

Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA IIFSB 1 A- Semester : 2025-26						
Course Name (Code) : Fundamentals Of Management (BBA/FSB/101)				Faculty : Dr.Sanjana Kaushik		
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	Remarks, if any
1	1	1	Management- Definition	PPT	NOTES	
2	2	1	Nature	PPT	NOTES	
3	3	1	Significance	PPT	NOTES	
4	4	1	Evolution of management thought- Contributions of Taylor and Fayol	PPT	NOTES	
5	5	1	Evolution of management thought- Contributions of Taylor and Fayol (Cont.)	PPT	NOTES	
6	6	1	Evolution of management thought- Contributions of Taylor and Fayol (Cont.)	PPT	NOTES	
7	7	1	Human relations & Behavioural Schools-Hawthorne Studies	PPT	NOTES	
8	8	1	Human relations & Behavioural Schools-Hawthorne Studies (Cont.)	PPT	NOTES	
9	9	1	Human relations & Behavioural Schools-Hawthorne Studies (Cont.)	PPT	NOTES	
10	10	1	Human relations & Behavioural Schools-Hawthorne Studies (Cont.)	PPT	NOTES	
11	11	1	Management as a Profession	PPT	NOTES	
12	12	1	Management Vs Administration	PPT	NOTES	
13	13	1	Levels of Management	PPT	NOTES	
14	14	1	Roles of manager in organisation	PPT	NOTES	
15	15	1	Concept of MBO	PPT	NOTES	
16	16	1	Revision Class			
17	17	1	Class Test			
18	18	2	Authority & responsibility relationships	PPT	NOTES	
19	19	2	Authority & responsibility relationships (Cont.)	PPT	NOTES	
20	20	2	Span of Control	PPT	NOTES	
21	21	2	Concept of Line & Staff authority	PPT	NOTES	
22	22	2	Process of Delegations-Barriers to Delegation	PPT	NOTES	
23	23	2	Process of Delegations-Barriers to Delegation (Cont.)	PPT	NOTES	
24	24	2	Centralization & Decentralization	PPT	NOTES	
25	25	2	Centralization & Decentralization (Cpnt.)	PPT	NOTES	
26	26	2	Organisation Structures: Types Advantages & Disadvantages	PPT	NOTES	
27	27	2	Organisation Structures: Types Advantages & Disadvantages (Cont.)	PPT	NOTES	
28	28	2	Revision Class			
29	29	3	Functions of management	PPT	NOTES	
30	30	3	Planning-nature, Process, types	PPT	NOTES	
31	31	3	Planning- Process, types	PPT	NOTES	
32	32	3	Organizing: Concept, nature	PPT	NOTES	
33	33	3	Organizing: process	PPT	NOTES	
34	34	3	Organizing: significance	PPT	NOTES	
35	35	3	Controlling: process	PPT	NOTES	
36	36	3	Controlling: types and techniques	PPT	NOTES	
37	37	3	Problem-solving	PPT	NOTES	
38	38	3	Problem-solving (Cont.)	PPT	NOTES	
39	39	3	Decision making Process	PPT	NOTES	
40	40	3	Decision making techniques	PPT	NOTES	
41	41	3	Revision Class			
42	42	3	Class Test			
43	43	4	Business- concept	PPT	NOTES	
44	44	4	Business- nature and scope	PPT	NOTES	
45	45	4	Business as a system, business objectives	PPT	NOTES	
46	46	4	Business and environment interface	PPT	NOTES	
47	47	4	Distinction between business, commerce and trade	PPT	NOTES	
48	48	4	Forms of Ownership: Sole Proprietorship, Partnership	PPT	NOTES	
49	49	4	Forms of Ownership: Joint Stock Companies & Co-operatives	PPT	NOTES	
50	50	4	Forms of Ownership: Joint Stock Companies & Co-operatives (Cont.)	PPT	NOTES	
51	51	4	Multinational corporations- feasibility and preparation of business plan	PPT	NOTES	
52	52	4	Multinational corporations- feasibility and preparation of business plan (Cont.)	PPT	NOTES	
53	53	4	Revision Class			

Course Outcomes (COs)

COx	Statement
1	Understand the basic principles and practices of management.
2	Discuss the multidisciplinary nature of management studies.
3	Analyze an organization for efficiently managing it.
4	Utilize resources in optimum manner by using different managerial techniques.

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.