		
39.		Force for Change, Need for Change		Lecture Brainstorming	CO5		
40.		Alternative Change Techniques		Lecture Brainstorming	CO5		
41.		New Trends in Organization Change		Lecture Brainstorming	CO5		
42.		Stress Management		Lecture Brainstorming	CO5		
43.		Revision of Unit 5		Buzz Grouping Brainstorming Practice Questions			
44.		Discussion of University previous year question		Buzz Grouping Brainstorming Practice Questions			
Unit - 6							
45.	Strategic Management	Definition, Classes of Decisions, Levels of Decision		Lecture Brainstorming	CO6		
46.		Strategy, Role of different Strategist		Lecture Brainstorming	CO6		
47.		Relevance of Strategic Management and its Benefits		Lecture Brainstorming	CO6		
48.		Strategic Management in India		Lecture Brainstorming	CO6		
49.		Revision of Unit		Buzz Grouping			



		6		Brainstorming Practice Questions			
50.		Discussion of University previous year question		Buzz Grouping Brainstorming Practice Questions			

Text Books: Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons –
New Delhi

Principles of Management, By Tripathi, Reddy Tata McGraw Hill

Reference Books: Essential of Management - Horold Koontz and Iteinz Weibrich- McGrawhills

International

Management Theory & Practice - J.N.Chandan

Essential of Business Administration - K.Aswathapa, Himalaya

Publishing House