

Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA Gen 1 - Semester : 2024-25

Course Name (Code) : Fundamentals of Management(BBG-101-V)

Faculty : Mr. Jitender Singh

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 and nature	PPT	Book(Fundamentals of Management by RC Bhatia)	
2	2	Significance of Management	PPT	Book(Fundamentals of Management by RC Bhatia)	
3	3	Evolution of Management Thoughts	PPT	Book(Fundamentals of Management by RC Bhatia)	
4	4	Evolution of Management Thoughts	PPT	Book(Fundamentals of Management by RC Bhatia)	
5	5	Contribution of Taylor	White Board	Book(Fundamentals of Management by RC Bhatia)	
6	6	Contribution of Fayol	White Board	Book(Fundamentals of Management by RC Bhatia)	
7	7	Human Relations	PPT	Book(Fundamentals of Management by RC Bhatia)	
8	8	Behavioural Schools	PPT	Book(Fundamentals of Management by RC Bhatia)	
9	9	Hawthorne Studies	PPT	Book(Fundamentals of Management by RC Bhatia)	
10	10	Management as a Profession	PPT	Book(Fundamentals of Management by RC Bhatia)	
11	11	Management vs Administration	PPT	Book(Fundamentals of Management by RC Bhatia)	
12	12	Levels of Management	PPT	Book(Fundamentals of Management by RC Bhatia)	
13	13	Roles of Manager in Organisation	White Board	Book(Fundamentals of Management by RC Bhatia)	
14	14	Concept of MBO	PPT	Book(Fundamentals of Management by RC Bhatia)	
15	15	Revision Unit-1	White Board	Book(Fundamentals of Management by RC Bhatia)	
16	16	Authority and Responsibility relationship	PPT with real life examples	Book(Fundamentals of Management by RC Bhatia)	
17	17	Span of Control	PPT	Book(Fundamentals of Management by RC Bhatia)	
18	18	Concept of line and staff Authority	PPT	Book(Fundamentals of Management by RC Bhatia)	
19	19	Process of Delegation	PPT	Book(Fundamentals of Management by RC Bhatia)	
20	20	Barriers to Delegation	PPT	Book(Fundamentals of Management by RC Bhatia)	
21	21	Centralisation	PPT with real life examples	Book(Fundamentals of Management by RC Bhatia)	
22	22	Decentralisation	PPT with real life examples	Book(Fundamentals of Management by RC Bhatia)	
23	23	Organisation Structure: Introduction and Types	PPT	Book(Fundamentals of Management by RC Bhatia)	
24	24	Advantages and Disadvantages of Organisation Structure	PPT	Book(Fundamentals of Management by RC Bhatia)	
25	25	Revision Unit-2	White Board	Book(Fundamentals of	

				Management by RC Bhatia)	
26	26	Functions of Management: Planning	PPT	Book(Fundamentals of Management by RC Bhatia)	
27	27	Nature and Process of Planning	PPT	Book(Fundamentals of Management by RC Bhatia)	
28	28	Types of Plan	PPT	Book(Fundamentals of Management by RC Bhatia)	
29	29	Organising: Concept and Nature	PPT	Book(Fundamentals of Management by RC Bhatia)	
30	30	Process and Significance of Organising	PPT	Book(Fundamentals of Management by RC Bhatia)	
31	31	Staffing: Concept and Nature	PPT	Book(Fundamentals of Management by RC Bhatia)	
32	32	Importance of Staffing	PPT	Book(Fundamentals of Management by RC Bhatia)	
33	33	Directing: Concept and Scope	PPT	Book(Fundamentals of Management by RC Bhatia)	
34	34	Controlling:Meaning and Process	PPT	Book(Fundamentals of Management by RC Bhatia)	
35	35	Types and techniques of Controlling	PPT	Book(Fundamentals of Management by RC Bhatia)	
36	36	Problem Solving	PPT	Book(Fundamentals of Management by RC Bhatia)	
37	37	Decision Making: Meaning and Process	PPT	Book(Fundamentals of Management by RC Bhatia)	
38	38	Techniques of Decision Making	PPT	Book(Fundamentals of Management by RC Bhatia)	
39	39	Revision Unit-3	White Board	Book(Fundamentals of Management by RC Bhatia)	
40	40	Business: Concept and Nature	PPT	Book(Fundamentals of Management by RC Bhatia)	
41	41	Scope of Business	PPT	Book(Fundamentals of Management by RC Bhatia)	
42	42	Business as a System	PPT	Book(Fundamentals of Management by RC Bhatia)	
43	43	Business objectives	PPT	Book(Fundamentals of Management by RC Bhatia)	
44	44	Business and Environment interface	PPT	Book(Fundamentals of Management by RC Bhatia)	
45	45	Distinction between Business Commerce and Trade	PPT	Book(Fundamentals of Management by RC Bhatia)	
46	46	Forms of Ownership: Sole Properietorship	PPT	Book(Fundamentals of Management by RC Bhatia)	
47	47	Partnership	White Board	Book(Fundamentals of Management by RC Bhatia)	
48	48	Joint Stock Companies & Cooperatives	PPT	Book(Fundamentals of Management by RC Bhatia)	
49	49	Multinational Cooperations	PPT	Book(Fundamentals of Management by RC Bhatia)	
50	50	Feasibility & Preparation of Business Plan	PPT	Book(Fundamentals of Management by RC Bhatia)	
51	51	Revision Unit 1	White Board	Book(Fundamentals of Management by RC Bhatia)	
52	52	Revision Unit 2	White Board	Book(Fundamentals of Management by RC Bhatia)	
53	53	Revision Unit 3	White Board	Book(Fundamentals of Management by RC Bhatia)	
54	54	Revision Unit 4	White Board	Book(Fundamentals of	

				Management by RC Bhatia)	

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

S. No.	
1	Book(Fundamentals of Management by RC Bhatia)
2	Self made notes