



Kot Bhalwal, Jammu



Model Institute of Engineering
& Technology (Autonomous)
Dr. Arun K. Gupta Teaching-Learning Centre

Department of BBA

Details of Lesson Plan

S.No.	Particulars	Details
1.	Course Name	Principles Of Management
2.	Course Code	MBA - 102
3.	Academic Year	2024-2025
4.	Semester	1st
5.	Number of Lesson plans	27
6.	Faculty Assigned	Dr. Mansi Gupta

Faculty Signature



Version 1.1

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Lesson Plan No. 1.1	Course Name: Principles Of Management Topic: First day Introduction	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: a. Know about the faculty b. Understand the basics of the course c. Get acquainted with the rules to be followed in the class d. Recognise the importance of the course
Teaching Aids (if any)	a. Power Point Presentation
Teaching Development	1. Introduction (05 minutes): <ul style="list-style-type: none"> Brief Discussion on what this course is all about. How will we be going about the course. 2. Development (30 minutes) A. Getting to know each other a. Brief introductions. B. About the course C. The importance of the course.
Closure	<ul style="list-style-type: none"> Discuss the relevance of the lesson to the broader field of business and management. (5 minutes) Homework/Assignments: <ul style="list-style-type: none"> Encourage students to reflect on the handout.
Evaluation	Quick Q&A about the basics of management. (5 minutes) Collect feedback through a quick poll (e.g., raise hands if they think management is important).

Lesson Plan No. 1.1	Course Name: Principles Of Management Topic: Management: Concept	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: e. Understand the basic concepts of management and its various dimensions. f. Understand the differentiation between Management vs. Administration. g. Understand management concepts and their application.
Teaching Aids (if any)	b. Power Point Presentation
Teaching Development	<p>3. Introduction (05 minutes):</p> <ul style="list-style-type: none">Brief Discussion on what students think "management" means.Introduce key terms: Management, Art, Science, Profession, Administration.Explain the importance of understanding management from different perspectives (art, science, profession) and distinguishing it from administration. <p>4. Development (30 minutes)</p> <p>D. Management: Concept (10 minutes)</p> <ul style="list-style-type: none">a. Definition: Provide a formal definition of management.b. Functions of Management: Briefly cover the four main functions—planning, organizing, leading, and controlling.c. Importance: Discuss the importance of management in achieving organizational goals. <p>E. Management: Art and Science (10 minutes)</p> <ul style="list-style-type: none">a. Management as Art:<ul style="list-style-type: none">i. Explain that management as an art involves personal skills, creativity, and intuition.ii. Give examples where managers use creativity to solve problems.b. Management as Science:<ul style="list-style-type: none">i. Explain that management as a science involves systematic knowledge, principles, and theories.ii. Discuss how scientific methods can be applied to management decisions (e.g., using data for decision-making). <p>5. Class Activity (5 minutes)</p> <p>Discussion: Identify a real-life example where management played a key role.</p>
Closure	<ul style="list-style-type: none">Discuss the relevance of the lesson to the broader field of business and management. (5 minutes)



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	<p>Homework/Assignments:</p> <ul style="list-style-type: none">Encourage students to reflect on whether management is more of an art or a science, providing reasons and examples to support their view.
Evaluation	<p>Briefly discuss what students found most interesting or challenging in the lesson. (5 minutes)</p> <p>Collect feedback through a quick poll (e.g., raise hands if they think management is more of an art/science).</p>

Lesson Plan No. 1.2	Course Name: Principles Of Management Topic: Management: Concept	Course No.: MBA - 102
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Objectives	<p>At the end of the lesson the student shall be able to:</p> <ul style="list-style-type: none">A. Understand the basic concepts of management and its various dimensions.B. Understand the differentiation between Management vs. Administration.C. Understand management concepts and their application.
Teaching Aids (if any)	<p>c. Power Point Presentation</p>
Teaching Development	<p>6. Introduction (05 minutes):</p> <ul style="list-style-type: none">Brief Discussion on what students think "management" means.Introduce key terms: Management, Art, Science, Profession, Administration.Explain the importance of understanding management from different perspectives (art, science, profession) and distinguishing it from administration. <p>7. Development (30 minutes)</p> <p>F. Management as a Profession</p> <ul style="list-style-type: none">a. Characteristics of a Profession:<ul style="list-style-type: none">i. Discuss key characteristics of a profession: specialized knowledge, formal education, ethical



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	<p>standards, and social responsibility.</p> <p>b. Management as a Profession:</p> <ol style="list-style-type: none">Debate whether management meets these criteria.Mention certifications like MBA, PMP, etc., as evidence of management as a profession. <p>G. Management vs. Administration</p> <p>a. Differences:</p> <ol style="list-style-type: none">Clarify the differences between management and administration.Use examples from organizations to show how administration is more concerned with policy-making, while management focuses on execution. <p>b. Similarities:</p> <ol style="list-style-type: none">Discuss the overlap and how both are essential for organizational success. <p>8. Class Activity (5 minutes)</p> <p>Discussion: Identify a real-life example where management played a key role.</p>
Closure	<ul style="list-style-type: none">Discuss the relevance of the lesson to the broader field of business and management. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none">Encourage students to reflect on whether management is more of an art or a science, providing reasons and examples to support their view.
Evaluation	<p>Briefly discuss what students found most interesting or challenging in the lesson. (5 minutes)</p> <p>Collect feedback through a quick poll (e.g., raise hands if they think management is more of an art/science).</p>

Lesson Plan No. 1.3	Course Name: Principles Of Management Topic: Management process	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: A. Define and explain the key functions of the management process (Planning, Organizing, Leading, and Controlling) and understand
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	<p>their interrelationship in achieving organizational goals. Understand the differentiation between Management vs. Administration.</p> <p>B. Identify and describe the various managerial roles. C. Distinguish between the three levels of management.</p>
Teaching Aids (if any)	d. Power Point Presentation
Teaching Development	<p>9. Introduction (05 minutes):</p> <ul style="list-style-type: none">• Brief introduction the topics: the management process, managerial roles & skills, and levels of management.• Highlighting the importance of understanding these aspects for anyone aspiring to be in a managerial position. <p>10. Development (30 minutes)</p> <p>H. Management Process</p> <ol style="list-style-type: none">i. Define the management process as a series of actions or steps taken to achieve organizational goals.ii. Break down the process into its core functions: Planning, Organizing, Leading, and Controlling (POLC).iii. Discuss real-world scenarios where these steps are crucial (e.g., project management). <p>I. B. Managerial Roles & Skills</p> <ol style="list-style-type: none">a. Managerial Roles (Mintzberg's Framework):<ol style="list-style-type: none">i. Interpersonal Roles: Figurehead, leader, liaison.ii. Informational Roles: Monitor, disseminator, spokesperson.iii. Decisional Roles: Entrepreneur, disturbance handler, resource allocator, negotiator.b. Managerial Skills:<ol style="list-style-type: none">i. Technical Skills: Knowledge and proficiency in a specific field.ii. Human Skills: Ability to work well with others.iii. Conceptual Skills: Ability to think critically and solve complex problems. <p>11. Class Activity (5 minutes)</p> <p>Role-Play Exercise:</p> <p>Divide students into groups, assigning each group a level of</p>



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	<p>management (top, middle, first-line).</p> <p>Scenario: Each group will briefly role-play a situation typical for their assigned level. For example, top-level management could discuss setting a new company policy, while first-line management could handle a day-to-day operational issue.</p>
Closure	<ul style="list-style-type: none"> Recap the key points covered in the lesson. Encourage students to observe and think about the management process, roles, skills, and levels in real-world settings they encounter, whether at work, in the media, or in case studies. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Identify a real-life manager and describe how they exemplify the different managerial roles and skills discussed in class. Prepare a chart showing the hierarchy of management levels in a chosen organization.
Evaluation	Conduct a quick quiz with 2-3 questions to assess comprehension. (5 minutes)

Lesson Plan No. 1.4	Course Name: Principles Of Management Topic: Management process	Course No.: MBA - 102
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Objectives	<p>At the end of the lesson the student shall be able to:</p> <p>D. Define and explain the key functions of the management process (Planning, Organizing, Leading, and Controlling) and understand their interrelationship in achieving organizational goals. Understand the differentiation between Management vs. Administration.</p> <p>E. Identify and describe the various managerial roles.</p> <p>F. Distinguish between the three levels of management.</p>
Teaching Aids (if any)	e. Power Point Presentation
Teaching Development	<p>12. Introduction (05 minutes):</p> <ul style="list-style-type: none"> Brief introduction the topics: the management process, managerial roles & skills, and levels of management. Highlighting the importance of understanding these aspects for anyone aspiring to be in a managerial position.



	<p>13. Development (30 minutes)</p> <p>J. Levels of Management</p> <ol style="list-style-type: none"> a. Define the three levels: Top-level, Middle-level, and First-line (or operational) management. b. Responsibilities: <ol style="list-style-type: none"> i. Top-Level Management: Setting goals, strategic planning, overall direction. ii. Middle-Level Management: Implementing policies, coordinating between top and lower levels. iii. First-Line Management: Directing day-to-day activities, managing employees directly. c. Hierarchy: <ol style="list-style-type: none"> i. Discuss the flow of communication and decision-making across these levels. d. Examples: <ol style="list-style-type: none"> i. Provide examples of positions at each level in different organizational structures (e.g., CEO, Department Manager, Team Leader). <p>14. Class Activity (5 minutes)</p> <p>Role-Play Exercise:</p> <p>Divide students into groups, assigning each group a level of management (top, middle, first-line).</p> <p>Scenario: Each group will briefly role-play a situation typical for their assigned level. For example, top-level management could discuss setting a new company policy, while first-line management could handle a day-to-day operational issue.</p>
<p>Closure</p>	<ul style="list-style-type: none"> • Recap the key points covered in the lesson. • Encourage students to observe and think about the management process, roles, skills, and levels in real-world settings they encounter, whether at work, in the media, or in case studies. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> • Identify a real-life manager and describe how they exemplify the different managerial roles and skills discussed in class. • Prepare a chart showing the hierarchy of management levels in a chosen organization.
<p>Evaluation</p>	<p>Conduct a quick quiz with 2-3 questions to assess comprehension. (5 minutes)</p>



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Lesson Plan No. 1.5	Course Name: Principles Of Management Topic: Ethical and best practices in management	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: G. Understand Ethical Principles in Management: H. Identify Best Practices in Management. I. Analyse Ethical Dilemmas.
Teaching Aids (if any)	f. Power Point Presentation
Teaching Development	<p>15. Introduction (05 minutes):</p> <ol style="list-style-type: none">1. Brief introduction of the concepts of ethics and best practices in management, explaining their relevance in today's business environment.2. Emphasizing that ethical management practices are crucial for long-term success and building trust with stakeholders. <p>16. Development (30 minutes)</p> <ol style="list-style-type: none">1. Understanding Ethics in Management<ol style="list-style-type: none">1. Define ethics and explain its significance in the context of management.2. Ethical Principles:<ol style="list-style-type: none">1. Discuss key ethical principles: integrity, fairness, accountability, transparency, and respect for stakeholders.3. Real-World Examples:<ol style="list-style-type: none">1. Provide examples of ethical and unethical behavior in management (e.g., corporate scandals vs. ethical leadership).4. How ethical practices contribute to a positive organizational culture and long-term success.2. Ethical Dilemmas in Management<ol style="list-style-type: none">1. Define what an ethical dilemma is and why they are challenging in management. <p>17. Class Activity (5 minutes)</p>



	<p>Case Studies:</p> <p>Present brief case studies involving ethical dilemmas (e.g., conflicts of interest, whistleblowing, balancing profit with social responsibility).</p>
Closure	<ul style="list-style-type: none"> Summarize the key points covered in the lesson. Encourage students to think critically about how they would apply ethical principles and best practices in their future careers as managers. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Reflect on a real-world business example where ethical management led to success or where unethical behavior led to failure. Analyze the situation using the concepts learned in class.
Evaluation	Quick recap quiz with 2-3 questions about key ethical principles and best practices. (5 minutes)

Lesson Plan No. 1.6	Course Name: Principles Of Management Topic: Ethical and best practices in management	Course No.: MBA - 102
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Objectives	<p>At the end of the lesson the student shall be able to:</p> <p>J. Understand Ethical Principles in Management: K. Identify Best Practices in Management. L. Analyse Ethical Dilemmas.</p>
Teaching Aids (if any)	g. Power Point Presentation
Teaching Development	<p>18. Introduction (05 minutes):</p> <ol style="list-style-type: none"> Brief introduction of the concepts of ethics and best practices in management, explaining their relevance in today's business environment. Emphasizing that ethical management practices are crucial for long-term success and building trust with stakeholders. <p>19. Development (30 minutes)</p> <p>1. Best Practices in Management</p> <ol style="list-style-type: none"> Define best practices in management as strategies and practices that are recognized as effective and



	<p>ethical.</p> <p>2. Key Best Practices:</p> <ol style="list-style-type: none"> 1. Discuss examples such as ethical leadership, stakeholder engagement, corporate social responsibility (CSR), and sustainable management practices. 3. Benefits: Explain the benefits of implementing best practices, including improved employee morale, customer trust, and business sustainability. <p>20. Class Activity (5 minutes)</p> <p>Case Studies:</p> <p>Present brief case studies involving ethical dilemmas (e.g., conflicts of interest, whistleblowing, balancing profit with social responsibility).</p>
Closure	<ul style="list-style-type: none"> • Summarize the key points covered in the lesson. • Encourage students to think critically about how they would apply ethical principles and best practices in their future careers as managers. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> • Reflect on a real-world business example where ethical management led to success or where unethical behavior led to failure. Analyze the situation using the concepts learned in class.
Evaluation	Quick recap quiz with 2-3 questions about key ethical principles and best practices. (5 minutes)

Lesson Plan No. 1.7	Course Name: Principles Of Management Topic: Taylor and Scientific Management	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: M. Understand Taylor’s Scientific Management. N. Analyse its applications.
Teaching Aids (if any)	h. Power Point Presentation
Teaching Development	21. Introduction (05 minutes): 1. Brief introduction of the three theories: Taylor’s Scientific Management, Fayol’s Administrative Management, and



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	<p>Bureaucracy.</p> <p>2. Explain that understanding these theories helps in analysing modern management practices and their origins.</p> <p>22. Development (30 minutes)</p> <p>a. Taylor's Scientific Management</p> <ol style="list-style-type: none">Discuss the key principles of Taylor's Scientific Management: scientific approach to tasks, standardization, time studies, and work specialization.Explain how these principles aimed to improve productivity and efficiency.Provide historical and contemporary examples of Scientific Management in practice (e.g., assembly lines in manufacturing). <p>23. Class Activity (5 minutes)</p> <p>Group Discussion:</p> <p>Task: Divide students into small groups and assign each group one of the three theories.</p> <p>Activity: Each group will discuss how their assigned theory could be applied to a modern organization or business scenario.</p> <p>Presentation: Groups briefly present their findings and discuss how their assigned theory would address specific management challenges.</p>
Closure	<ul style="list-style-type: none">Summarize the main principles and contributions of Taylor's Scientific Management, Fayol's Administrative Management, and Bureaucracy.Open the floor for any final questions or reflections on the theories discussed. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none">Select a real-world organization and analyze how its management practices align with or differ from the principles of bureaucracy.
Evaluation	<p>Collect feedback on what students found most interesting or challenging about the theories. (5 minutes)</p>



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Lesson Plan No. 1.8	Course Name: Principles Of Management Topic: Fayol's Administrative Management, Bureaucracy	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: O. Understand Fayol's Administrative Management. P. Analyse the concept of Bureaucracy.
Teaching Aids (if any)	i. Power Point Presentation
Teaching Development	<p>24. Introduction (05 minutes):</p> <ol style="list-style-type: none"> 1. Brief introduction of the three theories: Taylor's Scientific Management, Fayol's Administrative Management, and Bureaucracy. 2. Explain that understanding these theories helps in analysing modern management practices and their origins. <p>25. Development (30 minutes)</p> <p>b. Fayol's Administrative Management</p> <ol style="list-style-type: none"> i. Outline Fayol's 14 principles of management, such as division of work, authority and responsibility, discipline, unity of command, and centralization. ii. Describe Fayol's five management functions: Planning, Organizing, Leading, Coordinating, and Controlling. iii. Discuss the significance of Fayol's principles in structuring and managing organizations effectively. <p>c. Bureaucracy</p> <ol style="list-style-type: none"> i. Define bureaucracy and explain its characteristics: hierarchical structure, formal rules and procedures, and impersonal relationships. ii. Advantages and Disadvantages. iii. Discuss the benefits (e.g., consistency, accountability) and drawbacks (e.g., rigidity, slow decision-making) of a bureaucratic system. iv. Provide examples of bureaucratic organizations (e.g., government agencies, large corporations). <p>26. Class Activity (5 minutes)</p> <p>Group Discussion:</p> <p>Task: Divide students into small groups and assign each</p>



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	<p>group one of the three theories.</p> <p>Activity: Each group will discuss how their assigned theory could be applied to a modern organization or business scenario.</p> <p>Presentation: Groups briefly present their findings and discuss how their assigned theory would address specific management challenges.</p>
Closure	<ul style="list-style-type: none">Summarize the main principles and contributions of Taylor's Scientific Management, Fayol's Administrative Management, and Bureaucracy.Open the floor for any final questions or reflections on the theories discussed. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none">Select a real-world organization and analyze how its management practices align with or differ from the principles of bureaucracy.
Evaluation	Collect feedback on what students found most interesting or challenging about the theories. (5 minutes)

Lesson Plan No. 1.9	Course Name: Principles Of Management Topic: Hawthorne Experiments and Human Relations	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: Q. Understand the Hawthorne Experiments and Human Relations. R. Explores its applications
Teaching Aids (if any)	j. Power Point Presentation
Teaching Development	27. Introduction (05 minutes): <ol style="list-style-type: none">Brief introduction of the three theories: Hawthorne Experiments and Human Relations, Social System Approach, and Decision Theory Approach.Explain that these theories provide valuable insights into managing people and making decisions within organizations. 28. Development (30 minutes)



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	<p>a. Hawthorne Experiments and Human Relations</p> <ol style="list-style-type: none">Describe the Hawthorne Experiments, including the key studies (e.g., illumination studies, relay assembly test room studies).Discuss the findings related to employee motivation, group dynamics, and the impact of attention and social factors on performance.Explain how the experiments contributed to the Human Relations Movement, emphasizing the importance of employee satisfaction and social needs. <p>29. Class Activity (5 minutes)</p> <p>Scenario Analysis:</p> <p>Task: Divide students into small groups and provide each group with a scenario involving a management issue (e.g., low employee morale, organizational change, decision-making challenges).</p> <p>Activity: Each group analyses the scenario using one of the theories discussed (Hawthorne Experiments, Social System Approach, Decision Theory Approach).</p>
Closure	<ul style="list-style-type: none">Summarize the main concepts and contributions of the Hawthorne Experiments, Social System Approach, and Decision Theory Approach.Open the floor for final questions and reflections on how these theories can be applied in real-world management situations. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none">Reflect on how understanding social systems can influence management strategies and provide a specific example.
Evaluation	Collect feedback on what students found most insightful or challenging about the theories. (5 minutes)

Lesson Plan No. 1.10	Course Name: Principles Of Management Topic: Social System Approach, Decision Theory Approach.	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: S. Explore the Social System Approach. T. Explain the Decision Theory Approach.
Teaching Aids (if any)	k. Power Point Presentation
Teaching Development	<p>30. Introduction (05 minutes):</p> <ol style="list-style-type: none">1. Brief introduction of the three theories: Hawthorne Experiments and Human Relations, Social System Approach, and Decision Theory Approach.2. Explain that these theories provide valuable insights into managing people and making decisions within organizations. <p>31. Development (30 minutes)</p> <p>b. Social System Approach</p> <ol style="list-style-type: none">i. Define the Social System Approach and its focus on the social and interpersonal aspects of organizations.ii. Discuss concepts such as organizational culture, roles, norms, and social networks.iii. Explain how understanding social systems can improve organizational effectiveness and employee relations. <p>c. Decision Theory Approach</p> <ol style="list-style-type: none">i. Define the Decision Theory Approach and its focus on decision-making processes.ii. Describe various decision-making models (e.g., rational decision-making, bounded rationality, and incremental decision-making).iii. Discuss how these models are applied in managerial decisions and their impact on organizational outcomes. <p>32. Class Activity (5 minutes)</p> <p>Scenario Analysis:</p> <p>Task: Divide students into small groups and provide each group with a scenario involving a management issue (e.g., low employee morale, organizational change, decision-making challenges).</p> <p>Activity: Each group analyses the scenario using one of the theories discussed (Hawthorne Experiments, Social System</p>



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	Approach, Decision Theory Approach).
Closure	<ul style="list-style-type: none">Summarize the main concepts and contributions of the Hawthorne Experiments, Social System Approach, and Decision Theory Approach.Open the floor for final questions and reflections on how these theories can be applied in real-world management situations. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none">Reflect on how understanding social systems can influence management strategies and provide a specific example.
Evaluation	Collect feedback on what students found most insightful or challenging about the theories. (5 minutes)

Lesson Plan No. 2.1	Course Name: Principles Of Management Topic: Planning: Types of Plans	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: U. Define Different Types of Plans. V. Understand the Purpose and Scope of Each Plan. W. Differentiate Between Plan Types.
Teaching Aids (if any)	1. Power Point Presentation
Teaching Development	33. Introduction (05 minutes): <ol style="list-style-type: none">Brief introduction of the different types of plans: strategic, tactical, operational, and contingency.Explain that understanding these types of plans helps managers effectively coordinate and achieve organizational objectives. 34. Development (30 minutes) d. Strategic Plans (7 minutes) <ol style="list-style-type: none">Define strategic plans as long-term, high-level plans that set the overall direction and goals for the organization.Discuss characteristics such as broad scope, long-term focus, and alignment with the organization's



	<p>mission and vision.</p> <p>iii. Provide examples of strategic planning, such as market expansion strategies or long-term growth objectives.</p> <p>e. Tactical Plans (7 minutes)</p> <p>i. Define tactical plans as medium-term plans that translate strategic goals into specific actions and tasks.</p> <p>ii. Explain characteristics like shorter timeframes, focus on specific departments or units, and detail-oriented.</p> <p>iii. Provide examples, such as departmental goals or project plans that support strategic objectives.</p> <p>f. Operational Plans (7 minutes)</p> <p>i. Define operational plans as short-term plans that address day-to-day operations and activities.</p> <p>ii. Discuss characteristics such as immediate focus, detailed procedures, and daily or weekly timeframes.</p> <p>iii. Provide examples, such as daily work schedules, routine maintenance tasks, or employee shifts.</p> <p>g. Contingency Plans (9 minutes)</p> <p>i. Define contingency plans as backup plans developed to address potential emergencies or unexpected events.</p> <p>ii. Explain characteristics like flexibility, focus on risk management, and readiness for unexpected changes.</p> <p>iii. Provide examples, such as disaster recovery plans, business continuity plans, or crisis management strategies.</p> <p>35. Class Activity (5 minutes)</p> <p>Planning Scenario:</p> <p>Task: Divide students into small groups and provide each group with a scenario involving a new organizational initiative (e.g., launching a new product, expanding to a new market).</p> <p>Activity: Each group will create a brief outline for a strategic, tactical, operational, and contingency plan related to their scenario.</p>
Closure	<ul style="list-style-type: none">Summarize the main types of plans (strategic, tactical, operational, and contingency) and their characteristics.Open the floor for any final questions or reflections on the importance of each type of plan.. (5 minutes)



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	Homework/Assignments: <ul style="list-style-type: none">• Develop a brief outline of each type of plan for a hypothetical new project or initiative.
Evaluation	Quick quiz with 2-3 questions covering key concepts and characteristics of the different types of plans. (5 minutes)

Lesson Plan No. 2.2	Course Name: Principles Of Management Topic: Planning: Steps in Planning Process	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: X. Identify Key Steps. Y. Understand the Purpose of Each Step. Z. Apply the Planning Process.
Teaching Aids (if any)	m. Power Point Presentation
Teaching Development	36. Introduction (05 minutes): <ol style="list-style-type: none">1. Brief introduction of the steps in the planning process: setting objectives, assessing the current situation, developing plans, implementing plans, and evaluating performance.2. Purpose: Explain that understanding these steps helps in creating structured and effective plans that guide organizational success. 37. Development (30 minutes) h. Setting Objectives (6 minutes) <ol style="list-style-type: none">i. Define the importance of setting clear, measurable, and achievable objectives.ii. Discuss characteristics of effective objectives (SMART criteria: Specific, Measurable, Achievable, Relevant, Time-bound).iii. Provide examples of well-defined objectives in various organizational contexts. i. Assessing the Current Situation (6 minutes) <ol style="list-style-type: none">i. Explain the process of assessing the current situation, including analyzing strengths, weaknesses,



	<p>opportunities, and threats (SWOT analysis).</p> <ol style="list-style-type: none"> ii. Discuss tools and techniques for situation analysis, such as SWOT analysis and PEST analysis (Political, Economic, Social, Technological). iii. Provide examples of how organizations assess their current situation to inform planning. <p>j. Developing Plans (6 minutes)</p> <ol style="list-style-type: none"> i. Define the process of developing plans based on the objectives and situation analysis. ii. Discuss the types of plans (strategic, tactical, operational, and contingency) and their roles. iii. Provide examples of different types of plans and how they align with organizational goals. <p>k. Implementing Plans (6 minutes)</p> <ol style="list-style-type: none"> i. Explain the process of implementing plans, including resource allocation, communication, and execution. ii. Discuss common challenges in implementation and strategies to address them. iii. Provide examples of successful and unsuccessful implementation efforts. <p>l. Evaluating Performance (6 minutes)</p> <ol style="list-style-type: none"> i. Define the process of evaluating performance and measuring the effectiveness of the plans. ii. Discuss key performance indicators (KPIs) and other metrics used to assess progress and outcomes. iii. Provide examples of how organizations evaluate the success of their plans and make necessary adjustments. <p>38. Class Activity (5 minutes)</p> <p>Planning Scenario:</p> <p>Divide students into small groups and provide each group with a scenario involving a new organizational initiative (e.g., launching a new product, entering a new market).</p> <p>Each group outlines the steps in the planning process for their scenario, including setting objectives, assessing the current situation, developing plans, implementing, and evaluating.</p>
<p>Closure</p>	<ul style="list-style-type: none"> • Summarize the main steps in the planning process and their significance. • Open the floor for any final questions or reflections on the planning process. (5 minutes)



	<p>Homework/Assignments:</p> <ul style="list-style-type: none"> Develop a detailed plan outline for a hypothetical project or initiative, including all the steps in the planning process.
Evaluation	Collect feedback on what students found most insightful or challenging about the planning process. (5 minutes)

Lesson Plan No. 2.3	Course Name: Principles Of Management Topic: Strategies, level of Strategies	Course No.: MBA - 102
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Objectives	<p>At the end of the lesson the student shall be able to:</p> <p>AA. Define Business Strategies. BB. Identify Levels of Strategies. CC. Apply Strategic Concepts.</p>
Teaching Aids (if any)	n. Power Point Presentation
Teaching Development	<p>39. Introduction (05 minutes):</p> <ol style="list-style-type: none"> Brief introduction of the concept of business strategies and the three levels of strategies: corporate, business, and functional. Purpose: Explain that understanding these levels helps in aligning various strategic efforts within an organization to achieve its overall goals. <p>40. Development (30 minutes)</p> <p>m. Corporate-Level Strategy (10 minutes)</p> <ol style="list-style-type: none"> Define corporate-level strategy as the overarching strategy that defines the organization’s overall direction and scope. Discuss its focus on long-term goals, overall growth, mergers, acquisitions, and diversification. Provide examples of corporate-level strategies, such as expanding into new markets or acquiring other companies. <p>n. Business-Level Strategy (10 minutes)</p> <ol style="list-style-type: none"> Define business-level strategy as the strategy for individual business units or product lines within the organization. Discuss its focus on competitive positioning, market



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	<p>segmentation, and differentiation.</p> <p>iii. Provide examples of business-level strategies, such as cost leadership, differentiation, or focus strategies in specific market segments.</p> <p>o. Functional-Level Strategy (10 minutes)</p> <p>i. Define functional-level strategy as the strategy developed for specific functions or departments within an organization.</p> <p>ii. Discuss its focus on improving efficiency, effectiveness, and operational excellence in areas like marketing, finance, and operations.</p> <p>iii. Provide examples of functional-level strategies, such as improving customer service, enhancing production processes, or optimizing supply chain management.</p> <p>41. Class Activity (5 minutes)</p> <p>Strategy Scenario:</p> <p>Task: Divide students into small groups and provide each group with a scenario involving an organization facing strategic decisions (e.g., entering a new market, launching a new product).</p> <p>Activity: Each group identifies and outlines the corporate, business, and functional-level strategies that the organization should consider for the given scenario.</p>
Closure	<ul style="list-style-type: none"> Summarize the main types of strategies (corporate, business, and functional) and their roles in organizational success. Open the floor for any final questions or reflections on the different levels of strategies. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Develop a strategic plan outline for a hypothetical organization, detailing strategies at each level (corporate, business, functional).
Evaluation	<p>Quick quiz with 2-3 questions covering key concepts and characteristics of the different levels of strategies. (5 minutes)</p>

Lesson Plan No. 2.4	Course Name: Principles Of Management Topic: Policies and Planning	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: DD. Define Policies. EE. Understand the Relationship Between Policies and Planning. FF. Apply Policies in Planning.
Teaching Aids (if any)	o. Power Point Presentation
Teaching Development	42. Introduction (05 minutes): 1. Brief introduction of the concept of organizational policies and their purpose in guiding actions and decisions. 2. Explain that understanding policies and their relationship with planning helps create a structured approach to achieving organizational objectives. 43. Development (30 minutes) p. Definition and Importance of Policies (8 minutes) i. Define organizational policies as formal guidelines and principles that govern decisions and actions within an organization. ii. Discuss the importance of policies in providing consistency, ensuring compliance, and guiding behavior. iii. Provide examples of common organizational policies, such as HR policies, financial policies, and safety policies. q. Relationship Between Policies and Planning (8 minutes) i. Explain how policies provide a framework within which planning occurs and how they align with organizational goals and strategies. ii. Discuss how well-defined policies help in creating effective plans and ensure consistency in implementation. iii. Provide examples of how specific policies can influence planning decisions (e.g., budgetary policies affecting financial planning). r. Developing Effective Policies (7 minutes) i. Identify key elements of effective policies, including clarity, relevance, and enforceability. ii. Explain the process of developing policies, including stakeholder input, drafting, approval, and communication. iii. Provide examples of well-developed policies and discuss their impact on organizational operations. s. Evaluating Policy Effectiveness (7 minutes) i. Discuss criteria for evaluating policy effectiveness,



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	<p>such as alignment with goals, impact on performance, and compliance.</p> <ul style="list-style-type: none"> ii. Explain the importance of regularly reviewing and updating policies to ensure they remain relevant and effective. iii. Provide examples of how organizations assess and revise policies based on performance and feedback. <p>44. Class Activity (5 minutes)</p> <p>Policy Development Scenario:</p> <p>Divide students into small groups and provide each group with a scenario where they need to develop a policy for a specific area (e.g., remote work policy, code of conduct).</p> <p>Each group drafts a brief policy outline, considering key elements and how it will support planning and decision-making.</p>
Closure	<ul style="list-style-type: none"> • Summarize the main concepts of policies, their role in planning, and the key elements of effective policy development. • Open the floor for any final questions or reflections on the importance of policies in organizational planning. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> • Develop a policy outline for a hypothetical scenario relevant to an organization, including key elements and its impact on planning.
Evaluation	Quick quiz with 2-3 questions covering key concepts related to policies and their role in planning. (5 minutes)

Lesson Plan No. 2.5	Course Name: Principles Of Management Topic: Decision making, Process of Decision Making,	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: GG. Define Decision Making. HH. Describe the Decision-Making Process. II. Apply Decision-Making Models.
Teaching Aids (if any)	p. Power Point Presentation





Teaching Development	<p>45. Introduction (05 minutes):</p> <ol style="list-style-type: none">1. Brief introduction of the concept of decision making and its role in management and organizational success.2. Explain that understanding the decision-making process helps in making structured and effective decisions. <p>46. Development (30 minutes)</p> <p>t. Definition and Importance of Decision Making (5 minutes)</p> <ol style="list-style-type: none">i. Define decision making as the process of selecting the best course of action from available alternatives.ii. Discuss the importance of decision making in achieving organizational goals and managing resources effectively. <p>u. Steps in the Decision-Making Process (15 minutes)</p> <ol style="list-style-type: none">1. Step 1: Problem Identification<ol style="list-style-type: none">a. Define how to identify and define the problem or decision that needs to be addressed.2. Step 2: Generating Alternatives<ol style="list-style-type: none">a. Explain how to brainstorm and develop a range of possible solutions or courses of action.3. Step 3: Evaluating Alternatives<ol style="list-style-type: none">a. Discuss how to assess the feasibility, risks, and benefits of each alternative.4. Step 4: Making the Decision<ol style="list-style-type: none">a. Explain how to select the most appropriate alternative based on the evaluation.5. Step 5: Implementing the Decision<ol style="list-style-type: none">a. Describe the process of putting the chosen alternative into action.6. Step 6: Evaluating the Decision<ol style="list-style-type: none">a. Discuss how to review and assess the outcomes of the decision and make adjustments if necessary. <p>v. Decision-Making Models (10 minutes)</p> <ol style="list-style-type: none">i. Rational Decision-Making Model.ii. Bounded Rationality Model.iii. Intuitive Decision-Making Model.iv. Provide examples of each model in practice. <p>47. Class Activity (5 minutes)</p>



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	<p>Decision-Making Scenario:</p> <p>Divide students into small groups and provide each group with a scenario that involves a decision-making challenge (e.g., choosing a marketing strategy for a new product).</p> <p>Each group outlines the steps they would take in the decision-making process for the scenario, including problem identification, generating alternatives, evaluating options, and making a decision.</p>
Closure	<ul style="list-style-type: none"> Summarize the main steps in the decision-making process and the decision-making models discussed. Open the floor for any final questions or reflections on the decision-making process. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Develop a decision-making plan for a hypothetical situation, including each step of the decision-making process and the model(s) used.
Evaluation	Quick quiz with 2-3 questions covering key steps in the decision-making process and decision-making models. (5 minutes)

Lesson Plan No. 2.6	Course Name: Principles Of Management Topic: Techniques in Decision Making	Course No.: MBA - 102
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Objectives	<p>At the end of the lesson the student shall be able to:</p> <p>JJ. Understand Decision-Making Techniques. KK. Apply Techniques. LL. Evaluate Effectiveness. MM. Choose Appropriate Techniques.</p>
Teaching Aids (if any)	q. Power Point Presentation
Teaching Development	<p>48. Introduction (05 minutes)</p> <ol style="list-style-type: none"> Brief introduction of the concept of decision-making techniques and their role in improving decision quality and effectiveness. Explain that understanding and applying different techniques can help in making more informed and effective



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decisions.

49. Development (30 minutes)

w. Quantitative Techniques (10 minutes)

i. Cost-Benefit Analysis:

1. Define and explain cost-benefit analysis as a technique for evaluating the financial implications of different alternatives.
2. Discuss an example of cost-benefit analysis in deciding whether to invest in new technology.

ii. Decision Trees:

1. Explain decision trees as a graphical representation of decision alternatives and their possible outcomes.
2. Provide an example of a decision tree used to evaluate investment options.

x. Qualitative Techniques (10 minutes)

i. SWOT Analysis:

1. Define SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) and its use in evaluating strategic options.
2. Discuss an example of SWOT analysis applied to a business expansion decision.

ii. Brainstorming:

1. Explain brainstorming as a technique for generating a wide range of ideas and solutions.
2. Provide an example of how brainstorming can be used to develop new product ideas.

y. Hybrid Techniques (10 minutes)

i. Multi-Criteria Decision Analysis (MCDA):

1. Define MCDA as a technique for evaluating alternatives based on multiple criteria.
2. Discuss an example of MCDA used in supplier selection.

ii. Scenario Planning:

1. Explain scenario planning as a technique for anticipating and preparing for various future scenarios.
2. Provide an example of scenario planning used in strategic business planning.

50. Class Activity (5 minutes)



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	<p>Decision-Making Exercise:</p> <p>Divide students into small groups and provide each group with a scenario that requires decision making (e.g., choosing a marketing strategy, selecting a new vendor).</p> <p>Each group uses one or more of the decision-making techniques discussed (e.g., cost-benefit analysis, SWOT analysis) to evaluate their options and make a decision.</p>
Closure	<ul style="list-style-type: none"> Summarize the main decision-making techniques covered in the lesson and their applications. Open the floor for any final questions or reflections on the techniques and their effectiveness. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Develop a decision-making plan for a hypothetical situation, including a description of the techniques used and how they were applied.
Evaluation	Quick quiz with 2-3 questions covering key decision-making techniques and their applications. (5 minutes)

Lesson Plan No. 2.7	Course Name: Principles Of Management Topic: Management by Objectives (MBO)	Course No.: MBA - 102
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Objectives	<p>At the end of the lesson the student shall be able to:</p> <p>NN. Understand MBO Concept. OO. Explain MBO Process. PP. Apply MBO Principles. QQ. Evaluate MBO Effectiveness. RR. Recognize MBO Challenges.</p>
Teaching Aids (if any)	r. Power Point Presentation
Teaching Development	<p>51. Introduction (05 minutes)</p> <ol style="list-style-type: none"> Brief introduction to MBO, highlighting its role in aligning individual performance with organizational goals. Explain that understanding MBO helps in setting clear objectives and improving organizational effectiveness



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through structured goal-setting and performance management.

52. Development (30 minutes)

z. Definition and Importance of MBO (7 minutes)

- i. Define Management by Objectives (MBO) as a management approach where managers and employees set and agree upon objectives for a specific period.
- ii. Discuss the importance of MBO in enhancing employee motivation, clarity, and accountability through goal setting and performance evaluation.
- iii. Provide examples of organizations that have successfully implemented MBO.

aa. Steps in the MBO Process (12 minutes)

- i. Step 1: Setting Objectives
 1. Explain how to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) objectives collaboratively between managers and employees.
- ii. Step 2: Developing Action Plans
 1. Describe how to create detailed action plans outlining the steps required to achieve the set objectives.
- iii. Step 3: Implementing Objectives
 1. Discuss the process of putting the action plans into practice and ensuring that objectives are pursued effectively.
- iv. Step 4: Monitoring and Reviewing
 1. Explain the importance of regularly monitoring progress towards objectives and reviewing performance against the set goals.
- v. Step 5: Performance Appraisal and Feedback
 1. Describe the process of assessing performance based on the objectives and providing constructive feedback.

bb. Benefits and Challenges of MBO (11 minutes)

- i. Discuss the benefits of MBO, including increased motivation, improved performance, and better alignment of individual and organizational goals.
- ii. Identify common challenges, such as setting unrealistic objectives, lack of employee involvement, and inadequate monitoring.
- iii. Discuss strategies to address these challenges, such as involving employees in goal setting and ensuring regular feedback.



	<p>53. Class Activity (5 minutes)</p> <p>MBO Simulation Exercise:</p> <p>Divide students into small groups and provide each group with a scenario where they need to set objectives for a fictional department or project.</p> <p>Each group develops SMART objectives, creates an action plan, and outlines how they would monitor and review progress.</p>
Closure	<ul style="list-style-type: none"> Summarize the main components of MBO, including the definition, process, benefits, and challenges. Open the floor for any final questions or reflections on MBO and its application. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Develop a sample MBO plan for a hypothetical team or department, including SMART objectives and action plans.
Evaluation	<p>Quick quiz with 2-3 questions covering key aspects of MBO, including its process and benefits. (5 minutes)</p>

Lesson Plan No. 2.5	Course Name: Principles Of Management Topic: Policies and Planning	Course No.: MBA - 102
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Objectives	<p>At the end of the lesson the student shall be able to:</p> <p>SS. Define Policies. TT. Understand the Relationship Between Policies and Planning. UU. Apply Policies in Planning.</p>
Teaching Aids (if any)	<p>s. Power Point Presentation</p>
Teaching Development	<p>54. Introduction (05 minutes):</p> <ol style="list-style-type: none"> Brief introduction of the concept of organizational policies and their purpose in guiding actions and decisions. Explain that understanding policies and their relationship with planning helps create a structured approach to achieving organizational objectives. <p>55. Development (30 minutes)</p>



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	<p>cc. Developing Effective Policies</p> <ol style="list-style-type: none">Identify key elements of effective policies, including clarity, relevance, and enforceability.Explain the process of developing policies, including stakeholder input, drafting, approval, and communication.Provide examples of well-developed policies and discuss their impact on organizational operations. <p>dd. Evaluating Policy Effectiveness</p> <ol style="list-style-type: none">Discuss criteria for evaluating policy effectiveness, such as alignment with goals, impact on performance, and compliance.Explain the importance of regularly reviewing and updating policies to ensure they remain relevant and effective.Provide examples of how organizations assess and revise policies based on performance and feedback. <p>56. Class Activity (5 minutes)</p> <p>Policy Development Scenario:</p> <p>Divide students into small groups and provide each group with a scenario where they need to develop a policy for a specific area (e.g., remote work policy, code of conduct).</p> <p>Each group drafts a brief policy outline, considering key elements and how it will support planning and decision-making.</p>
Closure	<ul style="list-style-type: none">Summarize the main concepts of policies, their role in planning, and the key elements of effective policy development.Open the floor for any final questions or reflections on the importance of policies in organizational planning. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none">Develop a policy outline for a hypothetical scenario relevant to an organization, including key elements and its impact on planning.
Evaluation	Quick quiz with 2-3 questions covering key concepts related to policies and their role in planning. (5 minutes)

Lesson Plan No. 2.6

Course Name: Principles Of
Management
Topic: Techniques in Decision Making

Course No.: MBA - 102



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Objectives	At the end of the lesson the student shall be able to: VV. Understand Decision-Making Techniques. WW. Apply Techniques. XX. Evaluate Effectiveness. YY. Choose Appropriate Techniques.
Teaching Aids (if any)	t. Power Point Presentation
Teaching Development	<p>57. Introduction (05 minutes)</p> <ol style="list-style-type: none">1. Brief introduction of the concept of decision-making techniques and their role in improving decision quality and effectiveness.2. Explain that understanding and applying different techniques can help in making more informed and effective decisions. <p>58. Development (30 minutes)</p> <p>ee. Qualitative Techniques</p> <ol style="list-style-type: none">i. SWOT Analysis:<ol style="list-style-type: none">1. Define SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) and its use in evaluating strategic options.2. Discuss an example of SWOT analysis applied to a business expansion decision.ii. Brainstorming:<ol style="list-style-type: none">1. Explain brainstorming as a technique for generating a wide range of ideas and solutions.2. Provide an example of how brainstorming can be used to develop new product ideas. <p>ff. Hybrid Techniques (10 minutes)</p> <ol style="list-style-type: none">i. Multi-Criteria Decision Analysis (MCDA):<ol style="list-style-type: none">1. Define MCDA as a technique for evaluating alternatives based on multiple criteria.2. Discuss an example of MCDA used in supplier selection.ii. Scenario Planning:<ol style="list-style-type: none">1. Explain scenario planning as a technique for anticipating and preparing for various future scenarios.2. Provide an example of scenario planning used in strategic business planning.



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	<p>59. Class Activity (5 minutes)</p> <p>Decision-Making Exercise:</p> <p>Divide students into small groups and provide each group with a scenario that requires decision making (e.g., choosing a marketing strategy, selecting a new vendor).</p> <p>Each group uses one or more of the decision-making techniques discussed (e.g., cost-benefit analysis, SWOT analysis) to evaluate their options and make a decision.</p>
Closure	<ul style="list-style-type: none"> Summarize the main decision-making techniques covered in the lesson and their applications. Open the floor for any final questions or reflections on the techniques and their effectiveness. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Develop a decision-making plan for a hypothetical situation, including a description of the techniques used and how they were applied.
Evaluation	Quick quiz with 2-3 questions covering key decision-making techniques and their applications. (5 minutes)

Lesson Plan No. 3.1	Course Name: Principles Of Management Topic: Management by Objectives (MBO)	Course No.: MBA - 102
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Objectives	<p>At the end of the lesson the student shall be able to:</p> <p>ZZ. Understand the key concepts of organizational structure and design.</p> <p>AAA. Identify different types of organizational structures and their characteristics.</p> <p>BBB. Analyse the impact of organizational design on business efficiency and effectiveness.</p>
Teaching Aids (if any)	u. Power Point Presentation
Teaching Development	<p>60. Introduction (05 minutes)</p> <p>1. Discuss the importance of organizational structure and design in determining how tasks are coordinated, who reports to whom, and how information flows within a</p>



	<p>company.</p> <p>2. Provide a brief overview of what will be covered, including types of organizational structures (e.g., functional, divisional, matrix) and key principles of organizational design.</p> <p>61. Development (30 minutes)</p> <p>gg. Organizational Structure (10 minutes):</p> <ol style="list-style-type: none">i. Definition and Importance: Explain what organizational structure is and why it is critical for business operations.ii. Types of Structures:<ol style="list-style-type: none">1. Functional Structure: Describe how tasks are grouped by functions such as marketing, finance, and operations.2. Divisional Structure: Discuss how organizations may be structured by product lines, geographical areas, or customer segments.3. Matrix Structure: Explain how this combines elements of both functional and divisional structures, often leading to dual reporting lines. <p>hh. Organizational Design (10 minutes):</p> <ol style="list-style-type: none">i. Key Elements: Discuss the factors influencing organizational design, including strategy, environment, technology, and size.ii. Design Principles: Explore principles such as specialization, span of control, chain of command, and centralization vs. decentralization.iii. Real-World Examples: Provide examples of companies that have successfully implemented different organizational designs, discussing the pros and cons of each. <p>ii. Impact on Business (10 minutes):</p> <ol style="list-style-type: none">i. Efficiency and Effectiveness: Analyse how different organizational structures and designs impact business performance.ii. Adaptability: Discuss how an organization's design can influence its ability to adapt to changes in the external environment. <p>62. Class Activity (5 minutes)</p> <p>Case Study Analysis: Present a brief case study of a company that underwent organizational restructuring,</p>
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	highlighting the outcomes and lessons learned.
Closure	<ul style="list-style-type: none">Recap the key points discussed, emphasizing the relationship between organizational structure, design, and business outcomes. (5 minutes) Homework/Assignments: <ul style="list-style-type: none">Ask students to write a short essay on how a poorly designed organizational structure can negatively impact a company's performance. They should include examples of companies that had to restructure due to inefficiencies or misalignment with their strategy.
Evaluation	Encourage students to think about how organizational design principles can be applied in various business contexts, from small startups to large multinational corporations. Discuss (5 minutes)

Lesson Plan No. 3.2	Course Name: Principles Of Management Topic: Types of organizational structures	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: CCC. Understand the different types of organizational structures. DDD. Identify the characteristics and advantages of each structure. EEE. Analyse the suitability of different structures for various business scenarios.
Teaching Aids (if any)	v. Power Point Presentation
Teaching Development	63. Introduction (05 minutes) <ol style="list-style-type: none">Introduce the concept of organizational structures and explain why they are essential for the effective management of a company.Discuss how organizational structures determine the hierarchy, communication flow, and operational efficiency within an organization.Briefly mention the types of structures that will be covered: Functional, Divisional, Matrix, Flat, and Network structures. 64. Development (30 minutes)



jj. Functional Structure (5 minutes):

- i. **Explanation: Describe the functional structure where** the organization is divided into departments based on functions such as marketing, finance, and human resources.
- ii. Advantages: Specialization, efficiency, clear roles.
- iii. Disadvantages: Silo mentality, poor communication between departments.
- iv. Example: Use a well-known company like Apple or Google to illustrate how the functional structure works.

kk. Divisional Structure (5 minutes):

- i. Explanation: Explain the divisional structure, where divisions are based on product lines, geographical areas, or customer types.
- ii. Advantages: Focus on specific markets or products, better coordination within divisions.
- iii. Disadvantages: Duplication of resources, potential conflicts between divisions.
- iv. Example: Provide an example of a multinational corporation like Johnson & Johnson that uses a divisional structure.

ll. Matrix Structure (5 minutes):

- i. Explanation: Introduce the matrix structure, which combines functional and divisional structures, leading to dual reporting lines.
- ii. Advantages: Flexibility, better use of resources, enhanced communication.
- iii. Disadvantages: Complexity, potential for confusion and conflict.
- iv. Example: Discuss how companies like Procter & Gamble use a matrix structure to manage their global operations.

mm. Flat Structure (5 minutes):

- i. Explanation: Describe a flat structure with few or no levels of middle management between staff and executives.
- ii. Advantages: Faster decision-making, empowerment of employees.
- iii. Disadvantages: Potential for role ambiguity, overburdened managers.
- iv. Example: Use startups or tech companies like Zappos as an example of flat organizational structures.

nn. Network Structure (5 minutes):

- i. Explanation: Explain the network structure, which



	<p>focuses on outsourcing and forming alliances rather than maintaining all functions in-house.</p> <ul style="list-style-type: none"> ii. Advantages: Flexibility, access to specialized expertise, cost efficiency. iii. Disadvantages: Dependency on external partners, potential for communication breakdowns. iv. Example: Discuss companies like Nike, which outsources production and focuses on core activities like design and marketing. <p>oo. Comparative Analysis (5 minutes):</p> <ul style="list-style-type: none"> i. Comparison: Summarize the key differences between these structures and their suitability for different types of organizations. ii. Decision Factors: Discuss factors influencing the choice of structure, such as company size, industry, and strategic goals. <p>65. Class Activity (5 minutes)</p> <p>Interactive Exercise: Present a business scenario and ask students to choose the most suitable organizational structure for the company. They should justify their choice based on the company's size, industry, and strategic objectives. Groups will share their decisions and discuss the rationale behind them.</p>
Closure	<ul style="list-style-type: none"> • Recap the key points covered in the lecture, emphasizing the importance of choosing the right organizational structure for a company's success. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> • Ask students to write a brief report on how a specific company's organizational structure has influenced its success or failure. They should research and include real-world examples to support their analysis.
Evaluation	Discuss with students how changes in the business environment might require organizations to reevaluate and adapt their structures. (5 minutes)

Lesson Plan No. 3.3	Course Name: Principles Of Management Topic: Span of control	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: FFF. Define span of control and understand its significance in
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	<p>organizational management.</p> <p>GGG. Identify factors that influence the span of control in different organizational settings.</p> <p>HHH. Analyse the effects of span of control on managerial effectiveness and employee performance.</p>
Teaching Aids (if any)	w. Power Point Presentation
Teaching Development	<p>66. Introduction (05 minutes)</p> <ol style="list-style-type: none">1. Introduce the concept of span of control, explaining its role in organizational structure and management.2. Discuss why span of control is crucial for effective management, focusing on how it affects communication, decision-making, and supervision.3. Provide an overview of what will be covered, including definitions, factors influencing span of control, and its impact on organizational performance. <p>67. Development (30 minutes)</p> <p>pp. Definition and Importance (5 minutes):</p> <ol style="list-style-type: none">i. Definition: Explain span of control as the number of subordinates a manager can effectively supervise.ii. Importance: Discuss its impact on organizational efficiency, communication flow, and managerial effectiveness. <p>qq. Factors Influencing Span of Control (10 minutes):</p> <ol style="list-style-type: none">i. Complexity of Tasks: How the nature and complexity of tasks influence the number of direct reports.ii. Managerial Skills and Experience: The role of a manager's skills and experience in determining span of control.iii. Organizational Structure: How different structures (e.g., hierarchical vs. flat) affect the appropriate span of control.iv. Technology and Communication Tools: The impact of modern technology on managing a wider span of control. <p>rr. Effects of Span of Control (10 minutes):</p> <ol style="list-style-type: none">i. Wide Span of Control: Advantages (e.g., cost efficiency, faster decision-making) and disadvantages (e.g., potential for managerial overload, reduced supervision).ii. Narrow Span of Control: Advantages (e.g., closer supervision, better support) and disadvantages (e.g.,



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	<p>higher managerial costs, potential for micromanagement).</p> <p>iii. Real-World Examples: Provide examples of organizations with different spans of control and discuss the outcomes.</p> <p>68. Class Activity (5 minutes)</p> <p>Case Study Analysis:</p> <p>Scenario: Present a brief case study of an organization with either a wide or narrow span of control.</p> <p>Analysis: Ask students to analyze the effects of the chosen span of control on the organization's performance, communication, and employee morale.</p>
Closure	<ul style="list-style-type: none"> Recap the key points discussed, emphasizing the importance of determining the right span of control for effective management. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Ask students to research and write a report on how span of control affects the efficiency of a well-known company. They should include an analysis of the company's organizational structure, span of control, and its impact on management and employee performance.
Evaluation	Ask students to reflect on how span of control could be adjusted in real-world situations to enhance organizational performance and employee satisfaction. (5 minutes)

Lesson Plan No. 3.4	Course Name: Principles Of Management Topic: Authority & delegation	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: III. Define authority and delegation within an organizational context. JJJ. Understand the principles and types of authority and delegation. KKK. Analyse the benefits and challenges associated with effective delegation.
Teaching Aids (if any)	x. Power Point Presentation



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**Teaching
Development**

69. Introduction (05 minutes)

1. Introduce the concepts of authority and delegation, explaining their roles in organizational management and efficiency.
2. Discuss the importance of clear authority and effective delegation for achieving organizational goals and empowering employees.
3. Provide a brief overview of what will be covered, including definitions, types, benefits, and challenges of authority and delegation.

70. Development (30 minutes)

ss. Definition and Types of Authority (10 minutes):

- i. Definition: Explain what authority means in an organizational context— the right to make decisions, give orders, and allocate resources.
- ii. Types of Authority:
- iii. Line Authority: Direct authority over subordinates within a vertical line of command.
- iv. Staff Authority: Advisory role with influence but no direct control over line staff.
- v. Functional Authority: Authority over specific functions or activities, regardless of the hierarchical level.
- vi. Example: Provide examples of each type of authority within a typical organizational structure.

tt. Principles of Delegation (10 minutes):

- i. Definition: Define delegation as the process of assigning tasks and responsibilities to subordinates while retaining ultimate accountability.
- ii. Principles:
- iii. Clarity: Ensure that tasks and expectations are clearly defined.
- iv. Authority and Responsibility: Delegate appropriate levels of authority to accomplish tasks.
- v. Accountability: Define how and to whom the results will be reported.
- vi. Benefits: Improved efficiency, employee development, and managerial focus.
- vii. Challenges: Potential for misunderstandings, lack of control, and potential resistance.
- viii. Example: Discuss a scenario where effective delegation led to increased productivity and employee satisfaction.

uu. Case Study and Analysis (10 minutes):

- i. Scenario: Present a case study of an organization



	<p>that faced challenges due to ineffective delegation or unclear authority.</p> <p>ii. Analysis: Ask students to identify the issues, analyze their impact on the organization, and suggest improvements or solutions.</p> <p>vv. Practical Application (5 minutes):</p> <p>i. Discussion: Discuss how understanding authority and delegation can help managers and leaders in their roles. Explore real-life examples from various industries to illustrate effective delegation practices.</p> <p>71. Class Activity (5 minutes)</p> <p>Interactive Exercise: Divide students into small groups and provide a scenario where they need to delegate tasks effectively. Each group should outline how they would delegate tasks, the type of authority they would use, and how they would ensure accountability and clarity.</p>
Closure	<ul style="list-style-type: none"> Recap the key points covered in the lecture, emphasizing the importance of understanding and applying principles of authority and delegation. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Ask students to write a brief essay on a situation they have experienced (or observed) involving authority and delegation. They should analyze the effectiveness of the delegation process and provide recommendations for improvement.
Evaluation	Ask students to reflect on how they can apply these principles in their future managerial roles and reflect on their personal experiences with authority and delegation. (5 minutes)

Lesson Plan No. 3.5	Course Name: Principles Of Management Topic: Decentralization	Course No.: MBA - 102
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Objectives	At the end of the lesson the student shall be able to: <p>LLL. Define decentralization and understand its significance in organizational management.</p> <p>MMM. Identify the advantages and disadvantages of decentralization.</p> <p>NNN. Analyse the factors influencing the decision to decentralize.</p>
Teaching Aids	y. Power Point Presentation



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(if any)	
Teaching Development	<p>72. Introduction (05 minutes)</p> <ol style="list-style-type: none">1. Introduce the concept of decentralization, explaining its role and importance in modern organizations.2. Discuss why organizations might choose to decentralize, including benefits such as increased responsiveness and empowerment.3. Briefly outline the main points that will be covered: definition, types, advantages, disadvantages, and factors influencing decentralization. <p>73. Development (30 minutes)</p> <p>ww. Definition and Types of Decentralization (10 minutes):</p> <ol style="list-style-type: none">i. Definition: Explain decentralization as the distribution of decision-making authority away from a central authority to lower levels in the organization.ii. Types of Decentralization:iii. Administrative Decentralization: Distribution of administrative powers and functions.iv. Functional Decentralization: Delegation of specific functions to lower levels.v. Geographical Decentralization: Authority is distributed across different geographic locations.vi. Product or Service Decentralization: Decisions are made based on product lines or services.vii. Examples: Provide examples of organizations that use different types of decentralization. <p>xx. Advantages and Disadvantages (10 minutes):</p> <ol style="list-style-type: none">i. Advantages:<ol style="list-style-type: none">1. Increased Flexibility: Faster decision-making and responsiveness to local conditions.2. Enhanced Motivation: Empowerment of lower-level managers and employees.3. Better Customer Service: More localized decision-making to address specific needs.ii. Disadvantages:<ol style="list-style-type: none">1. Coordination Challenges: Potential for inconsistency and lack of coherence.2. Duplication of Efforts: Risk of resource wastage and inefficiencies.3. Loss of Control: Reduced oversight by central management.iii. Examples: Discuss a case study of an organization



	<p>that experienced both the benefits and challenges of decentralization.</p> <p>yy. Factors Influencing Decentralization (10 minutes):</p> <ol style="list-style-type: none"> Size of the Organization: Larger organizations are more likely to decentralize. Nature of the Business: Businesses with diverse product lines or geographical markets. Management Philosophy: The attitude of top management towards control and autonomy. External Environment: Market dynamics and regulatory requirements. Discussion: Analyze how these factors might influence a company's decision to decentralize. <p>74. Class Activity (5 minutes)</p> <p>Interactive Exercise: Divide students into small groups and provide them with a scenario where they must decide whether to centralize or decentralize functions in a hypothetical organization. Each group should present their decision and rationale, considering factors like organizational size, complexity, and strategic goals.</p>
Closure	<ul style="list-style-type: none"> Recap the key points covered in the lecture, emphasizing the importance of understanding decentralization and its impact on organizational effectiveness. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none"> Ask students to write a brief report on a real-world company that has recently undergone a decentralization process. They should analyze the reasons for the change, the implementation process, and the outcomes.
Evaluation	Ask students to reflect on how decentralization could be applied or improved in various types of organizations. (5 minutes)

Lesson Plan No. 3.6	Course Name: Principles Of Management Topic: Social responsibility of managers	Course No.: MBA - 102
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Objectives	<p>At the end of the lesson the student shall be able to:</p> <p>OOO. Define social responsibility in the context of management and its importance.</p> <p>PPP. Understand the various dimensions of a manager's social responsibilities.</p>
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	QQQ. Analyse real-world examples of managers demonstrating social responsibility.
Teaching Aids (if any)	z. Power Point Presentation
Teaching Development	<p>75. Introduction (05 minutes)</p> <ol style="list-style-type: none">1. Introduce the concept of social responsibility, focusing on its relevance to management roles and organizational success.2. Explain why social responsibility is crucial for managers, including the impact on organizational reputation, employee morale, and community relations.3. Provide a brief overview of the main topics to be covered, including definitions, dimensions, examples, and application of social responsibility. <p>76. Development (30 minutes)</p> <p>zz. Definition and Importance (10 minutes):</p> <ol style="list-style-type: none">i. Definition: Define social responsibility as the obligation of managers to make decisions and take actions that will benefit society while fulfilling their organizational goals.ii. Importance: Discuss why social responsibility matters, including benefits such as enhanced corporate reputation, improved stakeholder relations, and increased employee satisfaction.iii. Examples: Provide examples of companies known for their social responsibility initiatives. <p>aaa. Dimensions of Social Responsibility (10 minutes):</p> <ol style="list-style-type: none">i. Ethical Responsibility: Ensuring ethical conduct in business practices and decision-making.ii. Legal Responsibility: Compliance with laws and regulations.iii. Economic Responsibility: Balancing profit-making with positive social and environmental impact.iv. Philanthropic Responsibility: Contributions to charitable causes and community development.v. Discussion: Analyze how these dimensions apply to managerial roles and decision-making processes. <p>bbb. Application of Social Responsibility (5 minutes):</p> <ol style="list-style-type: none">i. Discussion: Explore how managers can integrate social responsibility into their daily decisions and long-term strategies. Consider factors such as stakeholder expectations, organizational values, and industry standards.



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	<p>77. Class Activity (5 minutes)</p> <p>Case Study and Analysis</p> <p>Scenario: Present a case study of a company that faced social responsibility challenges or successfully implemented social responsibility initiatives.</p> <p>Analysis: Ask students to discuss the outcomes, challenges faced, and the effectiveness of the company's approach. Encourage them to suggest improvements or alternative strategies.</p>
Closure	<ul style="list-style-type: none">Recap the key points discussed, emphasizing the importance of social responsibility for managers and its impact on both the organization and society. (5 minutes) <p>Homework/Assignments:</p> <ul style="list-style-type: none">Ask students to write a report on a recent example of a company that faced a social responsibility issue. They should analyze the company's response, the effectiveness of the actions taken, and provide recommendations for better handling similar issues in the future.
Evaluation	<p>Ask students to reflect on how they can incorporate social responsibility into their future managerial roles and consider its implications for their personal and professional development. (5 minutes)</p>