

**Department of CSE**
**Details of Lesson Plan**

S.No.	Particulars	Details
1.	Course Name	Principles of Management
2.	Course Code	HSMC-301
3.	Academic Year	2024-2025
4.	Semester	3
5.	Number of Lesson plans	16
6.	Faculty Assigned	Ms Sunanjita Mahajan

Faculty Signature

<b>Lesson Plan No. 1.1</b>	<b>Course Name: Principles of Management Topic: Management: Definition, Nature, Purpose, and Scope.</b>	<b>Course No.: HSMC 301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Understand the fundamental concepts of management, including its definition, nature, purpose, and scope.
<b>Teaching Aids (if any)</b>	a. PPT
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (5 minutes)           <ul style="list-style-type: none"> <li>- Ask questions. What is Management? Concept of Organization? What do you think management involves? Why is management important in organizations?</li> <li>- Introduce the key concepts: Definition of management Nature of management (as a process and as a discipline) Purpose of management (achieving organizational goals effectively and efficiently) Scope of management (functions and levels)</li> </ul> </li> <li>2. <b>Development</b> (30 minutes)           <ol style="list-style-type: none"> <li>a. Definition of Management:               <ul style="list-style-type: none"> <li>- Introduce the concept of management.</li> <li>- Provide examples of different types of organizations and how they apply management principles.</li> </ul> </li> <li>b. Nature of Management:               <ul style="list-style-type: none"> <li>- Discuss management as both a science and an art.</li> <li>- Explain its dynamic and evolving nature, influenced by external factors such as technology, globalization, and socio-economic changes.</li> <li>- Highlight the interdisciplinary nature of management, drawing on fields such as psychology, economics, sociology, and engineering.</li> </ul> </li> <li>c. Purpose of Management:               <ul style="list-style-type: none"> <li>- Explore why management is essential for organizations.</li> </ul> </li> <li>d. Scope of Management:               <ul style="list-style-type: none"> <li>- Outline the scope of management through its key functions: Planning, Organizing, Leading, Controlling.</li> </ul> </li> <li>e. 5M's               <ul style="list-style-type: none"> <li>- Define each M: Man (human resources), Money (financial resources), Machines (technological resources), Materials (physical resources), and Methods (processes and procedures).</li> <li>- Discuss why these resources are critical for organizational management and how they interact with each other.</li> </ul> </li> </ol> </li> </ol>



	<p>3. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none"><li>- Analyse what can be the inputs and outputs to management.</li></ul>
<b>Closure</b>	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading</p> <ul style="list-style-type: none"><li>- <a href="https://harappa.education/harappa-diaries/nature-and-scope-of-management/">https://harappa.education/harappa-diaries/nature-and-scope-of-management/</a></li></ul> <p>3. Homework</p> <ul style="list-style-type: none"><li>- Provide examples and case studies to illustrate key points and demonstrate practical applications of management concepts.</li></ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions (What, why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 1.2</b>	<b>Course Name: Principles of Management Topic: Scope of management, Skills and roles of a manager</b>	<b>Course No.: HSMC-301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: b. Define the scope of management and its significance. c. Identify key skills required for effective management. d. Describe the roles and responsibilities of managers in organizations.
<b>Teaching Aids (if any)</b>	b. PPT
<b>Teaching Development</b>	<p>4. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What is the scope of management? Why is it important for organizations? What skills do you think are essential for a manager to possess? What roles do you believe managers play in achieving organizational goals?</li> <li>- Introduce the components of the scope of management.</li> <li>- Importance of understanding the scope in organizational settings.</li> <li>- Introduce the Essential skills of a manager: technical, human, and conceptual.</li> </ul> <p>5. <b>Development</b> (30 minutes)</p> <p>f. <b>Scope of Management</b></p> <ul style="list-style-type: none"> <li>- Discuss the breadth and depth of management activities including planning, organizing, leading, and controlling.</li> <li>- Show how the scope varies at different levels of management (top, middle, first-line).</li> </ul> <p>g. <b>Skills of a Manager</b></p> <ul style="list-style-type: none"> <li>- Define technical, human, and conceptual skills with examples.</li> <li>- Discuss their relevance in different managerial contexts.</li> </ul> <p>h. <b>Roles of a Manager</b></p> <ul style="list-style-type: none"> <li>- Explore Henry Mintzberg's managerial roles framework (interpersonal, informational, decisional). Discuss how these roles manifest in real-world managerial situations.</li> </ul> <p>6. <b>Exercise</b> (5 minutes) –        One minute paper on: Give a detailed note on real-life manager whose skills have inspired you</p>
<b>Closure</b>	<ul style="list-style-type: none"> <li>- Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>- Suggested Reading - Chapter 2 from "Essentials of Management" by Koontz and O'Donnell.</li> </ul>



	<ul style="list-style-type: none"><li>- Homework</li></ul> Reflect on a manager you know or have observed in an organization. Write a brief analysis discussing: <ul style="list-style-type: none"><li>- How their skills align with the technical, human, and conceptual framework.</li><li>- Which managerial roles they most frequently exhibit and how it contributes to their effectiveness.</li></ul> Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	2. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.  Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No.</b> 1.3	<b>Course Name: Principles of Management</b> <b>Topic: Management Functions</b>	<b>Course No.: HSMC-301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Understand the fundamental functions of management and their significance in organizational effectiveness.</li> <li>Importance and interrelationship between each function of management</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>PPT</li> </ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li><b>Introduction</b> (5 minutes)           <ul style="list-style-type: none"> <li>Ask questions.               <ul style="list-style-type: none"> <li>What are the essential roles of a manager in an organization?</li> <li>What do you think are the key responsibilities of a manager?</li> </ul> </li> <li>Introduce the concept of five main management functions: Planning, Organizing, Staffing, Leading, and Controlling.</li> <li>Explain their importance in achieving organizational goals.</li> </ul> </li> <li><b>Development</b> (30 minutes)           <ol style="list-style-type: none"> <li>Define Management Functions:               <ul style="list-style-type: none"> <li>Planning: Setting objectives and determining actions.</li> <li>Organizing: Structuring resources and activities.</li> <li>Staffing: Recruiting and training employees.</li> <li>Leading: Guiding and motivating teams.</li> <li>Controlling: Monitoring progress and making adjustments.</li> </ul>               A detailed understanding of their interrelationship will be built while setting the reasoning for why management is a continuous process.             </li> <li>Types of Managers:               <ul style="list-style-type: none"> <li>Top-Level Managers: Responsible for overall direction and strategy.</li> <li>Middle-Level Managers: Implement policies and coordinate departments.</li> <li>First-Line Managers: Oversee day-to-day operations and supervise employees.</li> </ul> </li> <li>Roles and Responsibilities of a Manager:               <ul style="list-style-type: none"> <li>Interpersonal Roles: Figurehead, leader, and liaison.</li> <li>Informational Roles: Monitor, disseminator, and spokesperson.</li> <li>Decisional Roles: Entrepreneur, disturbance handler, resource allocator, and negotiator.</li> </ul> </li> <li>Skills of a Manager:               <ul style="list-style-type: none"> <li>Technical Skills: Knowledge and expertise in a specific field.</li> <li>Human Skills: Ability to work with, understand, and motivate people.</li> </ul> </li> </ol> </li> </ol>



	<ul style="list-style-type: none"> <li>- Conceptual Skills: Ability to analyze and diagnose complex situations.</li> <li>e. Types of Managerial Skills:             <ul style="list-style-type: none"> <li>- Administrative Skills: Planning, organizing, and managing tasks.</li> <li>- Leadership Skills: Inspiring and guiding teams.</li> <li>- Problem-Solving Skills: Identifying issues and developing solutions.</li> </ul> </li> <li>3. Exercise (5 minutes) – Ask students to             <ul style="list-style-type: none"> <li>- Explain Mintzberg’s role of a manager.</li> </ul> </li> </ul>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Suggested Reading             <ul style="list-style-type: none"> <li>- <a href="https://www.merospark.com/content/361/managerial-roles-and-skills/">https://www.merospark.com/content/361/managerial-roles-and-skills/</a></li> <li>- <a href="https://www.mindtools.com/a9j93be/henri-fayols-five-functions-of-management">https://www.mindtools.com/a9j93be/henri-fayols-five-functions-of-management</a></li> </ul> </li> <li>3. Homework             <ul style="list-style-type: none"> <li>- Reflect on which function you think is the most challenging and why.</li> </ul> </li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>1. Reflective Questions (What, why, Who?). Allow students to answer and discuss.</li> </ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 1.4</b>	<b>Course Name: Principles of Management Topic: Principles of Management and evolution of management thought</b>	<b>Course No.: HSMC-301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: c. Understand and assess the principles of management
<b>Teaching Aids (if any)</b>	b. PPT
<b>Teaching Development</b>	<p>4. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What do you think are the main functions of a manager? How do management principles apply in everyday organizations? Who is Henri Fayol?</li> <li>- Introduce different management theories.</li> </ul> <p>5. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>f. Henri Fayol's Administrative Management Theory           <ul style="list-style-type: none"> <li>- Overview of Henri Fayol and his contributions.</li> <li>- Emphasize the focus on efficiency and organizational structure.</li> </ul> </li> <li>g. 14 Principles of Management           <ul style="list-style-type: none"> <li>- Show a video on 14 principles of Management: <a href="https://www.youtube.com/watch?v=tUrjAn24ZiA">https://www.youtube.com/watch?v=tUrjAn24ZiA</a></li> </ul> </li> <li>h. Comparison with Other Theories           <ul style="list-style-type: none"> <li>- Briefly introduce Taylor's Scientific Management and contrast with Fayol's approach.</li> </ul> </li> </ul> <p>6. Exercise (5 minutes) – Principles in Action</p> <ul style="list-style-type: none"> <li>- Divide students into small groups. Assign each group one principle of management. Have them discuss real-life examples where this principle is applied or can be improved in a familiar organization (e.g., school, local business).</li> </ul>
<b>Closure</b>	<p>4. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>5. Suggested Reading</p> <ul style="list-style-type: none"> <li>- <a href="https://nanoglobals.com/glossary/henri-fayol-management-theory/">https://nanoglobals.com/glossary/henri-fayol-management-theory/</a></li> </ul> <p>6. Homework</p> <ul style="list-style-type: none"> <li>- Write a short essay (300-400 words) on how Henri Fayol's principles can be applied to improve efficiency in a modern organization of your choice. Use examples to illustrate your points.</li> </ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



<b>Evaluation</b>	2. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.  Spend 5 minutes to evaluate student assimilation of the lesson contents
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<b>Lesson Plan No.</b> 1.5	<b>Course Name: Principles of Management</b>  <b>Topic: Management of Objectives</b>	<b>Course No.: HSMC-301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>d. Understand the concept and purpose of Management by Objectives and Management by Exception.</li> <li>e. Analyse how MBO integrates with Scientific Management.</li> <li>f. Analyse the relevance MC Kinsey's 7 S framework</li> </ul>
<b>Teaching Aids (if any)</b>	c. PPT
<b>Teaching Development</b>	<p>7. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions.</li> </ul> <p>What do you understand by objectives in a management context?</p> <p>How do you think organizations ensure they achieve their goals?</p> <p>Have you heard of Management by Objectives? What does it imply?</p> <ul style="list-style-type: none"> <li>- Introduce the concept of Management by Objectives (MBO) as a process where managers and employees work together to set, record, and monitor goals for a specific period.</li> </ul> <p>8. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>i. Management By Objectives and Exception</li> <li>- Introduce the concept of MBO/MBE</li> <li>- Need for MBO/MBE</li> <li>j. Process of MBO</li> <li>- Explain the steps involved:</li> <li>- Define organizational goals             <ul style="list-style-type: none"> <li>- Define employees objectives</li> <li>- Continuous monitoring</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>- Providing feedback</li> <li>- Performance appraisal</li> <li>- Performance evaluation</li> </ul> <p>k. Merits and Demerits of MBO/MBE</p> <p>l. Mc Kinsey’s 7’S framework</p> <ul style="list-style-type: none"> <li>- Strategy</li> <li>- Structure</li> <li>- System</li> <li>- Skill</li> <li>- Style</li> <li>- Staff</li> <li>- Shared Values</li> </ul> <p>9. Exercise (5 minutes) –</p> <ul style="list-style-type: none"> <li>- Quiz on MBE and MBO</li> </ul>
<p><b>Closure</b></p>	<p>7. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>8. Suggested Reading</p> <ul style="list-style-type: none"> <li>- <a href="https://www.investopedia.com/terms/m/management-by-objectives.asp">https://www.investopedia.com/terms/m/management-by-objectives.asp</a></li> <li>- <a href="https://study.com/learn/lesson/management-exception-pros-cons.html#quiz-course-links">https://study.com/learn/lesson/management-exception-pros-cons.html#quiz-course-links</a></li> </ul> <p>9. Homework</p> <ul style="list-style-type: none"> <li>- Write a one-page reflection on how MBO could be implemented in a company you are familiar with.</li> </ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



<b>Evaluation</b>	<p>3. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 2.1</b>	<b>Course Name: Principles of Management</b> <b>Topic: Types of Plans</b>	<b>Course No.: HSMC-301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: g. Understand the nature and purpose of planning. h. Identify and differentiate various types of plans. i. Apply planning concepts through class exercises.
<b>Teaching Aids (if any)</b>	d. PPT
<b>Teaching Development</b>	<p>10. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What are plans? Why is it essential in management? How do organizations use planning to achieve their goals?</li> <li>- Introduce the concept of planning and its importance.</li> <li>- Discuss how planning helps in setting objectives and coordinating activities.</li> </ul> <p>11. <b>Development</b> (30 minutes)</p> <p>m. Planning</p> <ul style="list-style-type: none"> <li>- Introduce the concept of Planning as a function of Management.</li> <li>- How planning helps in achieving the goal of an organization.</li> </ul> <p>n. Types of Plans on the Basis of Hierarchy:</p> <ul style="list-style-type: none"> <li>- Strategic Plans</li> <li>- Tactical Plans</li> <li>- Operational Plans</li> </ul> <p>o. Types of Plans on the Basis of Use:</p> <ul style="list-style-type: none"> <li>- Single-use Plans</li> <li>- Standing Plans</li> </ul> <p>p. Types of Plans on the Basis of Flexibility:</p> <ul style="list-style-type: none"> <li>- Rigid Plans</li> <li>- Flexible Plans</li> </ul> <p>q. How planning can be proactive or reactive.</p> <p>r. The role of contingency planning in organizations.</p> <ul style="list-style-type: none"> <li>- Introduce the role of contingency ( Back-up) in case of emergency.</li> </ul> <p>12. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none"> <li>- Quiz on various types of Plans</li> </ul>
<b>Closure</b>	<p>10. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>11. Suggested Reading</p> <ul style="list-style-type: none"> <li>- <a href="https://www.mindtools.com/azhch7u/developing-your-strategy">https://www.mindtools.com/azhch7u/developing-your-strategy</a></li> <li>- <a href="https://www.toppr.com/guides/business-studies/planning/types-of-plan/">https://www.toppr.com/guides/business-studies/planning/types-of-plan/</a></li> </ul> <p>12. Homework</p>



	<ul style="list-style-type: none"><li>- Write a short essay (200-300 words) on how an organization you are familiar with uses strategic planning to achieve its long-term goals.</li></ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>4. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 2.2</b>	<b>Course Name: Principles of Management Topic: Nature and purpose of organizing, Determinants of organization structure.</b>	<b>Course No.: HSMC-301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: j. Understand the concept of organizational structure. k. Discuss the purpose and importance of organizing in management.
<b>Teaching Aids (if any)</b>	e. PPT
<b>Teaching Development</b>	<p>13. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What is organizational structure, and why is it important? How does organizational structure impact an organization's efficiency and effectiveness?</li> <li>- Introduce the concept of organization structure.</li> </ul> <p>14. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>s. Concept of Organizational Structure:           <ul style="list-style-type: none"> <li>- Definition and significance.</li> <li>- Elements/components of organizational structure.</li> </ul> </li> <li>t. Types of Structures:           <ul style="list-style-type: none"> <li>- Functional</li> <li>- Divisional</li> <li>- Matrix</li> </ul> </li> <li>u. Importance:</li> <li>v. Determinants of Organization Structure           <ul style="list-style-type: none"> <li>- Size of the Organization</li> <li>- Nature of the Business</li> <li>- Business Environment</li> <li>- Technology Used</li> <li>- Strategy and Goals</li> </ul> </li> </ul> <p>15. Exercise (5 minutes) –</p> <ul style="list-style-type: none"> <li>- Divide students into small groups. Each group chooses a company and sketches its possible organizational structure. Discuss why they chose that structure based on the determinants.</li> <li>-</li> </ul>
<b>Closure</b>	<p>13. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>14. Suggested Reading - <a href="https://www.wallstreetmojo.com/organizational-structure/">https://www.wallstreetmojo.com/organizational-structure/</a></p> <p>15. Homework - Write a brief report on a company of your choice, describing its organizational structure and explaining how it reflects the company's goals and strategies.</p>



	Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	5. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.  Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No. 2.3</b>	<b>Course Name: Principles of Management</b> <b>Topic: Line and Staff concept</b>	<b>Course No.: HSMC-301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: l. Understand the differences between line, line and staff, and functional organizational structures. m. Analyse the advantages and disadvantages of each structure. n. Apply knowledge to real-world examples.
<b>Teaching Aids (if any)</b>	f. PPT
<b>Teaching Development</b>	<p>16. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What do you know about organizational structures? How do you think different roles interact in a company?</li> <li>- Briefly discuss the importance of organizational structure in achieving business objectives.</li> </ul> <p>17. <b>Development</b> (30 minutes)</p> <p>w. Line Organization Structure</p> <ul style="list-style-type: none"> <li>- Introduce the concept of Line structures in an organisation.</li> <li>- Explain the various characteristics of Line structure.</li> <li>- Explain the Advantages of Line structure.</li> <li>- Explain the various Disadvantages of Line structure.</li> </ul> <p>x. Line and Staff Organization Structure</p> <ul style="list-style-type: none"> <li>- Introduce the concept of Staff structures in an organisation.</li> <li>- Explain the concept of Line and staff in an organization</li> <li>- Explain the various characteristics of Line and staff structure.</li> <li>- Explain the Advantages and Disadvantages of Line and staff structure</li> </ul> <p>y. Functional Organization Structure</p> <ul style="list-style-type: none"> <li>- Introduce the concept of Functional structures in an organisation.</li> <li>- Explain the concept of Functional structures in an organization</li> <li>- Explain the various characteristics of Functional structures</li> <li>- Explain the Advantages and Disadvantages of Functional structures.</li> </ul> <p>18. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none"> <li>- Compare and Contrast Line and Line and Staff Organisation Structure</li> </ul>
<b>Closure</b>	<p>16. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>17. Suggested Reading</p> <ul style="list-style-type: none"> <li>- <a href="https://www.mbaknol.com/management-principles/organization-structure/">https://www.mbaknol.com/management-principles/organization-structure/</a></li> </ul>



	<p>18. Homework</p> <ul style="list-style-type: none"><li>- Write a short essay (200-300 words) on which organizational structure you think is most effective for a tech company and why.</li></ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>6. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 2.4</b>	<b>Course Name: Principles of Management Topic: New Approaches in organization Design</b>	<b>Course No.: HSMC-301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: o. Understand new approaches in organizational design. p. Identify key concepts like flat structures, network organizations, and virtual organizations. q. Analyze the advantages and challenges of these approaches.
<b>Teaching Aids (if any)</b>	g. PPT
<b>Teaching Development</b>	<p>19. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What do you think are the limitations of traditional organizational structures? How can new technologies impact organizational design?</li> <li>- Introduce traditional organizational structures and their limitations.</li> </ul> <p>20. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>z. Flat Structures:           <ul style="list-style-type: none"> <li>- Definition and characteristics.</li> <li>- Benefits</li> <li>- Challenges</li> </ul> </li> <li>aa. Network Organizations:           <ul style="list-style-type: none"> <li>- Definition and characteristics.</li> <li>- Benefits</li> <li>- Challenges</li> </ul> </li> <li>bb. Virtual Organizations:           <ul style="list-style-type: none"> <li>- Definition and characteristics.</li> <li>- Benefits</li> <li>- Challenges</li> </ul> </li> <li>cc. Downsizing           <ul style="list-style-type: none"> <li>- Concept</li> <li>- Examples: BYJU's, Google, Tesla, etc.</li> </ul> </li> <li>dd. Reasons for Downsizing           <ul style="list-style-type: none"> <li>- Economic downturns</li> <li>- Technological advancements</li> <li>- Mergers and acquisitions</li> <li>- Shift in company strategy</li> </ul> </li> </ul> <p>21. Exercise (5 minutes) –</p>



	<ul style="list-style-type: none"><li>- Class Discussion: COVID and downsizing reasons and implications</li><li>-</li></ul>
<b>Closure</b>	<p>19. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>20. Suggested Reading</p> <ul style="list-style-type: none"><li>- <a href="https://hbr.org/2011/02/the-importance-of-organization">https://hbr.org/2011/02/the-importance-of-organization</a></li></ul> <p>21. Homework</p> <ul style="list-style-type: none"><li>- Write a one-page reflection on how a company you are familiar with could benefit from adopting a new organizational design approach. Consider the potential benefits and challenges.</li></ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>7. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 2.5</b>	<b>Course Name: Principles of Management</b> <b>Topic: Span of Management, Authority, responsibility, Delegation and Decentralization</b>	<b>Course No.: HSMC-301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: r. Understand how departments are created, and Span of Management is determined. s. Concept and relationship between authority and responsibility t. Critically evaluate decentralisation and delegation
<b>Teaching Aids (if any)</b>	h. PPT
<b>Teaching Development</b>	<p>22. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What do you think influences how many people a manager can effectively oversee? How might organizational structure impact communication and decision-making?</li> <li>- Introduce the concept of organizational structure and its impact on management efficiency.</li> </ul> <p>23. <b>Development</b> (30 minutes)</p> <p>ee. Concept of Span of Management</p> <ul style="list-style-type: none"> <li>- Definition: Explain the span of management as the number of subordinates directly reporting to a manager.</li> <li>- Importance: Discuss why an appropriate span is critical for effective management.</li> </ul> <p>ff. Factors Influencing Span of Supervision</p> <ul style="list-style-type: none"> <li>- Complexity of Tasks</li> <li>- Employee Competence</li> <li>- Geographical Dispersion</li> <li>- Administrative Support</li> </ul> <p>gg. Concept of Authority</p> <ul style="list-style-type: none"> <li>- Definition</li> <li>- Importance</li> </ul> <p>hh. Authority Relationships</p> <ul style="list-style-type: none"> <li>- Types: Line, staff, and functional</li> <li>- Purpose: Clarify roles and responsibilities</li> </ul> <p>e. Delegation and Decentralisation: Basic overview and understanding.</p> <p>24. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none"> <li>- Class quiz- Span of management</li> <li>- Class discussion- Balancing authority and responsibility.</li> </ul>



<b>Closure</b>	22. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 23. Suggested Reading - <a href="https://www.masterclass.com/articles/span-of-control">https://www.masterclass.com/articles/span-of-control</a>  24. Homework - Write a short essay on how the span of management might differ in a tech startup vs. a large manufacturing firm. Include factors that influence these differences.  Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	8. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.  Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No. 3.1</b>	<b>Course Name: Principles of Management</b> <b>Topic: Human Resource Management</b>	<b>Course No.: HSMC: 301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: u. Understand the features and process of HRM. v. Learn about strategies used in HRM.
<b>Teaching Aids (if any)</b>	i. PPT
<b>Teaching Development</b>	<p>25. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions.</li> <li>Define Human Resource Management</li> <li>Define Personnel Management</li> <li>Differentiate between the two.</li> <li>- Introduce the concept of HRM: Definition and importance in organizations.</li> </ul> <p>26. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>ii. Introduction to HRM           <ul style="list-style-type: none"> <li>- Introduce the concept of Human resource management</li> <li>- Explain the benefits of HRM for an organization.</li> <li>- Explain the concept of Manpower planning and its role in achieving organisational goals.</li> </ul> </li> <li>jj. Key functions of HRM           <ul style="list-style-type: none"> <li>- Discuss the key functions of HRM such as manpower planning, recruitment, selection, etc. in detail along with the examples.</li> </ul> </li> <li>kk. Challenges in HRM</li> <li>ll. Future Trends in HRM           <ul style="list-style-type: none"> <li>- Digital Transformation: Utilizing AI and HR tech for efficiency.</li> <li>- Remote Work: Managing distributed teams effectively.</li> </ul> </li> </ul> <p>27. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none"> <li>- Split into small groups and discuss the most important qualities for a successful HR manager. Share key points with the class.</li> </ul>
<b>Closure</b>	<p>25. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>26. Suggested Reading</p> <ul style="list-style-type: none"> <li>- <a href="https://www.coursera.org/in/articles/human-resource-management">https://www.coursera.org/in/articles/human-resource-management</a></li> </ul> <p>27. Homework</p> <ul style="list-style-type: none"> <li>- Research a company of your choice and create a presentation (5-7 slides) covering the following points: Overview of the company's HRM strategies. Description of their selection process and tools used.</li> </ul>



	<p>Evaluation of how effective their HRM practices are. Suggestions for improvement based on what you've learned in class.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>9. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.2</b>	<b>Course Name: Principles of Management Topic: Performance Appraisal and Career Strategy</b>	<b>Course No.: HSMC: 301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: w. Understand the concept and importance of performance appraisal. x. Understand career strategy and its role in professional development.
<b>Teaching Aids (if any)</b>	j. PPT
<b>Teaching Development</b>	<p>28. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What do you mean by Performance Appraisal? How do you think performance appraisals can impact career growth?</li> <li>- Introduce the concept of performance appraisal and its significance in organizations.</li> <li>- Explain that performance appraisals are systematic evaluations of employee performance and how they contribute to career development and organizational success.</li> </ul> <p>29. <b>Development</b> (30 minutes)</p> <p>mm. Concept of Performance Appraisal</p> <ul style="list-style-type: none"> <li>- Explain the concept of Appraisal.</li> <li>- Explain how performance appraisal is different from potential appraisal.</li> <li>- Explain how an organization can use performance appraisal in helping an employee achieve his full potential and how in turn it can help an organization.</li> </ul> <p>nn. Methods of Performance Appraisal</p> <ul style="list-style-type: none"> <li>- Traditional methods: Rating scales and essay method.</li> <li>- Modern methods: 360-degree feedback and Management by Objectives (MBO).</li> </ul> <p>oo. Barriers to Effective Appraisal</p> <ul style="list-style-type: none"> <li>- Common obstacles such as bias, inconsistency, lack of feedback, and resistance.</li> </ul> <p>pp. Measures for Overcoming Barriers to Appraisal</p> <ul style="list-style-type: none"> <li>- Strategies like training, standardization, clear communication, and regular feedback to improve the appraisal process.</li> </ul> <p>qq. Career Strategy</p> <ul style="list-style-type: none"> <li>- Explain the concept of career strategy and career succession.</li> <li>- What are the Components of Career Strategy.</li> <li>- Explain the Importance of career strategy for an organization.</li> </ul> <p>30. Exercise (5 minutes) – Ask students</p>



	<ul style="list-style-type: none"><li>- What are the various types of Performance Appraisal?</li></ul>
<b>Closure</b>	<p>28. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>29. Suggested Reading</p> <ul style="list-style-type: none"><li>- <a href="https://www.aihr.com/blog/performance-appraisal/">https://www.aihr.com/blog/performance-appraisal/</a></li></ul> <p>30. Homework</p> <ul style="list-style-type: none"><li>- Develop a personal career strategy plan outlining short-term and long-term career goals, steps to achieve them, and potential challenges.</li></ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>10. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.3</b>	<b>Course Name: Principles of Management</b> <b>Topic: Change Management</b>	<b>Course No.: HSMC: 301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: y. Know the concept of Change management. z. Understand the forces and different types of changes.
<b>Teaching Aids (if any)</b>	k. PPT
<b>Teaching Development</b>	<p>31. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What are some examples of changes that organizations undergo? Why do you think change is important for organizations? Have you ever experienced resistance to change, either personally or professionally?</li> <li>- Introduce the concept of organizational change and its significance.</li> <li>- Explain that change management involves understanding and implementing changes within an organization to improve efficiency, adapt to new conditions, or achieve strategic goals.</li> </ul> <p>32. <b>Development</b> (30 minutes)</p> <p>rr. Concept of Organization Change:</p> <ul style="list-style-type: none"> <li>- Explain the concept of Organisation change with examples such as Twitter, etc.</li> <li>- Explain the process of change in detail</li> </ul> <p>ss. Factors in Organizational Change:</p> <ul style="list-style-type: none"> <li>- Internal Factors: Organizational structure, employee behavior, technological advancements.</li> <li>- External Factors: Market trends, economic conditions, regulatory changes, and competition.</li> </ul> <p>tt. Types of Organizational Change:</p> <ul style="list-style-type: none"> <li>- Strategic Change: Changes in the organization's mission, vision, or strategic direction.</li> <li>- Structural Change: Modifications in the organization's hierarchy or work processes.</li> <li>- Process Change: Improvements or modifications in the workflows or systems.</li> <li>- Cultural Change: Shifts in the organizational culture or values.</li> </ul> <p>uu. Process for Planned Change:</p> <ul style="list-style-type: none"> <li>- <b>Assessment:</b> Identify the need for change.</li> <li>- <b>Planning:</b> Develop a detailed plan for implementing the change.</li> <li>- <b>Implementation:</b> Execute the change according to the plan.</li> <li>- <b>Evaluation:</b> Assess the effectiveness of the change and make adjustments if necessary.</li> </ul> <p>vv. Human Resistance to Change:</p>



	<ul style="list-style-type: none"> <li>- <b>Causes:</b> Fear of the unknown, loss of control, lack of trust, and perceived negative impact.</li> <li>- <b>Impact:</b> Resistance can lead to reduced morale, lower productivity, and higher turnover rates.</li> </ul> <p>ww. Overcoming Resistance to Change:</p> <ul style="list-style-type: none"> <li>- <b>Communication:</b> Clearly communicate the reasons for the change and its benefits.</li> <li>- <b>Involvement:</b> Engage employees in the change process to gain their support.</li> </ul> <p>33. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none"> <li>- Explain why change is important in an organization?</li> </ul>
<b>Closure</b>	<p>31. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>32. Suggested Reading</p> <ul style="list-style-type: none"> <li>- <a href="https://www.prosci.com/resources/articles/what-is-change-management-and-how-does-it-work">https://www.prosci.com/resources/articles/what-is-change-management-and-how-does-it-work</a></li> </ul> <p>33. Homework</p> <ul style="list-style-type: none"> <li>- Write a 1-2 page analysis of a recent organizational change in a company of your choice. Include details on the type of change, the process followed, the resistance faced, and how it was managed. Submit the assignment by the next class.</li> </ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>11. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.4</b>	<b>Course Name: Principles of Management Topic: Motivation and Leadership</b>	<b>Course No.: HSMC: 301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: aa. Define motivation and explain its significance in management and personal development. bb. Apply these theories to real-life scenarios and analyse their effectiveness.
<b>Teaching Aids (if any)</b>	1. PPT m. Nearpod
<b>Teaching Development</b>	<p>34. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions.</li> <li>Define need and aspirations.</li> <li>What motivates you to work hard or achieve your goals?</li> <li>Can you think of a time when you felt highly motivated? What factors contributed to it?</li> <li>How does understanding motivation help managers and leaders?</li> </ul> <ul style="list-style-type: none"> <li>- Introduce the concept of Motivation with examples.</li> <li>- Importance of motivation in our personal and professional life.</li> </ul> <p>35. <b>Development</b> (30 minutes)</p> <p>xx. Concept and Significance of Motivation</p> <ul style="list-style-type: none"> <li>- Explain the concept of Motivation and how it helps a person achieve their goals.</li> <li>- Explain the various driving factors</li> <li>- How Motivation can help an organization achieve their goals.</li> </ul> <p>yy. Maslow's Need Hierarchy of Motivation</p> <ul style="list-style-type: none"> <li>- Discuss the Maslow's need hierarchy theory by giving an example.</li> <li>- Discussion: How each level must be satisfied before moving to the next.</li> <li>- Examples of how these needs apply in the workplace.</li> </ul> <p>zz. Herzberg's Hygiene-Motivation Theory</p> <ul style="list-style-type: none"> <li>- Herzberg distinguishes between hygiene factors and motivators</li> <li>- Discuss how hygiene factors prevent dissatisfaction but don't necessarily motivate, while motivators enhance job satisfaction and performance.</li> </ul> <p>aaa. McClelland's Three Need Model</p> <ul style="list-style-type: none"> <li>- McClelland identifies three key needs: need for achievement, need for power, and need for affiliation.</li> <li>- Discuss how these needs influence behaviour and performance at work.</li> </ul> <p>bbb. Types of Motivation</p> <ul style="list-style-type: none"> <li>- Intrinsic</li> <li>- Extrinsic</li> </ul>



	<ul style="list-style-type: none"> <li>- The impact of each type on employee performance and satisfaction.</li> <li>f. Leadership:             <ul style="list-style-type: none"> <li>- Concept</li> <li>-Types of leaders</li> <li>- Need for leaders</li> </ul> </li> </ul> <p>36. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none"> <li>- Quick Quiz on Motivation Theories</li> </ul> <p>Use Nearpod to collect the answers.</p>
<b>Closure</b>	<p>34. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>35. Suggested Reading</p> <ul style="list-style-type: none"> <li>- <a href="https://www.psychologytoday.com/us/basics/motivation">https://www.psychologytoday.com/us/basics/motivation</a></li> </ul> <p>36. Homework</p> <ul style="list-style-type: none"> <li>- Divide students into small groups. Each group receives a case study describing a work scenario with different motivational challenges.</li> <li>- Ask them to identify which motivational theory (Maslow, Herzberg, McClelland) best explains the situation and suggest strategies for improvement based on that theory.</li> </ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>12. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.5</b>	<b>Course Name: Principles of Management</b> <b>Topic: Communication</b>	<b>Course No.: HSMC: 301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: cc. Describe the meaning and importance of communication in administration dd. Identify the main elements and essentials of communication
<b>Teaching Aids (if any)</b>	n. PPT
<b>Teaching Development</b>	<p><b>37. Introduction (5 minutes)</b></p> <ul style="list-style-type: none"> <li>- Ask questions. How do you usually communicate with others in different situations (e.g., at work, with friends, in social media)? What is the role of Communication in an Organisation?</li> <li>- Introduce the concept of communication and its importance.</li> </ul> <p><b>38. Development (30 minutes)</b></p> <p>ccc. Concept of Communication</p> <ul style="list-style-type: none"> <li>- Explain the concept of formal and informal communication.</li> <li>- Explain the different types of verbal and non-verbal communication.</li> </ul> <p>ddd. Elements and tools of communication</p> <ul style="list-style-type: none"> <li>- Elements like sender, encoder, receiver, decoder, etc.</li> <li>- tools like verbal and non-verbal communication.</li> </ul> <p>eee. Process of Communication</p> <ul style="list-style-type: none"> <li>- Explain in detail the process of communication.</li> </ul> <p>fff. Barriers to Effective Communication</p> <ul style="list-style-type: none"> <li>- Discuss the different types of barriers to communication.</li> </ul> <p><b>39. Exercise (5 minutes) –</b> Ask students to</p> <ul style="list-style-type: none"> <li>- Perform two-Way Communication Role Play</li> <li>-</li> </ul>
<b>Closure</b>	<p>37. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>38. Suggested Reading</p> <ul style="list-style-type: none"> <li>- <a href="https://www.britannica.com/topic/communication">https://www.britannica.com/topic/communication</a></li> </ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>13. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.6</b>	<b>Course Name: Principles of Management</b> <b>Topic: Team and Teamwork</b>	<b>Course No.: HSMC: 301</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: ee. Understand what constitutes a team and distinguish between teams and groups. ff. Formulate strategies for improving team performance and resolving conflicts.
<b>Teaching Aids (if any)</b>	o. PPT
<b>Teaching Development</b>	<p>40. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions. What is the difference between a team and a group? What do you think makes a team effective?</li> <li>- Introduce the concept of teams and why they are important in organizational settings.</li> <li>- Introduction to key concepts such as team roles, team dynamics, and stages of team development.</li> </ul> <p>41. <b>Development</b> (30 minutes)</p> <p>ggg. Distinguish between Teams vs. Groups</p> <ul style="list-style-type: none"> <li>- Differentiate using examples</li> </ul> <p>hhh. Characteristics of Effective Teams</p> <ul style="list-style-type: none"> <li>- Clearly explain the features of team</li> </ul> <p>iii. Team Roles and Dynamics</p> <ul style="list-style-type: none"> <li>- Different roles within a team (e.g., leader, facilitator, recorder, etc.)</li> <li>- Stages of team development (Forming, Storming, Norming, Performing, Adjourning)</li> <li>- Team dynamics and how they affect performance</li> </ul> <p>jjj. Strategies for Improving Team Performance</p> <ul style="list-style-type: none"> <li>- Building trust and fostering open communication</li> <li>- Setting clear goals and expectations</li> <li>- Regular feedback and conflict resolution techniques.</li> </ul> <p>42. Exercise (5 minutes) –</p> <ul style="list-style-type: none"> <li>- Team Role Identification</li> </ul>
<b>Closure</b>	<p>39. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>40. Suggested Reading</p> <ul style="list-style-type: none"> <li>- <a href="https://hbr.org/2007/11/eight-ways-to-build-collaborative-teams">https://hbr.org/2007/11/eight-ways-to-build-collaborative-teams</a></li> </ul> <p>41. Homework</p>



	<ul style="list-style-type: none"><li>- Write a brief reflection (200-300 words) on a team experience you have had. Discuss the roles you played, the dynamics you observed, and how the team managed (or failed to manage) conflicts. Relate your experience to the concepts discussed in class.</li></ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>14. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>