JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Programe : BCA	Session :2022-2025	2022	Sem:1

Course: Principles of Management

Name of the Faculty: SNIGDHA SINGH	Commencement Date:19 SEP 2022	Date of Closure:30 DEC 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	Remark (if any
				ICT Tool/Platform/ LMS	Resources	Activity							
1	1	1	Management and its Functions										
2		1	Management by Objective										
3		1	Evolution of Management Thought and Thinkers- Scientific, Administrative and Behavorial										
4	2	1	System, Contingency and Quantitative										
5		1	Revision - 1										
6		2	Planning-Nature, Scope and Objectives										
7		2	Types of plans and steps in planning,Business forecasting										

8	3	2	Decision making										
9		2	Organizing- Nature, importance and process										
10	4	2	Organisation Types and Organisational Charts										
11		2	Principles of Organising										
12		2	Factors determining effective span										
13	5	2	Revision -2										
14		3	Departmentation and its types										
15		3	Authority- Definition, Types, Responsibility, Accountability										
16	6	3	Delegation - definition, Steps, obstacles and elimination										
17		3	Centralisation vs Decentralisation										
18		3	Staffing- defintion , factors										
19	7	3	Manpower Management										
20		3	Selection Process										

21		3	Performance apprasisal										
22	8	3	Communication- Importance										
23		3	Process of communication										
24		3	Barriers to comunication										
25	9	3	Breakdown of communication										
26		3	Revision - 3										
27		4	Controlling										
28	10	4	Process										
29		4	Types										
30		4	Barriers										
31	11	4	Budgetary and non- budgetary control device										
32		4	Social repsonsibility										
33		4	Business Ethics										
34		4	Revision-4										

35	12	1,2	Revision- 1, 2										
36		3,4	Revision-3&4										
37		1,2,3,4	Model Test Paper										
38		1,2,3,4	Model Test Paper										
39	13	1,2,3,4	Model Test Paper										
40		1,2,3,4	Model Test Paper										