



Lesson Plan No. 1.1	Course Name: Principles of Management Topic: Introduction to Management	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. articulate the concept of management
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions.What do you mean by Management?Give live examples of management.Development (30 minutes) Definitions of Management<ul style="list-style-type: none">As a social processAs an integrating processAs a continuous processAs a universal Processas an Activityas a Teamas a Scienceas an Artas a DisciplineFeatures of Management<ul style="list-style-type: none">Management is Goal-OrientedManagement integrates Human, Physical and Financial ResourcesManagement is ContinuousManagement is all PervasiveManagement is a Group ActivityManagement is a dynamic functionIntangibleComposite processBalancing effectiveness and efficiencyExercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	<ol style="list-style-type: none">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading Taxmann's Principles of Management (5th Edition)Homework



	<p>4. Revise the concepts taught today.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>2. Conduct Discussion</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.2	Course Name: Principles of Management Topic: Scope and Purpose of Management	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. articulate the scope of management b. evaluate the purpose of management
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) - Ask questions. - What concepts are encompassed under the scope of management? - Why is management done? - 2. Development (30 minutes) Scope of Management As a social process - Planning - Organizing - Leading - Controlling - Coordinating - Decision-Making - Communication - Human Resource Management - Innovation and Change Management - Ethical Considerations - Risk Management - Strategic Management - Financial Management - Marketing Management - Marketing Management - Corporate Social Responsibility - Entrepreneurship and Innovation - Globalization and International Management Purpose of Management - Goal Achievement - Effective Utilization of Resources - Productivity - Discipline and Morale - Employees Prosperity - Profit Objective - Growth Objective



	<ul style="list-style-type: none">- Risk Reduction- Quality Objective- Keep Talents- Ensure Availability- Social Objective <p>3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.</p>
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann’s Principles of Management (5th Edition)3. Homework4. Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.3	Course Name: Principles of Management Topic: Skills and Roles of a Manager	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. articulate the scope of management b. evaluate the purpose of management
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none"> - Ask questions. - What accounts for skills of a manager? - What roles a manager performs in an organisation? <p>2. Development (30 minutes)</p> <p>Skills of manager</p> <ul style="list-style-type: none"> - Leadership <ul style="list-style-type: none"> • Vision-setting • Decision-making • Strategic thinking • Motivating others • Delegating tasks • Conflict resolution - Communication <ul style="list-style-type: none"> • Listening • Verbal and written communication • Persuasion and negotiation • Presentation skills • Interpersonal skills - Organizational Skills <ul style="list-style-type: none"> • Planning and goal-setting • Time management • Resource allocation • Project management • Adaptability and flexibility - Problem-solving <ul style="list-style-type: none"> • Critical thinking • Analytical skills • Creativity and innovation • Risk management • Troubleshooting - People Management <ul style="list-style-type: none"> • Team building • Employee development



	<ul style="list-style-type: none">• Performance management• Coaching and mentoring• Diversity and inclusion- Emotional Intelligence<ul style="list-style-type: none">• Self-awareness• Empathy• Relationship management• Conflict resolution• Stress management- Technical Skills<ul style="list-style-type: none">• Industry knowledge• Technical expertise• Information technology skills• Financial literacy• Regulatory compliance Role of Manager<ul style="list-style-type: none">- Interpersonal Roles<ul style="list-style-type: none">• Leader• Liaison• Figurehead- Informational Roles<ul style="list-style-type: none">• Monitor• Disseminator- Spokesperson<ul style="list-style-type: none">• Communicating organizational information to external parties- Decisional Roles<ul style="list-style-type: none">• Entrepreneur• Disturbance Handler• Resource Allocator• Negotiator <p>3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.</p>
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann’s Principles of Management (5th Edition)3. Homework4. Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to



	<p>answer and discuss.</p> <p>2. Conduct Discussion</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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Lesson Plan No. 1.4	Course Name: Principles of Management Topic: Functions of Management	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Appraise various functions of management
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What are the different functions of management?-2. Development (30 minutes)<ul style="list-style-type: none">- Functions of Management<ul style="list-style-type: none">• Planning• Organising• Staffing• Directing• Controlling3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework4. Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.5	Course Name: Principles of Management Topic: Principles of Management by Henry Fayol and F. W. Taylor	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the 14 principles of management by Henry Fayol b. Appraise the scientific principles of management by F.W. Taylor
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What are the different functions of management?-2. Development (30 minutes)<ul style="list-style-type: none">- Principles of Management by Henry Fayol<ul style="list-style-type: none">• Division of Work• Authority and Responsibility• Discipline• Unity of Command• Unity of Direction• Subordination of Individual Interest• Remuneration• Centralization• Scalar Chain• Order• Equity• Stability• Initiative• Esprit de Corps- Principles of Scientific Management by F.W. Taylor<ul style="list-style-type: none">• Science, not the Rule of Thumb• Harmony, Not Discord• Mental Revolution• Cooperation, not Individualism• Development of Every Person to his Greatest Efficiency3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading



	<p>Taxmann's Principles of Management (5th Edition)</p> <ol style="list-style-type: none">3. Homework4. Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.6	Course Name: Principles of Management Topic: Management by Objectives	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Evaluate the practice of Management by Objectives
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) - Ask questions. - What do you mean by objectives? - Have you ever heard about management by objectives? 2. Development (30 minutes) - Management by Objectives (MBO) <ul style="list-style-type: none">• Meaning• Process of MBO• Advantages of MBO• Disadvantages of MBO 3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading Taxmann's Principles of Management (5 th Edition) 3. Homework - Revise the concepts taught today. Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. 2. Conduct Discussion Spend 5 minutes to evaluate student assimilation of the lesson contents



Lesson Plan No. 1.7	Course Name: Principles of Management Topic: Management by Exceptions	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the technique of Management by Exception
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) - Ask questions. - What do you mean by exception? - Have you ever heard about management by exception? - How is MOB different from MBE 2. Development (30 minutes) - Management by Exception (MBE) <ul style="list-style-type: none">• Meaning• Process of MBE• Benefits of MBE• Limitations of MBE 3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading Taxmann's Principles of Management (5 th Edition) 3. Homework - Revise the concepts taught today. Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. 2. Conduct Discussion Spend 5 minutes to evaluate student assimilation of the lesson contents



Lesson Plan No. 1.8	Course Name: Principles of Management Topic: McKinsey's 7S	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the procedure for McKinsey's 7S
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) <ul style="list-style-type: none">- Ask questions.- What are the important components in management procedure?- How does McKinsey's 7S help an organization reach efficiency? 2. Development (30 minutes) <ul style="list-style-type: none">- McKinsey's 7S Model<ul style="list-style-type: none">• Structure• System• Staff• Styles• Skills• Strategy• Shared Values- Application of McKinsey's 7S model- Advantages of the model- Disadvantages of the model 3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading Taxmann's Principles of Management (5 th Edition) 3. Homework <ul style="list-style-type: none">- Revise the concepts taught today. Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. 2. Conduct Discussion Spend 5 minutes to evaluate student assimilation of the lesson contents



Lesson Plan No. 2.1	Course Name: Principles of Management Topic: Types of Plans	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Understand the nature and types of plans
Teaching Aids (if any)	c. PowerPoint Presentation d. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none">- Ask questions.- What is planning?- Why are plans needed?- What are different types of plans? <p>2. Development (30 minutes)</p> <ul style="list-style-type: none">- Meaning of Plans and Planning- Characteristics of Planning<ul style="list-style-type: none">• Planning is goal-oriented• Planning is a primary function• Planning is all-pervasive• Planning is a mental exercise• Planning is a continuous process• Planning is forward looking• Planning is an integrated process- Importance of Planning<ul style="list-style-type: none">• Planning provides direction• Planning provides a unifying framework• Planning is economical• Planning reduces the risks of uncertainty• Planning facilitates decision making• Planning encourages innovation and creativity- Types of Plans<ul style="list-style-type: none">• Operational Planning<ul style="list-style-type: none">➤ Single Use Plans➤ Ongoing Plans• Contingency Planning• Strategic Planning• Tactical Planning <p>3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.</p>
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading



	<p>Taxmann's Principles of Management (5th Edition)</p> <p>3. Homework</p> <ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>2. Conduct Discussion</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.2	Course Name: Principles of Management Topic: Nature of Objectives and MBO	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the meaning of objectives and working of MBO
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What are objectives?- Are goals and objectives different?- How does MBO work?2. Development (30 minutes)<ul style="list-style-type: none">- Meaning of Objectives- Need for setting objectives<ul style="list-style-type: none">• Direction and Focus• Measurement and Evaluation• Motivation and Engagement• Resource Allocation• Risk Management• Strategic Planning- Management by objectives<ul style="list-style-type: none">• Meaning• Process• Advantages• Disadvantages3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.3	Course Name: Principles of Management Topic: Organizing	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Assess the nature and purpose of organising
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What do you mean by organizing?- Why is organizing needed in business?- Site examples related to organizing.2. Development (30 minutes)<ul style="list-style-type: none">- Meaning of Organizing- Examples- Nature of organising<ul style="list-style-type: none">• Activities Identification• Division of Labor• Grouping of Activities• Authority-Responsibility Relationship• Basis of Coordination• Performance Evaluation- Importance/Purpose of Organising<ul style="list-style-type: none">• Specialization• Well defined jobs• Clarifies authority• Co-ordination• Effective administration• Growth and diversification• Sense of security• Scope for new changes- Principles of Organising<ul style="list-style-type: none">• Principle of Specialization• Principle of Functional Definition• Principles of Span of Control/Supervision• Principle of Scalar Chain• Principle of Unity of Command•3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.



Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.4	Course Name: Principles of Management Topic: Organizational Structure	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Evaluate the various types of Organisational Structure
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What is the meaning of organizational structure?- How can they be differentiated?2. Development (30 minutes)<ul style="list-style-type: none">- Meaning of Organizational structure- Determinants of/ Factors affecting Organisational Structure<ul style="list-style-type: none">• Strategy• Size• Technology• Environment• Culture• Leadership Style• History and Tradition• Market Dynamics• Employee Skills and Preferences• Costs and Resources- Types of Organisational Structures<ul style="list-style-type: none">• Functional structure<ul style="list-style-type: none">➤ Pros➤ Cons• Divisional Structure<ul style="list-style-type: none">➤ Pros➤ Cons• Matrix Structure<ul style="list-style-type: none">➤ Pros➤ Cons3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann’s Principles of Management (5th Edition)3. Homework



	<p>- Revise the concepts taught today.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.5	Course Name: Principles of Management Topic: Organizational Structure	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Evaluate the various types of Organisational Structure
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What is the meaning of organizational structure?- How can they be differentiated?2. Development (30 minutes)<ul style="list-style-type: none">- Types of Organisational Structures (Contd.)<ul style="list-style-type: none">• Team Structure<ul style="list-style-type: none">➤ Pros➤ Cons• Network Structure<ul style="list-style-type: none">➤ Pros➤ Cons• Hierarchical Structure<ul style="list-style-type: none">➤ Pros➤ Cons• Flat Organisational Structure<ul style="list-style-type: none">➤ Pros➤ Cons3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.6	Course Name: Principles of Management Topic: Line and Staff Structure	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Examining the functioning of Line and Staff Structure
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) <ul style="list-style-type: none">- Ask questions.- What do you mean by line and staff organization?- How does line and staff organization differ? 2. Development (30 minutes) <ul style="list-style-type: none">- Line structure<ul style="list-style-type: none">• Meaning• Types of Line Organisation<ul style="list-style-type: none">➤ Pure Line➤ Departmental Line• Merits of Line Organisation<ul style="list-style-type: none">➤ Simplicity➤ Identification of Authority and Responsibility➤ Co-ordination➤ Effective Communication➤ Economical➤ Quick Decisions➤ Unity of Command➤ Effective Control and Supervision• Demerits of Line Organization<ul style="list-style-type: none">➤ Excess Work➤ Lack of Specialization➤ Lack of Co-ordination➤ Improper Communication➤ Lack of Initiative➤ Favoritism➤ Instability- Staff structure<ul style="list-style-type: none">• Meaning• Features<ul style="list-style-type: none">➤ Specialization and Expertise➤ Advisory Role➤ Support Functions➤ Centralized Expertise➤ Coordination and Collaboration➤ Hierarchical Structure• Merits



	<ul style="list-style-type: none">➤ Specialized Expertise➤ Efficiency➤ Cost-Effectiveness➤ Quality Assurance➤ Flexibility and Adaptability➤ Improved Decision Making <ul style="list-style-type: none">• Demerits<ul style="list-style-type: none">➤ Communication Barriers➤ Conflict and Tension➤ Bureaucracy➤ Dependency on Staff Departments➤ Lack of Accountability➤ Resistance to Change <p>3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.</p>
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.7	Course Name: Principles of Management Topic: Downsizing	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Observing the intricacies of downsizing
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What is meaning of downsizing?- Is downsizing good for a company?2. Development (30 minutes)<ul style="list-style-type: none">- Downsizing- Meaning- Reasons for downsizing<ul style="list-style-type: none">• Cost Reduction• Restructuring• Market Changes• Mergers and Acquisitions• Declining Revenues or Profits• Technological Advancements- Ways to downsize<ul style="list-style-type: none">• Layoffs• Voluntary Separation Programs (VSP)• Early Retirement Packages• Attrition• Job Sharing and Part-Time Work• Outsourcing and Offshoring• Cross-Training and Multiskilling• Reduction of Benefits and Perks- Reduction of Benefits and Perks<ul style="list-style-type: none">• Cost Reduction• Improved Efficiency• Focus on Core Competencies• Enhanced Flexibility• Increased Innovation• Strategic Alignment- Drawbacks<ul style="list-style-type: none">• Employee Morale and Motivation• Loss of Talent and Skills• Negative Organizational Culture• Decreased Productivity and Innovation• Reduced Customer Satisfaction



	<ul style="list-style-type: none">• Damage to Reputation <p>3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.</p>
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann’s Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.3. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.8	Course Name: Principles of Management Topic: Span of Management	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Discover the meaning and types of span of management
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What is span of management?- How to select an appropriate span of management strategy?2. Development (30 minutes)<ul style="list-style-type: none">- Meaning of Span of Management- Types<ul style="list-style-type: none">• Wider span of Management<ul style="list-style-type: none">➤ Features- Fewer layers of hierarchy Empowerment and decentralization Efficiency Lower costs Increased employee engagement Greater flexibility Challenges in supervision➤ Benefits Faster Decision Making Lower Costs Increased Flexibility Enhanced Employee Empowerment Improved Communication Scalability➤ Drawbacks Supervisory Challenges Risk of Micromanagement Communication Overload Difficulty in Maintaining Consistency• Narrow Span of Management<ul style="list-style-type: none">➤ Features Close Supervision Detailed Communication Specialization and Expertise Greater Control and Accountability Hierarchical Structure➤ Benefits Close Supervision



	<p>Clear Communication Specialization Accountability Hierarchical Structure</p> <p>➤ Drawbacks Limited Managerial Capacity Bottleneck in Decision-Making Higher Management Costs Reduced Flexibility Communication Challenges</p> <p>3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.</p>
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework - Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.9	Course Name: Principles of Management Topic: Authority Relationships	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Scrutinize the relationship between various authority relationships
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none">- Ask questions.- What is meant by authority?- What happens if it is delegated?- How can personnel be held responsible for their duties?- From where does responsibility arise?- What is the relationship between authority, responsibility and accountability? <p>2. Development (30 minutes)</p> <ul style="list-style-type: none">- Authority Relationships- Line authority- Staff authority- Functional authority- Types of authority<ul style="list-style-type: none">• Positional Authority• Coercive Authority• Expert Authority• Referent Authority• Reward Authority- Responsibility<ul style="list-style-type: none">• Meaning• Characteristics- Accountability<ul style="list-style-type: none">• Meaning• Features- Relationship between Authority, Responsibility and Accountability<ul style="list-style-type: none">• Authority Establishes the Framework• Responsibility Defines the Scope of Action• Accountability Ensures Oversight and Evaluation• Authority and Responsibility Go Hand in Hand• Accountability Reinforces Responsibility• Clear Communication Enhances the Relationship• Mutual Support and Collaboration <p>3. Exercise (5 minutes) –</p>



	Ask questions to check the students' understanding on the topic.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.10	Course Name: Principles of Management Topic: Delegation and Decentralization	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Review the process of delegation and decentralisation
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What is delegation?- What is decentralization?- How do they both differ?- Why is it important to have these mechanisms in the organisation?2. Development (30 minutes)<ul style="list-style-type: none">- Meaning of Delegation- Process of Delegation<ul style="list-style-type: none">• Determination of Results Expected• Assignment of Duties• Granting of Authority• Creating Accountability for Performance- Obstacles to Delegation<ul style="list-style-type: none">• Superior• Subordinate• Organization- Benefits of delegation- Drawbacks of delegation- Meaning of Decentralisation- Advantages of delegation<ul style="list-style-type: none">• Motivation of Subordinates• Growth and Diversification• Quick Decision Making• Efficient Communication• Ease of Expansion- Disadvantages of Decentralization<ul style="list-style-type: none">• Difficult To Co-Ordinate• External Factors• Narrow Product Lines• Expensive- Process of Decentralization<ul style="list-style-type: none">• Assessment and Planning• Identifying Decision Points• Delegation of Authority• Establishing Accountability Mechanisms



	<ul style="list-style-type: none">• Creating Communication Channels• Implementing Technology• Monitoring and Evaluation• Cultural Shift• Iterative Process <p>- Difference between decentralization and delegation</p> <p>3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.</p>
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann’s Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.1	Course Name: Principles of Management Topic: Human Resource Management	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Understand the meaning of Human Resource Management
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What is Human Resource?- How is human resource managed effectively?2. Development (30 minutes)<ul style="list-style-type: none">- Meaning of Human Resource Management- Features of Human Resource Management<ul style="list-style-type: none">• Recruitment and Selection• Training and Development• Performance Management• Compensation and Benefits• Employee Relations• HR Planning and Strategy• Legal Compliance• HR Information Systems (HRIS)- Need for HRM<ul style="list-style-type: none">• Strategic Alignment• Talent Acquisition and Retention• Employee Development• Performance Management• Legal Compliance and Risk Management• Employee Relations and Conflict Resolution3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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Lesson Plan No. 3.2	Course Name: Principles of Management Topic: Selection	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Examine the concept of selection
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none"> - Ask questions. - What is selection in HRM? - What is the need for selection? <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Meaning of selection - Need for selection <ul style="list-style-type: none"> • Identifying the Right Candidates • Minimizing Hiring Risks • Ensuring Organizational Fit • Promoting Diversity and Inclusion • Enhancing Employee Engagement and Retention • Legal Compliance • Improving Productivity and Performance • Reducing Training Costs - Process of Selection <ul style="list-style-type: none"> • Preliminary Interview • Receiving Applications • Screening Applications • Employment Tests • Employment Interview • Checking References • Medical Examination • Final Selection and Appointment Letter <p>3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.</p>
Closure	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading Taxmann’s Principles of Management (5th Edition)</p> <p>3. Homework</p> <ul style="list-style-type: none"> - Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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Lesson Plan No. 3.3	Course Name: Principles of Management Topic: Performance Appraisal	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Evaluate the need for performance appraisal
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none"> - Ask questions. - What is meant by performance appraisal? - Why is it needed by business organisations? <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Meaning of performance appraisal - Methods of Performance Appraisal <ul style="list-style-type: none"> • 360-Degree Feedback • Performance Tests and Observations • 720-Degree Feedback • The Assessment Center Method • Behaviorally Anchored Rating Scale (BARS) • Checklist Method • Field Review Method • Forced Choice Method • General Performance Appraisal • Human Resource Accounting Method • Management By Objective (MBO) - Process of Performance Appraisal <ul style="list-style-type: none"> • Establishing performance standards • Communicating the standards • Measuring the actual performance • Comparing actual performance with desired performance • Discussing results [Feedback] <p>3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.</p>
Closure	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading Taxmann’s Principles of Management (5th Edition)</p> <p>3. Homework</p> <ul style="list-style-type: none"> - Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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Lesson Plan No. 3.4	Course Name: Principles of Management Topic: Career Strategy	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the prerequisites associated with a career strategy
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none"> - Ask questions. - How do you define career? - How does a career strategy benefit an individual? <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Meaning of Career Strategy - Key Components of Career Strategy <ul style="list-style-type: none"> • Self-assessment • Goal setting • Skill development • Networking • Personal branding • Visibility • Adaptability - Why is it needed? <ul style="list-style-type: none"> • Clarity and Focus • Maximizing Opportunities • Overcoming Challenges • Personal and Professional Development • Creating Fulfillment and Satisfaction • Increased Job Satisfaction and Engagement • Enhanced Career Resilience - Setting a Career Strategy <ul style="list-style-type: none"> • Self-Assessment • Set Clear Goals • Research Career Paths • Skill Development • Networking • Create a Personal Brand • Seek Feedback and Mentorship • Stay Flexible and Adapt • Take Strategic Risks • Track Progress and Adjust <p>3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.</p>



Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework - Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.5	Course Name: Principles of Management Topic: Managing Change	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Assess the notion of organisational change
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none"> - Ask questions. - Why do organizations need changes? - How do these changes can be incorporated? <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Meaning of organisational change - Nature of Change <ul style="list-style-type: none"> • Continuous • Complex • Multidimensional • Disruptive • Contextual • Strategic - Causes of Organisational Change <ul style="list-style-type: none"> • External influences • Competitive pressures • Organisational growth or decline • Technological advancements • Mergers and acquisitions • Internal inefficiencies or performance gaps • Leadership and strategic shifts - Process of Organisational Change: Kurt Lewin's Model <ul style="list-style-type: none"> • Unfreezing • Moving • Refreezing <p>3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.</p>
Closure	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading Taxmann's Principles of Management (5th Edition)</p> <p>3. Homework - Revise the concepts taught today.</p>



	Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.6	Course Name: Principles of Management Topic: Human Factors and Motivation	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Scrutinize the peculiarities of motivation
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none"> - Ask questions. - How do leaders motivate employees? <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Meaning of Motivation - Theories for Motivation - Maslow's Need hierarchy theory <ul style="list-style-type: none"> • Concept • Need hierarchy • Criticism of theory - McGregor's Theory of X & Y <ul style="list-style-type: none"> • Concept • Meaning of X and Y • How to motivate X and Y employees - Models of Man <ul style="list-style-type: none"> • Rational Economic Man • Social Man • Organisational Man • The Self Actuating Man • Complex Man <p>3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.</p>
Closure	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading Taxmann's Principles of Management (5th Edition)</p> <p>3. Homework - Revise the concepts taught today.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>2. Conduct Discussion</p>



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Spend 5 minutes to evaluate student assimilation of the lesson contents



Dr. Arun K. Gupta Teaching-Learning Centre

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Lesson Plan No. 3.7	Course Name: Principles of Management Topic: Leadership	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Examine the concept of Leadership
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none"> - Ask questions. - What are the qualities of a leader? - Why is leadership needed in an organization? <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Meaning of Leadership - Features of Leadership <ul style="list-style-type: none"> • Influence the behavior of others • Inter-personal process • Attainment of common organizational goals • Continuous process • Group process • Dependent on the situation - Importance of Leadership <ul style="list-style-type: none"> • Initiating Action • Providing Motivation • Providing guidance • Creating confidence • Building work environment - Qualities of a Leader <ul style="list-style-type: none"> • Personality • Knowledge • Integrity • Initiative • Communication skills • Motivation skills • Self-confidence and Will Power <p>3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.</p>
Closure	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading Taxmann’s Principles of Management (5th Edition)</p>



	<p>3. Homework - Revise the concepts taught today.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>2. Conduct Discussion</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.7	Course Name: Principles of Management Topic: Communication	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Discover the importance of communication
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- How important is communication in an organization?- What purpose does it serve?- How does it aid in goal achievement of organizational goals?2. Development (30 minutes)<ul style="list-style-type: none">- Meaning of Communication- Process of Communication<ul style="list-style-type: none">• Sender• Message• Encoding• Media• Decoding• Receiver• Feedback• Noise- Importance of Communication<ul style="list-style-type: none">• The Basis of Co-ordination• Fluent Working• The Basis of Decision Making• Increases Managerial Efficiency• Increases Cooperation and Organizational Peace• Boosts Morale of the Employees- Types of Communication<ul style="list-style-type: none">• Formal Communication• Informal Communication• Unofficial Communication- Barriers to communication<ul style="list-style-type: none">• Semantic Barriers• Psychological Barriers• Organizational Barriers• Personal Barriers3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.



Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.8	Course Name: Principles of Management Topic: Teams and Teamwork	Course No.: UGMDC 202
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Objectives	At the end of the lesson the student shall be able to: a. Determine the purpose of teams and teamwork in a business
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- Why do businesses require team work?- What is importance of working in a team?2. Development (30 minutes)<ul style="list-style-type: none">- Meaning of Teams- What is teamwork?- Types of Teams<ul style="list-style-type: none">• Informal teams• Traditional teams• Problem-solving teams• Leadership teams• Self-directed teams• Virtual teams- Characteristics of effective teams<ul style="list-style-type: none">• Clear Direction• Clear Responsibilities• Knowledgeable members• Reasonable operating procedures• Interpersonal Relationships• Sharing success and failures• External relationships- How to build a team<ul style="list-style-type: none">• Forming• Storming• Norming• Performing• Adjourment- Benefits of teams<ul style="list-style-type: none">• Improved work-life quality• Lower absenteeism• Increased innovation• Organizational adaptability and flexibility3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.



Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework - Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 4.1	Course Name: Principles of Management Topic: Direction as a management process	Course No: BCMMI- 207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of directing b. Evaluate the elements of directing.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1.Introduction (5 minutes) <ul style="list-style-type: none">- Ask questions.- What do you mean by directing?- Have you ever seen a director of a movie or a skit doing his/her task?- How does motivation work for you? 2.Development (30 minutes) <ul style="list-style-type: none">- Directing- Directing in management<ul style="list-style-type: none">• Meaning• Characteristics of Directing-• Initiates action• Pervasive• Continuous function• Human factor• Benefits of Directing• Initiates action• Integrate effort• Motivates employees• Provides stability• Coping up with change• Elements of Directing• Instructions• Supervision• Motivation• Leadership• Communication 3.Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.



	<ol style="list-style-type: none">2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 4.2	Course Name: Principles of Management Topic: Coordination – It’s importance and techniques	Course No: BCMMI- 207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of coordination b. Evaluate the techniques of coordination
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none"> - Ask questions. - What do you mean by coordination? - Have you ever been the coordinator of an event ? - How would you manage a group of small children using coordination? <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Coordination <ul style="list-style-type: none"> • Meaning • Characteristics of coordination • Integration of group effort • Continuous process • Balancing • Timing • Integrating • Different from cooperation • Task of every manager • May be internal or external • May be horizontal or vertical • Benefits of coordination • Ensures unity • Removes conflict • Achieves balance between people • Ensures cooperation • Ensures harmonious working in an organisation. • Techniques of coordination • Through leadership • Through self coordination • Through staff meetings • Through committes • Through group decisions • Through liaison officers



	<p>3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.</p>
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann’s Principles of Management (5th Edition)3. Homework - Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 4.3	Course Name: Principles of Management Topic: Controlling: Concept, planning-control relationship	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of control b. Evaluate the planning control relationship.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) - Ask questions. - What do you mean by monitoring? - Have you ever controlled something? - How would you control a tough situation? 2. Development (30 minutes) - Control <ul style="list-style-type: none">• Meaning• Characteristics of control• Managerial function• Continuous activity• Dynamic process• Related to planning• Improves efficiency• Pressure on employees• Improves coordination• Benefits of control• Basis for future action• Helps in decision making• Facilitates decentralisation• Limitations of control• Expensive• Lack of satisfactory standards• Opposition from subordinates 3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading Taxmann's Principles of Management (5 th Edition)



	<p>3. Homework - Revise the concepts taught today.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>2. Conduct Discussion</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 4.4	Course Name: Principles of Management Topic: Controlling- Techniques	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of control b. Evaluate the techniques of control.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) <ul style="list-style-type: none">- Ask questions.- What do you mean by monitoring?- Have you ever controlled something?- How would you control a tough situation?- How can you exercise control ? 2. Development (30 minutes) <ul style="list-style-type: none">- Control<ul style="list-style-type: none">• Meaning• Characteristics of control• Dynamic• Continuous• Pervasive• Ensures checking• Benefits of control• Helps in coordination• Builds a pressure on employees• Basis for decision making• Basis for future action• Limitations of control• Expensive• Opposition from subordinates• Lack of proper standards• Techniques of control• Traditional techniques• Personal observation• Break even analysis• Statistical reports• Budgetary control• Modern techniques• ROI• Ratio analysis• Management audit



	<ul style="list-style-type: none">• PERT CPM <p>3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.</p>
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 4.5	Course Name: Principles of Management Topic: Controlling:process	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of control b. Evaluate the process of control.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) <ul style="list-style-type: none">- Ask questions.- What do you mean by monitoring?- Have you ever controlled something?- How would you control a tough situation?- How can you exercise control ?- What can be the process of control? 2. Development (30 minutes) <ul style="list-style-type: none">- Control<ul style="list-style-type: none">• Meaning• Process of control• Setting performance standards• Measuring the actual performance• Comparison of the actual performance with the set standards• Finding deviations• Taking corrective action 3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann's Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion



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Lesson Plan No. 4.6	Course Name: Principles of Management Topic: Controlling- types	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> Analyse the concept of control Evaluate the types of control.
Teaching Aids (if any)	<ol style="list-style-type: none"> PowerPoint Presentation Green Board
Teaching Development	<ol style="list-style-type: none"> 1. Introduction (5 minutes) <ul style="list-style-type: none"> Ask questions. What do you mean by monitoring? Have you ever controlled something? How would you control a tough situation? How can you exercise control ? 2. Development (30 minutes) <ul style="list-style-type: none"> Control <ul style="list-style-type: none"> Meaning Types of control. On the basis of timing : <ul style="list-style-type: none"> Feed forward Concurrent Feedback On the basis of designing system <ul style="list-style-type: none"> Market control Clan control On the basis of levels <ul style="list-style-type: none"> Operational Structural Tactical Strategic On the basis of responsibility <ul style="list-style-type: none"> Internal External 3. Exercise (5 minutes) – <ul style="list-style-type: none"> Ask questions to check the students’ understanding on the topic.
Closure	<ol style="list-style-type: none"> Summarize the Lesson Learning Outcomes and get affirmation from students on these. Suggested Reading <ul style="list-style-type: none"> Taxmann’s Principles of Management (5th Edition) Homework <ul style="list-style-type: none"> Revise the concepts taught today.



	Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 5.1	Course Name: Principles of Management Topic: Knowledge Management	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of knowledge management. b. Evaluate the types of knowledge and significance.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What do mean by knowledge?- Have you heard “Knowledge grows when it is shared”?- What is to share your knowledge ?2. Development (30 minutes)<ul style="list-style-type: none">- Knowledge management<ul style="list-style-type: none">• Meaning• Features of knowledge management• Systematic process• Two types- illicit and explicit• Continuous process• Requires support of top management• Leads to improvement in organisational performance.Significance of knowledge management.<ul style="list-style-type: none">Competitive edgeCustomer satisfactionEnhances human resources capabilitiesEnhances efficiencyEnhancing goodwill.3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann’s Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion



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Spend 5 minutes to evaluate student assimilation of the lesson contents



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Lesson Plan No. 5.2	Course Name: Principles of Management Topic: New people management	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of New people management. b. Evaluate the elements of new people management.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) - Ask questions. - What do mean by new people management? - Have you heard about investing in your own self for maximum return on investment? 2. Development (30 minutes) New people management <ul style="list-style-type: none">• Meaning• Features of new people management• Coaching• Training• Team building• Motivating• Inspiring• mentoring Significance of new people management. Retention Organisational effectiveness Employee engagement Trust building Empathy Knowledge seeking 3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading Taxmann's Principles of Management (5 th Edition) 3. Homework - Revise the concepts taught today. Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.



	<p>2. Conduct Discussion</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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Lesson Plan No. 5.3	Course Name: Principles of Management Topic: Total quality management	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of Total quality management . b. Evaluate the significance of Total quality management.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) - Ask questions. - What do mean by total quality management? - Have you heard about zero defects management? 2. Development (30 minutes) Total quality management <ul style="list-style-type: none">• Meaning• Features of total quality management.• Zero defects• Collaborative effort• Customer satisfaction• Enhanced goodwill• Government regulations Significance of total quality management. Improves the reputation of the company Enhances the satisfaction level of the customer Leads to group unity Enhances the product quality Protects from unnecessary government regulations 3. Exercise (5 minutes) – Ask questions to check the students’ understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading Taxmann’s Principles of Management (5 th Edition) 3. Homework - Revise the concepts taught today. Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. 2. Conduct Discussion



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Lesson Plan No. 5.4	Course Name: Principles of Management Topic: Corporate Governance	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of corporate governance . b. Evaluate the significance of corporate governance. c. Analyse the principles of corporate governance.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) - Ask questions. - What do mean by corporate governance? - Have you heard about the principles of corporate governance? 2. Development (30 minutes) Corporate governance • Meaning • Features of corporate governance. Significance of corporate governance. Transparent rules and control Promotes long term financial viability Reduces financial loss Builds trust of investors Elements of corporate governance. Fairness Trust Risk management Responsibility Accountability 3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading Taxmann's Principles of Management (5 th Edition) 3. Homework - Revise the concepts taught today. Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. 2. Conduct Discussion



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	Spend 5 minutes to evaluate student assimilation of the lesson contents
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Lesson Plan No. 5.5	Course Name: Principles of Management Topic: Business Process Reengineering	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of business process reengineering b. Analyse the challenges in BPR c. Analyse the advantages of BPR.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) - Ask questions. - What do mean by Reengineering? - Have you heard about the business process reengineering? 2. Development (30 minutes) BPR <ul style="list-style-type: none">• Meaning• Features of BPR.• Effective change management• Ongoing continuous improvements• BPR team composition• Adequate IT infrastructure• Business needs analysis Challenges in BPR Resistance Losses Tradition Time requirement cost 3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading Taxmann's Principles of Management (5 th Edition) 3. Homework - Revise the concepts taught today. Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. 2. Conduct Discussion



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Lesson Plan No. 5.6	Course Name: Principles of Management Topic: Theory of constraints	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of Theory of constraints. b. Analyse the issues and challenges in it.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions.- What do mean by a constraint?- Have you heard about the theory of constraints?2. Development (30 minutes)<p>Theory of constraints</p><ul style="list-style-type: none">• Meaning• Features of the theory.• Identifying constraints• Exploiting constraints• Sub ordinating non constraints.• Elevating constraints• repeat<p>Challenges of the theory.</p><p>Identifying constraints</p><p>Exploiting constraints</p><p>Sub ordinating non constraints</p><p>Elevating constraints</p><p>repeat</p>3. Exercise (5 minutes) –<p>Ask questions to check the students’ understanding on the topic.</p>
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading Taxmann’s Principles of Management (5th Edition)3. Homework<ul style="list-style-type: none">- Revise the concepts taught today. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion



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Lesson Plan No. 5.7	Course Name: Principles of Management Topic: Management of productivity	Course No: BCMMI-207(A)
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Objectives	At the end of the lesson the student shall be able to: a. Analyse the concept of Management of productivity. b. Analyse the features of it.
Teaching Aids (if any)	a. PowerPoint Presentation b. Green Board
Teaching Development	1. Introduction (5 minutes) - Ask questions. - What do mean by management? - Have you heard of the term productivity? 2. Development (30 minutes) Management of Productivity <ul style="list-style-type: none">• Meaning• Factors effecting productivity.• Human• Technical• Managerial• Natural• Sociological• Economic• legal Significance of it. Reduce the cost of production Improve the profit of business Higher productivity Quality goods at reasonable prices Better growth Attracts foreign investment 3. Exercise (5 minutes) – Ask questions to check the students' understanding on the topic.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading Taxmann's Principles of Management (5 th Edition) 3. Homework <ul style="list-style-type: none">- Revise the concepts taught today. Spend 5 minutes to wrap up and consolidate the learnings



Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.2. Conduct Discussion <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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