JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Programe : BBA	Session : 2022-2025	Year : 2022	Sem: I

Course: Principles of Management

Name of the Faculty: SONAL BHARTI	Commencement Date: 19-09-2022	Date of Closure: 30-12-2022

Lecture No.	Week	Unit	Topics to be Covered	Blended Mode			Date	Duration	Tracking of Lectures	Related Course Outcome	Signature of Faculty	Signature of HoD	Remarks (if any)
				Mode	Resources	Activity							
1	1	1	Introduction to POM										
2		1	Management: meaning, nature, scope										
3		1	Functions of management										
4	2	1	Organizational objective										
5		1	MBO										
6		1	Evolution of management thoughts										
7	3	1	Scientific management										
8		1	General administrative theories										
9		1	Quantitative approach										
10	4	1	Behavioral approach										
11		1	System and contingency approach										

12		1	Quiz										
13	5	2	Planning: nature, scope, objectives										
14		2	Types of plan										
15		2	Steps of planning										
16	6	2	Decision making										
17		2	Organizing: nature, importance										
18		2	Formal and informal organization										
19	7	2	Organizing principles and chart										
20		2	Span of management										
21		3	Introduction to departmentation										
22	8	3	Department by function, territory, product, customer										
23		3	Authority and its types										
24		3	Accountability and responsibility										
25		3	Delegation: steps and obstacles										

26	9	3	Centralization vs decentralization										
27		3	Staffing: factors affecting staffing										
28	10	3	Selection process and techniques										
29		3	Performance appraisal										
30		3	Communication: importance, process										
31	11	3	Communication barriers and breakdown communication.										
32		3	Case study										
33		4	Controlling: process, types,										
34	12	4	Barriers to control making										
35		4	Control techniques										
36		4	Budget and non- budgetary control devices										
37	13	4	Social responsibility and business ethics										
38		4	QUIZ										
39		1,2	Model paper discussion										
40	14	3,4	Model paper discussion										