

Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA HFSB I A- Semester : 2025-26

Course Name (Code) : Fundamentals Of Management (BBA/101/V)

Faculty : Ms Sanchita Khantwal

Topics / lectures are arranged in sequence - same - as to be taught in the class. Maintain data related to "Date" in its hard copy.

S. No.	Lecture No	CO (No)	Topic Description	Teaching Pedagogy	Reference Material	Date		Remarks, if any
						Planned	Actual Delivery	
1	1	1	Management- Definition	Marker/Board	Web Source/Text Book	19-08-2025		
2	2	1	Nature	Marker/Board	Web Source/Text Book	20-08-2025		
3	3	1	Significance	Marker/Board	Web Source/Text Book	21-08-2025		
4	4	1	Evolution of management thought- Contributions of Taylor and Fayol	Marker/Board	Web Source/Text Book	22-08-2025		
5	5	1	Evolution of management thought- Contributions of Taylor and Fayol (Cont.)	Marker/Board	Web Source/Text Book	25-08-2025		
6	6	1	Evolution of management thought- Contributions of Taylor and Fayol (Cont.)	Marker/Board	Web Source/Text Book	26-08-2025		
7	7	1	Human relations & Behavioural Schools-Hawthorne Studies	Marker/Board	Web Source/Text Book	27-08-2025		
8	8	1	Human relations & Behavioural Schools-Hawthorne Studies (Cont.)	Marker/Board	Web Source/Text Book	28-08-2025		
9	9	1	Human relations & Behavioural Schools-Hawthorne Studies (Cont.)	Marker/Board	Web Source/Text Book	29-08-2025		
10	10	1	Human relations & Behavioural Schools-Hawthorne Studies (Cont.)	Marker/Board	Web Source/Text Book	01-09-2025		
11	11	1	Management as a Profession	Marker/Board	Web Source/Text Book	02-09-2025		
12	12	1	Management Vs Administration	Marker/Board	Web Source/Text Book	03-09-2025		
13	13	1	Levels of Management	Marker/Board	Web Source/Text Book	04-09-2025		
14	14	1	Roles of manager in organisation	Marker/Board	Web Source/Text Book	05-09-2025		
15	15	1	Concept of MBO	Marker/Board	Web Source/Text Book	08-09-2025		
16	16	1	Revision Class	Marker/Board	Web Source/Text Book	09-09-2025		
17	17	1	Class Test	Marker/Board	Web Source/Text Book	10-09-2025		
18	18	2	Authority & responsibility relationships	Marker/Board	Web Source/Text Book	11-09-2025		
19	19	2	Authority & responsibility relationships (Cont.)	Marker/Board	Web Source/Text Book	12-09-2025		
20	20	2	Span of Control	Marker/Board	Web Source/Text Book	15-09-2025		
21	21	2	Concept of Line & Staff authority	Marker/Board	Web Source/Text Book	16-09-2025		
22	22	2	Process of Delegations-Barriers to Delegation	Marker/Board	Web Source/Text Book	17-09-2025		
23	23	2	Process of Delegations-Barriers to Delegation (Cont.)	Marker/Board	Web Source/Text Book	18-09-2025		
24	24	2	Centralization & Decentralization	Marker/Board	Web Source/Text Book	19-09-2025		
25	25	2	Centralization & Decentralization (Cpnt.)	Marker/Board	Web Source/Text Book	22-09-2025		
26	26	2	Organisation Structures: Types Advantages & Disadvantages	Marker/Board	Web Source/Text Book	23-09-2025		
27	27	2	Organisation Structures: Types Advantages & Disadvantages (Cont.)	Marker/Board	Web Source/Text Book	29-09-2025		
28	28	2	Revision Class	Marker/Board	Web Source/Text Book	30-09-2025		
29	29	3	Functions of management	Marker/Board	Web Source/Text Book	01-10-2025		
30	30	3	Planning-nature, Process, types	Marker/Board	Web Source/Text Book	03-10-2025		
31	31	3	Planning- Process, types	Marker/Board	Web Source/Text Book	06-10-2025		
32	32	3	Organizing: Concept, nature	Marker/Board	Web Source/Text Book	07-10-2025		
33	33	3	Organizing: process	Marker/Board	Web Source/Text Book	08-10-2025		
34	34	3	Organizing: significance	Marker/Board	Web Source/Text Book	09-10-2025		
35	35	3	Controlling: process	Marker/Board	Web Source/Text Book	13-10-2025		
36	36	3	Controlling: types and techniques	Marker/Board	Web Source/Text Book	14-10-2025		
37	37	3	Problem-solving	Marker/Board	Web Source/Text Book	15-10-2025		
38	38	3	Problem-solving (Cont.)	Marker/Board	Web Source/Text Book	16-10-2025		
39	39	3	Decision making Process	Marker/Board	Web Source/Text Book	17-10-2025		
40	40	3	Decision making techniques	Marker/Board	Web Source/Text Book	24-10-2025		
41	41	3	Revision Class	Marker/Board	Web Source/Text Book	30-10-2025		
42	42	3						
43	43	4	Business- concept	Marker/Board	Web Source/Text Book	31-10-2025		
44	44	4	Business- nature and scope	Marker/Board	Web Source/Text Book	03-11-2025		
45	45	4	Business as a system, business objectives	Marker/Board	Web Source/Text Book	04-11-2025		
46	46	4	Business and environment interface	Marker/Board	Web Source/Text Book	06-11-2025		
47	47	4	Distinction between business, commerce and trade	Marker/Board	Web Source/Text Book	07-11-2025		
48	48	4	Forms of Ownership: Sole Proprietorship, Partnership	Marker/Board	Web Source/Text Book	10-11-2025		
49	49	4	Forms of Ownership: Joint Stock Companies & Co-operatives	Marker/Board	Web Source/Text Book	12-04-2025		
50	50	4	Forms of Ownership: Joint Stock Companies & Co-operatives (Cont.)	Marker/Board	Web Source/Text Book	13-06-2025		
51	51	4	Multinational corporations- feasibility and preparation of business plan	Marker/Board	Web Source/Text Book	14-07-2025		
52	52	4	Multinational corporations- feasibility and preparation of business plan (Cont.)	Marker/Board	Web Source/Text Book	18-12-2025		
53	53	4	Revision Class	Marker/Board	Web Source/Text Book	19-11-2025		

Study Material / Books / Web-resources / Online Courses Links etc.

S. No.	Description
1	Robbins, S.P., and Decenzo, D.A. Essentials of Management, Pearson Education.
2	Koontz H., Essentials of Management, McGraw Hill Education.
3	Stephen P., Robbins, Mary Coulter. Management, Pearson Education.
4	Basu, C. R., Business organisation and management, Tata McGraw Hill, New Delhi.
5	Taloo, Thelman J., Business Organisational and Management, TMH, New Delhi.
6	Tulsian, P.C., Business Organisation, Pearson Education, New Delhi.