

Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA DM – 1st Semester : 2025-26					
Course Name (Code) :		Fundamentals of Management	BBA/DMKG/101	Faculty :	Shalaka Tanwar
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	Topic Description	Teaching Pedagogy	Reference Material	Remarks,if any
1	1	Management-Meaning,Nature.	Lecture	T1	
2	2	Management-Evolution,Significance	Board	R1	
3	3	Human Relations-Behavioral Schools	Board	T1	
4	4	Hawthorne Studies,Management as Profession	Board	R1	
5	5	Management vs. Administration	Board	R1	
6	6	Contribution of Taylor,Henry Fayol	Board	R1	
7	7	Levels of Management	Board	T1	
8	8	Role of Manager	Board	T1	
9	9	MBO	PPT	T1	
10	10	Authority vs. Reesponsibility	Board	T1	
11	11	Span of Control	Board	T1	
12	12	Concept of Line & Staff Authority	Board	T1	
13	13	Process of Delegation	Board	T1	
14	14	Barriers to Delegation	Board	T1	
15	15	Centralisation & Decentralisation	Board	T1	
16	16	Organisation Structure	Board	T1	
17	17	Functions of Managemenet	Board	T1	

18	18	Planning-Nature,Process	Board	T1	
19	19	Types of Plans	Board	T1	
20	20	Organising-Concept,Nature	Board	T1	
21	21	Process of Organising	Board	T1	
22	22	Contd.	Board	T1	
23	23	Significance	Board	T1	
24	24	Revision(Unit 2)	Board	T1	
25	25	Case study		T1	
26	26	Class Test			

27	27	Staffing-Introduction	Board	T1			
28	28	Significance	Board	T1			
29	29	Nature,Process of Staffing	Board	T1			
30	30	Recruitment vs. Selection	Board	T1			
31	31	Performance Appraisal	Test, dicussion				
32	32	Directing-Introduction	Board	T1			
33	33	Scope of Directing	Board	T1			
34	34	Controlling-Intro.	Board	T1			
35	35	Process of Controlling	Board	T1			
36	36	Types & Techniques of Controlling	Board	T1			
37	37	Problem-Solving,Decision Making	Board	T1			
38	38	Business-Scope,Nature	Board	T1			
39	39	Business as System	Board	T1			
40	40	Distinction between business,trade & commerce	Test, dicussion				
41	41	Ownership-Forms	Board	T2			

42	42	Sole proprietorship,Partnership	Board	T2			
43	43	Joint Stock Companies,Co-operatives	Board	T2			
44	44	HRM	Board	T2			
45	45	Continued	Board	T2			
46	46	Feasibility of Business Plans	Board	T2			
47	47	Cont.	Board	T2			
48	48	Case Studies	Board	T2			
49	49	Business & Environment	Board	T2			
50	50	Business Expansion	Board	T2			
51	51	Cont.	Board	T2			
52	52	Revision Class/Class Test	Test, dicussion				

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

	S. No.	Description					
		Text Books:					
	1	[T1] Koontz H. Essentials of Management,McGraw Hills Publication.					
	2	[T2] – Basu,C.R,Business Organisatiobns					
		Reference Books:					
	1	[R1] Robbins & S.P,Pearson Publications.					

		Websites:					
	1.	https://nios.ac.in					
