Name of the Teacher: BHUPINDER KAUR Class: B.ComI (CAV &PPI) Principles of Management

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | Introduction to commerce: concept, nature, importance and scope, components of commerce, evolution of commerce, commerce and business. | Class room presentation on covered topics |
|  | **01-31 Aug 2017** | Introduction to Management: concept, characteristics and significance, Process/Functions of Management, Coordination. Management: as Science, Art and profession. | Class test of the topics covered |
|  | **01-30 Sept 2017** | Approaches to Management: Classical and Neo classical approach, Behavioral approach, Management science approach, Systems approach and Contingency approach; Management thought in ancient India. Planning: concept, process & importance, Types of Plans: Policy, Programme, Strategy, Vision, Mission, Goals, and Objectives. Organizing: meaning, principles and benefits of organizations; Organizational structure: Functional, Line vs. Staff, matrix, Formal vs. Informal; Organizational structure for large scale business organization. | Role playing activities |
|  | **01-31 Oct 2017** | Delegation: meaning, advantages, barriers to delegation, guidelines for effective delegation. Decentralization and Centralization: advantages and disadvantages, factors influencing decentralization. Staffing: meaning, importance & scope of staffing. Directing: concept; Motivation: concept, objectives & significance, Approaches to motivation. Leadership: concept, significance & functions, Leadership styles, approaches to leadership. | Power point presentation |
|  | **01-13 Nov 2017** | Controlling: meaning and characteristics of control, process of control, prerequisites of an effective control system; controlling techniques.  | Class test and grouping activities |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | **Explain the distribution of Taylor in management.** |
| **Assignment 2** | **Define Organizational structure and different forms of organizational structure** |
| **Class Test** | **Introduction to commerce and management, planning: concept, process and importance, organizational structure, scientific and administrative management.** |