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| Name of the Faculty | Pawan Kumar (Theory) |
| Discipline | Office Management and Computer Application |
| Semester | 4th |
| Subject | Principles of Management |
| Lesson Plan Duration | 15 Weeks (from January, 2018 to April, 2018) |
| Work Load(Lecture/Practical) per week (in Hours) | Lecture-06, Practical---0 |



| Week | Theory | |
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| | Lecture Day | Topic (including assignment/Test) |
| 1st | 1st | Introduction, Meaning, Definition of Management |
| | 2nd | Features of Management |
| | 3rd | Management is an Art, Profession or Science |
| | 4th | Importance of Management |
| | 5th | Principles of Management |
| 2nd | 1st | Fayol's General Principles of Management |
| | 2nd | Functions of Management |
| | 3rd | Process of Management |
| | 4th | Levels of Management |
| | 5th | Scientific Management-Meaning, Definition |
| 3rd | 1st | Scientific Management-Features |
| | 2nd | Assignment/Case Study |
| | 3rd | Planning-Meaning and Definition |
| | 4th | Planning-Features |
| | 5th | Planning-Importance |
| 4th | 1st | Planning Process |
| | 2nd | Meaning and importance of objectives and policies |
| | 3rd | Features of a good policy, |
| | 4th | Meaning and importance of Rules and procedures |
| | 5th | Difference between different types of plan |
| 5th | 1st | How to make planning effective |
| | 2nd | Assignment/problem taking |
| | 3rd | Test |
| | 4th | Organising-Meaning and Features |
| | 5th | Organising-Importance |
| 6th | 1st | Process of Organisation |
| | 2nd | Formal and Informal Organisation |
| | 3rd | Formal and Informal Organisation |
| | 4th | Organisational Structure-Meaning and significans |
| | 5th | Organisational Structure types-Functional organisation |
| 7th | 1st | Organisational Structure types- Divisional Organisation |
| | 2nd | Difference between Formal and Informal, Functional and Divisional |
| | 3rd | Concept of Delegation, Need, Elements of Delegation |
| | 4th | Merits of Delegation of Authority, Responsibility and Accountability |
| | 5th | Decentralisation of Authority |
| 8th | 1st | Assignment/problem taking |
| | 2nd | Staffing-Concept, Need and Importance |
| | 3rd | Human Resource Management |
| | 4th | Steps in Staffing Process |
| | 5th | Recruitment-Meaning, Sources-Internal-merits and demerits |

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| 9th | 1st | Recruitment-Meaning, Sources-External-merits and demerits |
| | 2nd | Recruitment Process |
| | 3rd | Selection-meaning, comparison of recruitment and selection |
| | 4th | Selection Process |
| | 5th | Selection Process |
| 10th | 1st | Staff training-Meaning and Importance |
| | 2nd | On the Job training |
| | 3rd | Off the Job Training |
| | 4th | Assignment/problem taking |
| | 5th | Test |
| 11th | 1st | Decision Making-Concept and Importance |
| | 2nd | Elements of Decision Making |
| | 3rd | Types of Decisions |
| | 4th | Traditional methods of Decision Making |
| | 5th | Traditional methods of Decision Making |
| 12th | 1st | Problems in Decision Making |
| | 2nd | Scientific Decision Making -Concept and importance |
| | 3rd | Scientific Decision Making -Process |
| | 4th | Scientific Decision Making -Process |
| | 5th | Directing-concept and importance |
| 13th | 1st | Leadership-concept and importance |
| | 2nd | Types of leaders |
| | 3rd | Qualities of a Good leader |
| | 4th | Motivation-Concept and importance |
| | 5th | Motivation-Concept, Features and importance |
| 14th | 1st | Types of Motivation-Financial and Non financial |
| | 2nd | Communication-Concept and importance |
| | 3rd | Communication process |
| | 4th | Types of Communicatoin |
| | 5th | Barriers of Effective Communication |
| 15th | 1st | Barriers of Effective Communication |
| | 2nd | Controlling-Meaning and Features |
| | 3rd | Controlling-Importance and Limitations |
| | 4th | Process of Control |
| | 5th | Test |