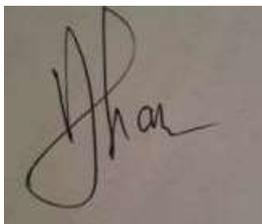


## Department of BBALLB

### Details of Lesson Plan

S.No.	Particulars	Details
1.	Course Name	Principles of Management
2.	Course Code	BBALLB-102
3.	Academic Year	2024-25
4.	Semester	1 <sup>st</sup>
5.	Number of Lesson plans	48
6.	Faculty Assigned	Dr. Amanpreer Kaur



Faculty Signature

<b>Lesson Plan No.</b> <b>1.0</b>	<b>Course Name: Principles of Management</b>  <b>Topic: Introduction to the Course</b>	<b>Course No.: BBALLB-102</b>
--------------------------------------	--	-------------------------------

<b>Objectives</b>	At the end of the lesson the student shall be able to:  a. Provide an introduction to the course – Principles of Management
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes)           <ul style="list-style-type: none"> <li>- Ask questions What do you mean by Management?</li> <li>- Introduce the concept of Management.</li> </ul> </li>   <li>2. <b>Development</b> (30 minutes)           <ol style="list-style-type: none"> <li>a) Introduction               <ul style="list-style-type: none"> <li>- Talk about the COs of the Course</li> <li>- List down the units of the Course</li> </ul> </li>   <li>b) Overview of the Course               <ul style="list-style-type: none"> <li>- Describe about the Unit I – Management</li> <li>- Briefly summarize Unit II – Nature, Purpose and Framework of Planning</li> <li>- Provide an overview of Unit III – Staffing</li> <li>- Outline the Unit IV – Direction as a Management Process</li> <li>- Encapsulate the Unit V – Contemporary Issues</li> <li>- Briefly sum up about the relevance of the course</li> <li>- Provide the list of text books and reference books</li> </ul> </li> </ol> <p>Exercise (5 minutes) – Think-Pair-Share</p> </li> </ol>
<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 Principles of Management by P.C. Tripathy &amp; P.N. Reddy Essentials of Management by Koontz O'Donnell</li> <li>3. Homework  Write about the benefits of Management.</li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



Kot Bhalwal, Jammu

**MIET**  
FUTURE BEGINS HERE...

Model Institute of Engineering  
& Technology (Autonomous)  
**Lesson Plan**

**Evaluation**

1. Reflective Questions

**How management is applicable in every profession?  
What should be the qualities of a manager?**

2. Conduct Discussion

Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No. 1</b>	<b>Course Name: Principles of Management</b> <b>Topic: Management: Definition and Nature</b>	<b>Course No.: BBALLB-102</b>
--------------------------	---	-----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ul style="list-style-type: none"> <li>a. Describe the Concept and Definition of Management</li> <li>b. Discuss the nature of Management</li> <li>c. Explain about Management: Science and Art</li> </ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"> <li>a. Power Point Presentation</li> <li>b. YouTube Video (<a href="https://youtu.be/GZ2dmbDmB5I?si=NEDHqvDs-Mcq_JyY">https://youtu.be/GZ2dmbDmB5I?si=NEDHqvDs-Mcq_JyY</a>)</li> </ul>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes) <ul style="list-style-type: none"> <li>- Ask questions What do you know about the term Management?</li> <li>- Introduce the formal concept of management.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes) <ul style="list-style-type: none"> <li>a. Define Management</li> <li>b. Discuss the Nature of Management <ul style="list-style-type: none"> <li>• Universal</li> <li>• Goal Oriented</li> <li>• Continuous Process</li> <li>• Multi-dimensional</li> <li>• Group Activity</li> <li>• Dynamic Function</li> <li>• Intangible force</li> </ul> </li> <li>c. Explain about Management: Science and Art</li> </ul> <p>Exercise (5 minutes) – Summarising</p> </li> </ol>
<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: Principles of Management by Tripathi &amp; Reddy (Ch-1) <a href="https://businesslouder.com/what-is-management/">https://businesslouder.com/what-is-management/</a></li> <li>3. Homework “Management is all pervasive”. Justify the given statement with</li> </ol>

	<p>suitable examples.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions</p> <p><b>Which of the following statements best describes the nature of management?</b></p> <p>(a) Management is a rigid process.  <b>(b) Management is a dynamic process.</b>          (c) Management is a one-time activity.          (d) Management is not necessary for all organizations</p> <p><b>Management is multidimensional because it involves:</b></p> <p>(a) Management of people          (b) Management of processes          (c) Management of things or work  <b>(d) All of the above</b></p> <p><b>Management is considered a science because it:</b></p> <p>(a) Is based on theoretical knowledge.          (b) Involves systematic study.          (c) Has principles that can be tested.  <b>(d) All of the above</b></p> <p>2. Conduct Discussion.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 2</b>	<b>Course Name: Principles of Management</b> <b>Topic: Management: Purpose and Scope</b>	<b>Course No.: BBALLB-102</b>
--------------------------	---	-----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ol style="list-style-type: none"> <li>a. Explain the purpose of Management</li> <li>b. Discuss the scope of Management</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>a. Power Point Presentation</li> <li>b. Examples</li> </ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes)           <ul style="list-style-type: none"> <li>- Ask questions What can be the purpose of Management?</li> <li>- List down the purposes of management.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes)           <ol style="list-style-type: none"> <li>a. Explain the purpose of Management               <ul style="list-style-type: none"> <li>• Optimize resources</li> <li>• Improvement of efficiencies</li> <li>• Maximizing profits</li> <li>• Promoting personal development</li> <li>• Generating business strategies</li> </ul> </li> <li>b. Discuss the scope of Management               <ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Financial Management</li> <li>• Marketing Management</li> <li>• Production and Operation Management</li> <li>• Risk Management</li> <li>• Strategic Management</li> <li>• Cost &amp; Accounting Management</li> <li>• Quality Management</li> </ul> </li> </ol> </li> </ol> <p style="text-align: center;">Exercise (5 minutes) – Summarizing</p>
<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: Principles of Management by Tripathi &amp; Reddy. (Ch-1) <a href="https://businesslouder.com/what-is-management/">https://businesslouder.com/what-is-management/</a></li> </ol>

	<p>3. Homework</p> <p>Revise the topic discussed in the class.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions</p> <p><b>What is the primary purpose of management in an organization?</b></p> <p>(a) To maximize profits  <b>(b) To achieve organizational goals efficiently and effectively</b>          (c) To minimize costs          (d) To maintain employee satisfaction</p> <p><b>The scope of management includes which of the following areas?</b></p> <p>(a) Human Resource Management          (b) Financial Management          (c) Operations Management  <b>(d) All of the above</b></p> <p><b>The scope of management includes which of the following aspects?</b></p> <p>(a) Setting objectives          (b) Implementing strategies          (c) Monitoring performance  <b>(d) All of the above</b></p> <p>2. Conduct Discussion.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3</b>	<b>Course Name: Principles of Management</b> <b>Topic: Skills and Roles of a manager</b>	<b>Course No.: BBALLB-102</b>
--------------------------	---	-----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ol style="list-style-type: none"> <li>a. Understand the Managerial roles and skills</li> <li>b. Describe levels of management</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>a. Power Point Presentation</li> <li>b. Examples</li> </ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes)           <ul style="list-style-type: none"> <li>- Ask questions What can be the roles of a manager? What are the different levels of management?</li> <li>- List down the roles and skills required by a manager.</li> <li>- List down the levels of management.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes)           <ol style="list-style-type: none"> <li>a. Explain the Managerial roles               <ul style="list-style-type: none"> <li>• Interpersonal Roles (Figurehead, Leader, Liaison)</li> <li>• Informational Roles (Monitor, Disseminator, Spokesman)</li> <li>• Decisional Roles (Entrepreneur, Disturbance Handler, Resource Allocator, Negotiator)</li> </ul> </li> <li>b. Discuss the Managerial Skills               <ul style="list-style-type: none"> <li>• Conceptual Skills</li> <li>• Technical Skills</li> <li>• Human Relation Skills</li> </ul> </li> <li>c. Describe the Levels of management               <ul style="list-style-type: none"> <li>• Top Level</li> <li>• Middle Level</li> <li>• Low Level</li> </ul> </li> </ol> </li> </ol> <p>Exercise (5 minutes) – One Minute Paper</p>

<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: Principles of Management by Tripathi &amp; Reddy. (Ch-1)</li> <li>3. Homework Write about how managerial skills contribute in better function of the organization?</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           <p><b>According to Mintzberg, which role involves maintaining relationships with external stakeholders?</b></p> <ol style="list-style-type: none"> <li>(a) Interpersonal role</li> <li>(b) Informational role</li> <li>(c) Decisional role</li> <li>(d) Operational role</li> </ol> <p><b>What managerial role is primarily concerned with making decisions and solving problems?</b></p> <ol style="list-style-type: none"> <li>(a) Leader</li> <li>(b) Liaison</li> <li>(c) Entrepreneur</li> <li>(d) Monitor</li> </ol> <p><b>Which of the following levels of management is responsible for setting overall organizational goals?</b></p> <ol style="list-style-type: none"> <li>(a) Top-level management</li> <li>(b) Middle-level management</li> <li>(c) Lower-level management</li> <li>(d) All of the above</li> </ol> </li> <li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li> </ol>

<b>Lesson Plan No. 4</b>	<b>Course Name: Principles of Management</b> <b>Topic: Functions and Principles of Management</b>	<b>Course No.: BBALLB-102</b>
--------------------------	--	-----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Discuss the functions of Management b. Identify principles of management
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Conduct Poll
<b>Teaching Development</b>	<p>1. <b>Introduction</b> (05 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions What can be the functions of management? What are the different principles of management?</li> <li>- Outline the functions of management.</li> <li>- List down the principles of management.</li> </ul> <p>2. <b>Development</b> (30 minutes)</p> <p>a. Discuss the functions of management</p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Organising</li> <li>• Staffing</li> <li>• Directing</li> <li>• Controlling</li> </ul> <p>Other managerial functions</p> <ul style="list-style-type: none"> <li>• Coordinating</li> <li>• Communication</li> <li>• Reporting</li> <li>• Innovating</li> <li>• Representing</li> </ul> <p>b. Identify principles of management</p> <ul style="list-style-type: none"> <li>• <u>Taylor's Principles</u> <ul style="list-style-type: none"> <li>• Replacing rules of thumb with science (organised knowledge);</li> <li>• Obtaining harmony in group action, rather than discord;</li> <li>• Achieving cooperation of human beings, rather than chaotic individualism;</li> <li>• Working for maximum output, rather than restricted output; and</li> <li>• Developing all workers to the fullest extent possible</li> </ul> </li> </ul>



	<p>for their own and their company's highest prosperity.</p> <ul style="list-style-type: none"> <li>• <u>Fayol's Principles</u> <ul style="list-style-type: none"> <li>• Division of Work</li> <li>• Authority and Responsibility</li> <li>• Discipline</li> <li>• Unity of Command</li> <li>• Unity of Direction</li> <li>• Subordination of individual interest to general interest</li> <li>• Remuneration of personnel</li> <li>• Centralization and decentralization</li> <li>• Scalar chain</li> <li>• Order</li> <li>• Equity</li> <li>• Stability of tenure of personnel</li> <li>• Initiative</li> <li>• Espirit de corps</li> </ul> </li> </ul> <p style="text-align: center;">Exercise (5 minutes) – Conduct Poll</p>
<p><b>Closure</b></p>	<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: Principles of Management by Tripathi &amp; Reddy. (Ch-1,2) <a href="https://egyankosh.ac.in/bitstream/123456789/35874/5/Unit-1.pdf">https://egyankosh.ac.in/bitstream/123456789/35874/5/Unit-1.pdf</a></li> <li>3. Homework Are the Principles of Management given by Fayol equally relevant in the business organization in the present times?</li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<p><b>Evaluation</b></p>	<ol style="list-style-type: none"> <li>1. Reflective Questions</li> </ol> <p><b>Which function of management involves determining what needs to be done to achieve organizational goals?</b></p> <ol style="list-style-type: none"> <li>(a) Organizing</li> <li>(b) Leading</li> <li>(c) <b>Planning</b></li> <li>(d) Staffing</li> </ol> <p><b>Staffing in management primarily refers to:</b></p> <ol style="list-style-type: none"> <li>(a) Setting objectives</li> <li>(b) <b>Hiring and training</b> employees</li> </ol>

- (c) Allocating resources
- (d) Monitoring performance

**Which function of management is primarily concerned with motivating and leading employees?**

- (a) Planning
- (b) Organizing
- (c) Leading**
- (d) Controlling

2. Conduct Discussion.

Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No. 5</b>	<b>Course Name: Principles of Management</b> <b>Topic: Evolution of Management Thoughts</b>	<b>Course No.: BBALLB-102</b>
--------------------------	--	-----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ol style="list-style-type: none"> <li>a. Discuss the various approaches of Management Evolution</li> <li>b. Identify the major contributions of Management Evolution</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>a. Power Point Presentation</li> </ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes)           <ul style="list-style-type: none"> <li>- Ask questions Who are the major contributors in the process of management evolution?</li> <li>- List down the names of the major contributors of management evolution.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes)           <ol style="list-style-type: none"> <li>a. Discuss the various approaches of Management Evolution               <ul style="list-style-type: none"> <li>• <b>Classical Approach</b> <ul style="list-style-type: none"> <li>· <i>Scientific Management</i> – F.W.Taylor, Henry Gantt, Frank and Lillian Gilbreth</li> <li>· <i>Administrative Theory</i> – Henry Fayol</li> <li>· <i>Bureaucracy</i> – Max Weber</li> </ul> </li> <li>• <b>Neo-Classical and Behavioral Approach</b> – Abraham Maslow, Douglas McGregor, Fredrick Herzberg, Rensis Likert, Kurt Levin</li> <li>• <b>Modern Approaches</b> <ul style="list-style-type: none"> <li>· <b>Quantitative Approach</b> – Herbert A Simon, James March, Russel Ackoff, W.C. Churchman</li> <li>· <b>System Approach</b> – Chester Barnard, Kenneth Boulding, F.E. Cast, Ex. Trist, R.A. Johnson</li> <li>· <b>Contingency or Situational Approach</b> – Tom Burns, G.W. Stalker, Joan Woodward, Jay Lorsch, James Thomson</li> <li>· <b>Operational Approach</b> – Koontz and O'Donnell</li> </ul> </li> </ul> </li> </ol> </li> </ol> <p style="text-align: center;">Exercise (5 minutes) – Verbal Quiz</p>

<b>Closure</b>	<ol style="list-style-type: none"> <li>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>Suggested Reading: Principles of Management by Tripathi &amp; Reddy. (Ch-2)  <a href="https://egyankosh.ac.in/bitstream/123456789/35874/5/Unit-1.pdf">https://egyankosh.ac.in/bitstream/123456789/35874/5/Unit-1.pdf</a></li> <li>Homework            Identify the major differences among classical, neo-classical and modern approaches of management.</li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>Reflective Questions  <b>The Classical Management Theory primarily emphasizes:</b> <ol style="list-style-type: none"> <li>Employee behavior and motivation</li> <li><b>Efficiency and standardization of work</b></li> <li>The importance of social needs</li> <li>Organizational culture</li> </ol> <b>Which management thinker is associated with the principles of management that include planning, organizing, leading, and controlling?</b> <ol style="list-style-type: none"> <li>Peter Drucker</li> <li><b>Henri Fayol</b></li> <li>Elton Mayo</li> <li>Frederick Taylor</li> </ol> <b>The Neo-Classical Theory of management focuses on:</b> <ol style="list-style-type: none"> <li>The scientific approach to management</li> <li><b>The role of human relations and employee welfare</b></li> <li>Strict hierarchical structures</li> <li>Quantitative analysis</li> </ol> </li> <li>Conduct Discussion.            Spend 5 minutes to evaluate student assimilation of the lesson contents</li> </ol>

<b>Lesson Plan No. 6</b>	<b>Course Name: Principles of Management</b> <b>Topic: Taylor and Scientific Management</b>	<b>Course No.: BBALLB-102</b>
--------------------------	--	-----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ul style="list-style-type: none"> <li>a. Understand the Scientific Management</li> <li>b. Describe the Principles given by F.W. Taylor</li> <li>c. Explain the techniques of mentioned by Taylor</li> </ul>
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes) <ul style="list-style-type: none"> <li>- Ask questions What do you understand by scientific management?</li> <li>- Introduced the concept of scientific management.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes) <ol style="list-style-type: none"> <li>a. Discuss Scientific management in detail</li> <li>b. Describe Principles given by F.W. Taylor <ul style="list-style-type: none"> <li>• Science, not rule of thumb</li> <li>• Harmony, not discord</li> <li>• Cooperation, not individualism</li> <li>• Maximum, not restricted output</li> <li>• Separation of planning and operational work</li> </ul> </li> <li>c. Explain Techniques mentioned by Taylor <ul style="list-style-type: none"> <li>• Functional Foremanship</li> <li>• Standardisation of Work</li> <li>• Simplification of Work</li> <li>• Fatigue Study</li> <li>• Time Study</li> <li>• Motion Study</li> <li>• Method Study</li> <li>• Differential Wage System</li> <li>• Mental Revolution</li> </ul> </li> </ol> </li> </ol> <p style="text-align: center;">Exercise (5 minutes) – Quiz</p>

<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: Principles of Management by Tripathi &amp; Reddy. (Ch-2)</li> <li>3. Homework F.W. Taylor is known as father of scientific management. Explain in your words why?</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           <p><b>Who is considered the father of scientific management?</b></p> <ol style="list-style-type: none"> <li>(a) Henri Fayol</li> <li>(b) Max Weber</li> <li><b>(c) Frederick Winslow Taylor</b></li> <li>(d) Elton Mayo</li> </ol> <p><b>Which of the following is NOT a principle of scientific management?</b></p> <ol style="list-style-type: none"> <li>(a) Science, not rule of thumb</li> <li>(b) Harmony, not discord</li> <li>(c) Cooperation, not individualism</li> <li><b>(d) Specialization of labor</b></li> </ol> <p><b>The mechanism of scientific management includes:</b></p> <ol style="list-style-type: none"> <li>(a) Scientific task setting</li> <li>(b) Planning the task</li> <li>(c) Standardization of tools and equipment</li> <li><b>(d) All of the above</b></li> </ol> <p><b>The main objective of scientific management is to:</b></p> <ol style="list-style-type: none"> <li>(a) Maximize profits</li> <li>(b) Minimize costs</li> <li>(c) Increase employee satisfaction</li> <li><b>(d) Achieve maximum prosperity for both employer and employee</b></li> </ol> </li> <li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li> </ol>

<b>Lesson Plan No. 7</b>	<b>Course Name: Principles of Management</b> <b>Topic: Management by Objectives</b>	<b>Course No.: BBALLB-102</b>
--------------------------	--	-----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ul style="list-style-type: none"> <li>a. Understand the concept of MBO</li> <li>b. Describe the features of Objectives of MBO</li> <li>c. Explain features of MBO</li> <li>d. Articulate the process of MBO</li> <li>e. Identify advantages and limitations of MBO</li> </ul>
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes) <ul style="list-style-type: none"> <li>- Ask questions What do you mean by objectives? What is the meaning of Management by objectives?</li> <li>- Introduced the concept of objectives.</li> <li>- Talk about management by objectives.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes) <ol style="list-style-type: none"> <li>a. Discuss the concept of MBO</li> <li>b. Describe the features of Objectives of MBO <ul style="list-style-type: none"> <li>• Each individual has own objectives</li> <li>• The objectives of any organization are specially mentioned</li> <li>• The objectives may be short-term or long-term</li> <li>• The objectives of an organization should be clearly defined</li> <li>• At top level, the organization has broad objectives i.e. to earn certain rate of return on investments</li> <li>• The whole organization is divided into several sections</li> <li>• Each section has specific objectives</li> <li>• The objectives of the organization must conform to the general needs of the public</li> <li>• All the organizations have several objectives at a time because the objectives are necessary in various areas of business</li> <li>• The objectives of the organization may be changed in due course</li> <li>• The objectives are expressed in numerical terms</li> <li>• This helps in measuring the actual performance done to realize the objectives</li> </ul> </li> </ol> </li> </ol>



	<ul style="list-style-type: none"><li>• The framed objectives should be achievable and reasonable ones</li></ul> <p>c. Explain the features of MBO</p> <ul style="list-style-type: none"><li>• Integrates the goals of an organization and individuals, leading to an effective management system.</li><li>• Emphasizes on the effective performance.</li><li>• Combines the long term and the short-term goals.</li><li>• Constant attention to refine, modify and improve the goals with changing times.</li><li>• Recognizes participation of employees in goal setting process.</li></ul> <p>d. Articulate the process of MBO</p> <ul style="list-style-type: none"><li>• Defining organizational objectives</li><li>• Goals of each section</li><li>• Fixing key result areas</li><li>• Setting subordinate objectives or targets</li><li>• Matching resources with objectives</li><li>• Periodical review meetings</li><li>• Appraisal of activities</li><li>• Reappraisal of objectives</li></ul> <p>e. Identify advantages and limitations of MBO</p> <ul style="list-style-type: none"><li>• <u>Advantages</u><ul style="list-style-type: none"><li>• Unified planning</li><li>• Individual motivation</li><li>• Coordination</li><li>• Control</li><li>• Basis for decentralization</li></ul></li><li>• <u>Limitations</u><ul style="list-style-type: none"><li>• It is a time-consuming process</li><li>• MBO fails to explain the philosophy</li><li>• Emphasizes on short term objectives rather than the long term</li><li>• The status of subordinates is necessary for proper objectives setting which is not possible in MBO process</li><li>• MBO's are rigid in nature</li><li>• The objectives are set without considering the available resources</li></ul></li></ul> <p style="text-align: center;">Exercise (5 minutes) – One Minute Paper</p>
--	---

<b>Closure</b>	<ol style="list-style-type: none"> <li>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>Suggested Reading:  <a href="https://kanchiuniv.ac.in/coursematerials/T1MC1%20Pronciples%20of%20management.pdf">https://kanchiuniv.ac.in/coursematerials/T1MC1%20Pronciples%20of%20management.pdf</a> </li> <li>Homework            Write a short note about the relevance of MBO in organizational success.         </li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>Reflective Questions           <p><b>Who is considered one of the earliest management thinkers to use the term "Management by Objectives" (MBO)?</b></p> <ol style="list-style-type: none"> <li>Henri Fayol</li> <li>Max Weber</li> <li>Frederick Taylor</li> <li><b>Peter Drucker</b></li> </ol> <p><b>Which of the following is NOT a key element of the MBO process?</b></p> <ol style="list-style-type: none"> <li>Participative goal setting</li> <li>Continuous performance feedback</li> <li>Reward based on results</li> <li><b>Centralized decision making</b></li> </ol> <p><b>The main purpose of MBO is to:</b></p> <ol style="list-style-type: none"> <li>Maximize profits</li> <li>Improve employee motivation</li> <li>Increase market share</li> <li><b>Achieve organizational goals efficiently</b></li> </ol> <p><b>In the MBO system, goals are:</b></p> <ol style="list-style-type: none"> <li>Determined by management alone</li> <li>Reviewed only at the time of completion</li> <li>Used as strict controls</li> <li><b>Periodically reviewed for progress</b></li> </ol> </li> <li>Conduct Discussion.</li> </ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 8</b>	<b>Course Name: Principles of Management</b> <b>Topic: Management by Exception</b>	<b>Course No.: BBALLB-102</b>
--------------------------	---	-----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ul style="list-style-type: none"> <li>a. Understand the concept of MBE</li> <li>b. Differentiate active and passive MBE</li> <li>c. Illustrate the use of MBE in real world</li> <li>d. Articulate the best practices for MBE</li> <li>e. Identify advantages and disadvantages of MBE</li> </ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"> <li>a. Power Point Presentation</li> <li>b. Examples</li> </ul>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes) <ul style="list-style-type: none"> <li>- Ask questions What is the meaning of Management by Exception?</li> <li>- Talk about management by exception.</li> </ul> </li>   <li>2. <b>Development</b> (30 minutes) <ul style="list-style-type: none"> <li>a. Discuss the concept of MBE</li> <li>b. Differentiate active and passive MBE</li> <li>c. Illustrate the use of MBE in real world</li> <li>d. Articulate the best practices of MBE <ul style="list-style-type: none"> <li>• Define your standard procedures</li> <li>• Determine how many approval levels you need</li> <li>• Define the exception threshold at each approval level</li> <li>• Consider how the exceptions will be distributed across hierarchical levels</li> <li>• Identify an ideal ratio of approval vs. rejection of exceptions</li> </ul> </li> <li>e. Identify advantages and disadvantages of MBE <ul style="list-style-type: none"> <li>• <u>Advantages</u> <ul style="list-style-type: none"> <li>• Less Bureaucracy</li> <li>• Efficiency in Delegation</li> <li>• Independence in Decision-Making</li> </ul> </li> <li>• <u>Limitations</u> <ul style="list-style-type: none"> <li>• Employee Disengagement</li> <li>• Requires Companywide Buy-in</li> <li>• Lack of Foresight</li> </ul> </li> </ul> </li> </ul> </li> </ol> <p>Exercise (5 minutes) – Summarizing</p>

<b>Closure</b>	<ol style="list-style-type: none"> <li>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>Suggested Reading:  <a href="https://www.pricerfx.com/learning-center/management-by-exception-what-is-it-and-how-does-it-work">https://www.pricerfx.com/learning-center/management-by-exception-what-is-it-and-how-does-it-work</a> </li> <li>Homework            Explain the real-world example for MBE.         </li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>Reflective Questions           <p><b>In MBE, managers intervene:</b></p> <ol style="list-style-type: none"> <li>At all times</li> <li>Only when performance standards are not met</li> <li>When they feel like it</li> <li>Only during annual reviews</li> </ol> <p><b>Which of the following is a key benefit of Management by Exception?</b></p> <ol style="list-style-type: none"> <li>Increased micromanagement</li> <li><b>Enhanced employee empowerment</b></li> <li>More frequent meetings</li> <li>Decreased delegation of authority</li> </ol> <p><b>Management by Exception is based on which of the following attitudes towards problem recognition?</b></p> <ol style="list-style-type: none"> <li>Indifferent attitude</li> <li><b>Positive attitude</b></li> <li>Negative attitude</li> <li>Passive attitude</li> </ol> <p><b>Which of the following statements about MBE is true?</b></p> <ol style="list-style-type: none"> <li>It eliminates the need for performance standards.</li> <li>It allows managers to focus on significant deviations.</li> <li>It requires constant supervision of all employees.</li> <li><b>It is only applicable in large organizations.</b></li> </ol> </li> <li>Conduct Discussion.            Spend 5 minutes to evaluate student assimilation of the lesson contents         </li> </ol>

<b>Lesson Plan No. 9</b>	<b>Course Name: Principles of Management</b> <b>Topic: McKinsey's 7-S Approach</b>	<b>Course No.: BBALLB-102</b>
--------------------------	---	-----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ol style="list-style-type: none"> <li>a. Understand the concept of McKinsey</li> <li>b. Discuss the 7-S of McKinsey Approach</li> <li>c. Articulate the applications of McKinsey 7S Approach</li> <li>d. Identify advantages and disadvantages of McKinsey 7S Approach</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>a. Power Point Presentation</li> </ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes)           <ul style="list-style-type: none"> <li>- Ask questions What is McKinsey 7S Approach?</li> <li>- Talk about McKinsey 7S Approach.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes)           <ol style="list-style-type: none"> <li>a. Explain the concept of McKinsey 7S Approach</li> <li>b. Discuss the 7-S of McKinsey Approach               <ul style="list-style-type: none"> <li>• Structure</li> <li>• Strategy</li> <li>• Systems</li> <li>• Skills</li> <li>• Style</li> <li>• Staff</li> <li>• Shared Values</li> </ul> </li> <li>c. Articulate the applications of McKinsey 7S Approach               <ul style="list-style-type: none"> <li>• Identify the areas that are not effectively aligned</li> <li>• Determine the optimal organization design</li> <li>• Decide where and what changes should be made</li> <li>• Make the necessary changes</li> </ul> </li> <li>d. Identify advantages and disadvantages of McKinsey 7S Approach               <ul style="list-style-type: none"> <li>• <u>Advantages</u> <ul style="list-style-type: none"> <li>• It enables different parts of a company to act in a coherent and “synced” manner.</li> <li>• It allows for the effective tracking of the impact of the changes in key elements.</li> <li>• It is considered a longstanding theory, with numerous organizations adopting the model over time.</li> </ul> </li> <li>• <u>Limitations</u></li> </ul> </li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>• It is considered a long-term model.</li> <li>• With the changing nature of businesses, it remains to be seen how the model will adapt</li> <li>• It seems to rely on internal factors and processes and may be disadvantageous in situations where external circumstances influence an organization.</li> </ul> <p>Exercise (5 minutes) –Summarizing</p>
<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:  <a href="https://corporatefinanceinstitute.com/resources/management/mckinsey-7s-model/">https://corporatefinanceinstitute.com/resources/management/mckinsey-7s-model/</a>  <a href="https://whatfix.com/blog/mckinsey-7s-model/">https://whatfix.com/blog/mckinsey-7s-model/</a> </li> <li>3. Homework          Write the relevance of mckinsey-7s model in the organizational effectiveness.       </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           <p><b>What are the seven elements of the McKinsey 7S Framework?</b></p> <p>(a) <b>Strategy, Structure, Systems, Skills, Staff, Style, Shared Values</b>            (b) Strategy, Systems, Structure, Standards, Staff, Skills, Style            (c) Strategy, Structure, Systems, Skills, Staff, Style, Sustainability            (d) Strategy, Structure, Systems, Skills, Staff, Style, Sales</p> <p><b>What is the primary purpose of the McKinsey 7S Framework?</b></p> <p>(a) To increase sales            (b) <b>To evaluate and align organizational elements for improved performance</b>            (c) To define corporate culture            (d) To establish financial goals</p> <p><b>Which of the following statements about the McKinsey 7S Framework is true?</b></p> <p>(a) It only focuses on financial aspects of the organization.            (b) <b>It emphasizes the interdependence of the seven elements.</b>            (c) It is a linear model that does not account for changes.            (d) It is only applicable to large organizations.</p> </li> <li>2. Conduct Discussion.</li> </ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No.</b> 10	<b>Course Name: Principles of Management</b> <b>Topic: McKinsey's 7-S Approach: Process and Real Examples</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ul style="list-style-type: none"> <li>a. Articulate the process of 7-S McKinsey Approach</li> <li>b. Discuss the example of McDonalds for 7-S McKinsey Approach</li> <li>c. Discuss the example of Digital Transformation for 7-S McKinsey Approach</li> <li>d. Discuss the example of Chik Fil-A for 7-S McKinsey Approach</li> </ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"> <li>a. Power Point Presentation</li> <li>b. Examples</li> </ul>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes) <ul style="list-style-type: none"> <li>- Ask questions What can be the steps in McKinsey 7S Approach?</li> <li>- List down the steps involved in McKinsey 7S Approach.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes) <ol style="list-style-type: none"> <li>a. Articulate the steps of 7-S McKinsey Approach <ul style="list-style-type: none"> <li>• Analyze each component of 7S model</li> <li>• Identify areas that are misaligned with your vision and strategy</li> <li>• Define the desired state</li> <li>• Prepare your change management plan</li> <li>• Execute your plan</li> <li>• Review your progress against set targets</li> <li>• Adapt your plans and strategy if needed</li> </ul> </li> <li>b. Discuss the example of McDonalds for McKinsey 7S Approach</li> <li>c. Discuss the example of Digital transformation for 7-S of McKinsey Approach</li> <li>d. Discuss the example of Chik Fil-A for 7-S of McKinsey Approach</li> </ol> </li> </ol> <p>Exercise (5 minutes) – Think-Pair-Share</p>

<b>Closure</b>	<ol style="list-style-type: none"> <li>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>Suggested Reading:  <a href="https://corporatefinanceinstitute.com/resources/management/mckinsey-7s-model/">https://corporatefinanceinstitute.com/resources/management/mckinsey-7s-model/</a>  <a href="https://whatfix.com/blog/mckinsey-7s-model/">https://whatfix.com/blog/mckinsey-7s-model/</a>  <a href="https://www.cascade.app/blog/mckinsey-7s-model">https://www.cascade.app/blog/mckinsey-7s-model</a> </li> <li>Homework            Illustrate the mckinsey-7s model through a real example.         </li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>Reflective Questions           <p><b>Is the McKinsey 7S Model still relevant?</b>            Yes, the McKinsey 7S Model remains relevant for businesses and NGOs. It is an important strategic framework for analyzing an organization's alignment and potential future obstacles.</p> <p><b>What is the difference between a hard strategy and a soft strategy?</b>            Hard strategies involve planning, executing, and monitoring systems, processes, and structures. The benefits of these initiatives are usually clear and measurable. Soft strategies focus on changes in management style, work culture, and people.</p> <p><b>Who introduced the 7S Framework?</b>            The Mckinsey 7S Framework was introduced in the late 1970s by Tom Peters and Robert Waterman, who worked as consultants at McKinsey &amp; Company.</p> <p><b>What is the difference between the McKinsey 7S Model and a SWOT analysis?</b>            The difference between McKinsey 7S Model and SWOT Analysis involves each model's focus and analytical approach. The 7S Model is internally focused and looks at seven elements that affect business performance. SWOT is internally and externally focused and analyses the potential impact of four factors on organizations.</p> </li> <li>Conduct Discussion.            Spend 5 minutes to evaluate student assimilation of the lesson contents         </li> </ol>



<b>Lesson Plan No.</b> 11	<b>Course Name: Principles of Management</b> <b>Topic: Types of Plans</b>	<b>Course No.:</b> BBALLB-102
------------------------------	--	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of Planning b. Describe the Importance of Planning c. Discuss the Types of Plans d. Interpret the steps in Planning Process
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Examples
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you understand by Planning? Why planning is significant for an organization? - Introduced the concept of Planning. - Talk about the relevance of Planning.  2. <b>Development</b> (30 minutes) a. Explain the Meaning of Planning b. Explain the Definition of Planning c. Describe the Importance of Planning <ul style="list-style-type: none"><li>• Minimizes the risk and uncertainty</li><li>• Leads to success</li><li>• Focuses on organizational goals</li><li>• Facilitates control</li><li>• Trains Executives</li></ul> d. Discuss the Types of Plans <ul style="list-style-type: none"><li>• Missions or Purposes</li><li>• Objectives or Goals</li><li>• Strategies</li><li>• policies</li><li>• procedures</li><li>• rules</li><li>• programs</li><li>• budgets</li></ul> e. Interpret the Steps in Planning Process <ul style="list-style-type: none"><li>• Being aware of opportunities</li></ul>



	<ul style="list-style-type: none"><li>• Establishing objectives</li><li>• Developing premises</li><li>• Determining alternative courses</li><li>• Evaluating alternative courses</li><li>• Select a course</li><li>• Formulating derivative plans</li><li>• Numbering plans by budgeting</li></ul> <p>Exercise (5 minutes) – Summarizing</p>
<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: Essentials of Management by Koontz &amp; Weihrich (Ch-3)</li><li>3. Homework Prepare a plan for attending an industrial visit organized by your institute.</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 <b>What is a single-use plan?</b><ol style="list-style-type: none"><li>a) A plan for recurring activities</li><li><b>b) A plan made to achieve specific goals that will not arise in the future</b></li><li>c) A plan that is flexible and adaptable</li><li>d) A plan for long-term objectives</li></ol><b>Which of the following describes standing plans?</b><ol style="list-style-type: none"><li>a) Plans for one-time events</li><li><b>b) Plans designed for activities that occur regularly</b></li><li>c) Plans that are flexible and adaptable</li><li>d) Plans that are only used by top management</li></ol><b>What type of plan is a budget classified as?</b><ol style="list-style-type: none"><li>a) Standing plan</li><li><b>b) Single-use plan</b></li><li>c) Strategic plan</li><li>d) Operational plan</li></ol></li><li>2. Conduct Discussion.</li></ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Model Institute of Engineering  
& Technology (Autonomous)  
**Lesson Plan**

Kot Bhalwal, Jammu



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1



Please Do Not Print Unless Necessary



<b>Lesson Plan No.</b> 12	<b>Course Name: Principles of Management</b> <b>Topic: Nature of Objectives</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of Objectives b. Describe the nature of Objectives c. Identify the Types of Objectives d. Articulate the SMART formula of Objectives e. Explain the P-O-L-C framework of Objectives f. Interpret the hierarchy of Objectives
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Conduct Poll
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you mean objectives? Why objectives are significant for an organization? - Introduced the concept of Objectives. - Talk about the relevance of Objectives.  2. <b>Development</b> (30 minutes) a. Discuss the Meaning of Objectives b. Discuss the Definition of Objectives c. Describe the nature of Objectives <ul style="list-style-type: none"><li>Objectives may be in quantitative or qualitative terms</li><li>Objectives have hierarchy</li><li>Short-term and Long-term Objectives</li><li>Objectives sometimes may be in conflict with each other</li></ul> d. Identify the Types of Objectives <ul style="list-style-type: none"><li>Primary Objectives</li><li>Secondary Objectives</li><li>Individual Objectives</li><li>Social Objectives</li></ul> e. Articulate the SMART formula of Objectives f. Explain the POLC framework of Objectives g. Interpret the hierarchy of Objectives



	Exercise (5 minutes) – Think-Pair-Share
<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: Essentials of Management by Koontz &amp; Weihrich (Ch-4) <a href="https://open.lib.umn.edu/principlesmanagement/chapter/6-3-the-nature-of-goals-and-objectives/">https://open.lib.umn.edu/principlesmanagement/chapter/6-3-the-nature-of-goals-and-objectives/</a> <a href="https://arts.brainkart.com/article/nature-of-objectives-management-by-objectives-378/">https://arts.brainkart.com/article/nature-of-objectives-management-by-objectives-378/</a> <a href="https://www.yourarticlelibrary.com/management/objectives-meaning-features-and-classification-with-diagram/53199">https://www.yourarticlelibrary.com/management/objectives-meaning-features-and-classification-with-diagram/53199</a></li><li>3. Homework Design an objective for your career by incorporating SMART formula.</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 <b>What is the primary objective of management?</b><ol style="list-style-type: none"><li>a) To maximize profits</li><li>b) To ensure employee satisfaction</li><li><b>c) To achieve organizational goals efficiently and effectively</b></li><li>d) To maintain a competitive edge</li></ol><b>Which of the following is NOT a type of objective in management?</b><ol style="list-style-type: none"><li>a) Organizational objectives</li><li>b) Social objectives</li><li>c) Personal objectives</li><li><b>d) Emotional objectives</b></li></ol><b>Which objective focuses on the well-being of the community and environment?</b><p>Organizational objectives <b>Social objectives</b> Personal objectives Financial objectives</p></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 13	<b>Course Name: Principles of Management</b> <b>Topic: Management by Objectives</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of MBO b. Describe the features of Objectives of MBO c. Explain features of MBO d. Articulate the process of MBO e. Identify advantages and limitations of MBO
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you mean by objectives? What is the meaning of Management by objectives?</li><li>- Introduced the concept of objectives.</li><li>- Talk about management by objectives.</li></ul></li> <li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Discuss the concept of MBO</li> <li>b. Describe the features of MBO<ul style="list-style-type: none"><li>• Each individual has own objectives</li><li>• The objectives of any organization are specially mentioned</li><li>• The objectives may be short-term or long-term</li><li>• The objectives of an organization should be clearly defined</li><li>• At top level, the organization has broad objectives i.e. to earn certain rate of return on investments</li><li>• The whole organization is divided into several sections</li><li>• Each section has specific objectives</li><li>• The objectives of the organization must conform to the general needs of the public</li><li>• All the organizations have several objectives at a time because the objectives are necessary in various areas of business</li><li>• The objectives of the organization may be changed in due course</li><li>• The objectives are expressed in numerical terms</li><li>• This helps in measuring the actual performance done to realize the objectives</li></ul></li></ol></li></ol>



	<ul style="list-style-type: none"><li>• The framed objectives should be achievable and reasonable ones</li></ul> <p>c. Explain the features of MBO</p> <ul style="list-style-type: none"><li>• Integrates the goals of an organization and individuals, leading to an effective management system.</li><li>• Emphasizes on the effective performance.</li><li>• Combines the long term and the short-term goals.</li><li>• Constant attention to refine, modify and improve the goals with changing times.</li><li>• Recognizes participation of employees in goal setting process.</li></ul> <p>d. Articulate the process of MBO</p> <ul style="list-style-type: none"><li>• Defining organizational objectives</li><li>• Goals of each section</li><li>• Fixing key result areas</li><li>• Setting subordinate objectives or targets</li><li>• Matching resources with objectives</li><li>• Periodical review meetings</li><li>• Appraisal of activities</li><li>• Reappraisal of objectives</li></ul> <p>e. Identify advantages and limitations of MBO</p> <ul style="list-style-type: none"><li>• <u>Advantages</u><ul style="list-style-type: none"><li>• Unified planning</li><li>• Individual motivation</li><li>• Coordination</li><li>• Control</li><li>• Basis for decentralization</li></ul></li><li>• <u>Limitations</u><ul style="list-style-type: none"><li>• It is a time-consuming process</li><li>• MBO fails to explain the philosophy</li><li>• Emphasizes on short term objectives rather than the long term</li><li>• The status of subordinates is necessary for proper objectives setting which is not possible in MBO process</li><li>• MBO's are rigid in nature</li><li>• The objectives are set without considering the available resources</li></ul></li></ul> <p>Exercise (5 minutes) – One Minute Paper</p>
--	---



<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: Essentials of Management by Koontz &amp; Weihrich (Ch-4) <a href="https://kanchiuniv.ac.in/coursematerials/TIMC1%20Pronciples%20of%20management.pdf">https://kanchiuniv.ac.in/coursematerials/TIMC1%20Pronciples%20of%20management.pdf</a></li><li>3. Homework Write how MBO is helpful in integrating the goals of an organization and individuals, leading to an effective management system.</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 <b>Who is considered one of the earliest management thinkers to use the term "Management by Objectives" (MBO)?</b><ol style="list-style-type: none"><li>(a) Henri Fayol</li><li>(b) Max Weber</li><li>(c) Frederick Taylor</li><li><b>(d) Peter Drucker</b></li></ol><b>Which of the following is NOT a key element of the MBO process?</b><ol style="list-style-type: none"><li>(a) Participative goal setting</li><li>(b) Continuous performance feedback</li><li>(c) Reward based on results</li><li><b>(d) Centralized decision making</b></li></ol><b>The main purpose of MBO is to:</b><ol style="list-style-type: none"><li>(a) Maximize profits</li><li>(b) Improve employee motivation</li><li>(c) Increase market share</li><li><b>(d) Achieve organizational goals efficiently</b></li></ol><b>In the MBO system, goals are:</b><ol style="list-style-type: none"><li>(a) Determined by management alone</li><li>(b) Reviewed only at the time of completion</li><li>(c) Used as strict controls</li><li><b>(d) Periodically reviewed for progress</b></li></ol></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 14	<b>Course Name: Principles of Management</b> <b>Topic: Organising: Nature and Purpose</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of Organising and Organisation b. Discuss the nature of Organising c. Describe the purpose of Organising d. Explain the process of Organising e. Interpret the principles of Organising
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What is the meaning of organizing? What do you understand by the term organisation?</li><li>- Introduced the concept of Organising and Organisation.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the Meaning and Definition of Organising and Organisation</li><li>b. Discuss the Nature of Organising<ul style="list-style-type: none"><li>• Systematic Process</li><li>• Goal Oriented</li><li>• Dynamic and Flexible</li><li>• Division of Work</li><li>• Co-ordination and Integration</li><li>• Establishment of authority and relationships</li><li>• Resource optimization</li><li>• Common Objectives</li></ul></li><li>c. Describe the purpose of organizing<ul style="list-style-type: none"><li>• Clarify roles and responsibilities</li><li>• Enhance Coordination and Collaboration</li><li>• Optimize Resource Utilization</li><li>• Establish a clear hierarchy and authority</li><li>• Facilitate adaptability and flexibility</li><li>• Improve efficiency and productivity</li><li>• Support strategic goals</li></ul></li></ol></li></ol>



	<p>d. Explain the Process of organising</p> <ul style="list-style-type: none"><li>• consideration of objectives</li><li>• grouping of activities into departments</li><li>• deciding which departments will be key departments</li><li>• determining levels at which various types of decisions are to be made</li><li>• determining the span of management</li><li>• setting up a coordination Mechanism</li></ul> <p>e. Interpret the Principles of organising</p> <ul style="list-style-type: none"><li>• Objectives</li><li>• Specialization</li><li>• Span of Control</li><li>• Exception</li><li>• Scalar principle</li><li>• Unity of Command</li><li>• Delegation</li><li>• Responsibility</li><li>• Authority</li></ul> <p>Exercise (5 minutes) – Quiz</p>
<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: Essentials of Management by Koontz &amp; Weihrich (Ch-7) <a href="https://theintactone.com/2020/01/30/organizing-nature-and-significance/">https://theintactone.com/2020/01/30/organizing-nature-and-significance/</a></li><li>3. Homework Unity of command is considered as an essential principle of organizing. Why? Justify.</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</li></ol> <p><b>Which of the following is not a part of the organizing process?</b></p> <ol style="list-style-type: none"><li>a) Assignment of responsibilities</li><li>b) Establishing reporting relationships</li><li><b>c) Specialization</b></li><li>d) Division of work</li></ol> <p><b>Organizing doesn't include _____.</b></p> <ol style="list-style-type: none"><li>a) By whom will be done</li></ol>



	<p>b) When will be done c) What will be done d) <b>How will be done</b></p> <p><b>Who reports to whom is made clear by_____.</b></p> <p>a) <b>Organizing process</b> b) Management process c) Planning process d) None of the above</p> <p>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
--	---



<b>Lesson Plan No.</b> 15	<b>Course Name: Principles of Management</b> <b>Topic: Determinants of Organisation Structure</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of Organisation Structure b. Discuss Importance of Organisation Structure c. Describe the determinants of Organisation Structure
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Examples
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you understand by the organization structure? - Talk about Organisation structure.  2. <b>Development</b> (30 minutes) a. Explain the Meaning of Organisation structure b. Discuss the importance of Organisation structure <ul style="list-style-type: none"><li>• Nature of the objectives</li><li>• Operative activities</li><li>• Technology</li><li>• Sequence of tasks</li><li>• Limitations of skill and working capacity</li><li>• Managerial function</li><li>• Size and scope</li><li>• Strategy</li><li>• Social needs</li></ul> c. Describe the determinants of organization structure <ul style="list-style-type: none"><li>• Facilitate management action</li><li>• Encouraging efficiency</li><li>• Optimum use of organizational resources</li><li>• Helping communication</li><li>• Job satisfaction</li><li>• Stimulating creativity</li></ul> Exercise (5 minutes) – Quiz



<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: Essentials of Management by Koontz &amp; Weihrich (Ch-7) <a href="https://www.yourarticlelibrary.com/office-management/organisation-structure/organisation-structure-meaning-determinants-and-role/70042">https://www.yourarticlelibrary.com/office-management/organisation-structure/organisation-structure-meaning-determinants-and-role/70042</a></li><li>3. Homework List down the ways in which different determinants/factors influence the organizational structuring.</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 <b>Which of the following is NOT a determinant of organizational structure?</b><ol style="list-style-type: none"><li>a) Size of the organization</li><li>b) Technology used</li><li>c) Organizational culture</li><li><b>d) Employee preferences</b></li></ol><b>The degree of centralization or decentralization in an organization is influenced by which determinant?</b><ol style="list-style-type: none"><li>a) Organizational size</li><li>b) Management philosophy</li><li>c) Nature of the tasks</li><li><b>d) All of the above</b></li></ol><b>Which determinant refers to the external conditions that affect an organization?</b><ol style="list-style-type: none"><li>a) Internal environment</li><li>b) Organizational culture</li><li><b>c) External environment</b></li><li>d) Organizational structure</li></ol></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 16	<b>Course Name: Principles of Management</b> <b>Topic: Line and Staff Concept</b>	<b>Course No.:</b> BBALLB-102
------------------------------	--	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of Line and Staff b. Discuss feature of Line and Staff Organisation c. Identify the suitability for Line and Staff Organisation d. Describe the advantages and disadvantages of Line and Staff Organisation
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you understand by Line and Staff? - Provide an overview of Line and Staff Concept.  2. <b>Development</b> (30 minutes) a. Explain the Meaning of Line and Staff Concept b. Discuss the features of Line and Staff Organisation <ul style="list-style-type: none"><li>• Mix of Doers and Advisors</li><li>• Clarity on Who is in Charge</li><li>• Staff are Helpers</li><li>• Expert Help</li><li>• Flexible Setup</li><li>• Better Decision-Making</li><li>• Chance of conflicts</li><li>• Reliance on Staff Advice</li></ul> c. Identify the suitability for Line and Staff Organisation <ul style="list-style-type: none"><li>• Size and complexity</li><li>• Expertise and Support needs</li><li>• Clear role differentiation</li><li>• Effective communication and collaboration</li><li>• Organisational culture</li><li>• Flexibility and adaptability</li><li>• Organisational goals and strategy</li></ul> d. Describe the advantages and disadvantages of Line and Staff Organisation



	Exercise (5 minutes) – One Minute Paper
<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: Essentials of Management by Koontz &amp; Weihrich (Ch-9) <a href="https://www.geeksforgeeks.org/line-and-staff-organisation-meaning-features-suitability-advantages-and-disadvantages/">https://www.geeksforgeeks.org/line-and-staff-organisation-meaning-features-suitability-advantages-and-disadvantages/</a></li><li>3. Homework Prepare a list of contributions that Line and staff structures can make in the smooth functioning of the organization.</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 <b>What is the primary function of line personnel in an organization?</b><ol style="list-style-type: none"><li>a) To provide advice and support</li><li><b>b) To make decisions and direct activities</b></li><li>c) To manage administrative tasks</li><li>d) To conduct research</li></ol><b>Which of the following statements is true regarding the line and staff concept?</b><ol style="list-style-type: none"><li>a) Staff personnel have authority over line personnel.</li><li>b) Line personnel are responsible for advisory roles.</li><li><b>c) The concept originated from military organization.</b></li><li>d) Staff personnel execute the main operations of the organization.</li></ol><b>In a line and staff organization, staff personnel primarily provide:</b><ol style="list-style-type: none"><li>a) Direct supervision</li><li><b>b) Technical expertise and advice</b></li><li>c) Financial resources</li><li>d) Production capabilities</li></ol></li><li>2. Conduct Discussion.</li></ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 17	<b>Course Name: Principles of Management</b> <b>Topic: New Approaches in Organisation Design</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of Organisation Design b. Discuss the principles of Organisation Design c. Describe the new approaches for Organisation Design
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. YouTube Video ( <a href="https://youtu.be/4o6v0XIylzA?si=P6DjEEA6mOXcHr-G">https://youtu.be/4o6v0XIylzA?si=P6DjEEA6mOXcHr-G</a> )
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you understand by Organisation Design? - Talk about Organisation Design.  2. <b>Development</b> (30 minutes) a. Explain the Meaning of Organisation Design b. Discuss the principles of Organisation Design <ul style="list-style-type: none"><li>• Specialisation</li><li>• Coordination</li><li>• Knowledge and competence</li><li>• Control and commitment</li><li>• Innovation and adoption</li></ul> c. Describe the new approaches of Organisation Design <ul style="list-style-type: none"><li>• Functional Organisational Design</li><li>• Product-Based Organisational Design</li><li>• Geography-Based Organisational Design</li><li>• Matrix Organisation</li></ul> Exercise (5 minutes) – Summarising
<b>Closure</b>	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.  2. Suggested Reading: <a href="https://www.aihr.com/blog/organizational-design/">https://www.aihr.com/blog/organizational-design/</a> <a href="https://www.cliffsnotes.com/study-guides/principles-of-management/organizational-design-and-structure/five-approaches-to-organizational-design">https://www.cliffsnotes.com/study-guides/principles-of-management/organizational-design-and-structure/five-approaches-to-organizational-design</a>



	<p>3. Homework Write down the merits and demerits of all the organizational designs discussed in the class.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions</p> <p><b>What is organizational design primarily concerned with?</b></p> <ul style="list-style-type: none"><li>a) Determining employee salaries</li><li><b>b) Structuring the organization to achieve its goals</b></li><li>c) Developing marketing strategies</li><li>d) Managing financial resources</li></ul> <p><b>Which of the following is a key component of organizational design?</b></p> <ul style="list-style-type: none"><li><b>a) Work specialization</b></li><li>b) Employee benefits</li><li>c) Marketing tactics</li><li>d) Financial analysis</li></ul> <p><b>In the context of organizational design, what does departmentalization refer to?</b></p> <ul style="list-style-type: none"><li>a) The process of hiring new employees</li><li><b>b) The division of an organization into different departments</b></li><li>c) The allocation of resources to different projects</li><li>d) The creation of company policies</li></ul> <p>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 18	<b>Course Name: Principles of Management</b> <b>Topic: Downsizing</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of downsizing b. Discuss the reasons for downsizing c. Describe the advantages of downsizing d. Articulate the consequences of downsizing e. Identify the alternatives of downsizing f. Interpret the types of downsizing
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you understand by downsizing?</li><li>- Talk about the concept of downsizing.</li></ul></li> <li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the Meaning of downsizing</li><li>b. Discuss the reasons of downsizing<ul style="list-style-type: none"><li>• Excess staff</li><li>• Technical advancement</li><li>• Outsourcing</li><li>• Decreasing demand</li><li>• Business relocation</li><li>• Recession</li><li>• Industry decline</li><li>• Merger</li></ul></li><li>c. Describe the advantages of downsizing<ul style="list-style-type: none"><li>• Reduce cost</li><li>• Streamlining Hierarchy</li><li>• Avoid Duplications</li><li>• Eliminate Competition</li><li>• Sail through economic crisis</li></ul></li><li>d. Articulate the consequences of downsizing<ul style="list-style-type: none"><li>• It leaves the downsized employee unemployed.</li><li>• The remaining employees suffer job insecurity.</li></ul></li></ol></li></ol>



	<ul style="list-style-type: none"> <li>• It may greatly impact the organization’s skill base.</li> <li>• It leaves a negative imprint on the customer’s mind.</li> <li>• The existing employees may get overburdened by the work.</li> </ul> <p>e. Identify the alternatives of downsizing</p> <ul style="list-style-type: none"> <li>• Temporary Layoff</li> <li>• Freeze Salaries</li> <li>• Cut rewards and bonuses</li> <li>• Eliminate some Perquisites</li> <li>• Stop hiring</li> <li>• Offer VRS</li> <li>• Transfer</li> <li>• Postpone business trips</li> </ul> <p>f. Interpret the types of downsizing</p> <ul style="list-style-type: none"> <li>• Retrenchment</li> <li>• Downscaling</li> <li>• Down Scoping</li> </ul> <p>Exercise (5 minutes) – One Minute Paper</p>
<p><b>Closure</b></p>	<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: <a href="https://theinvestorsbook.com/downsizing.html#google_vignette">https://theinvestorsbook.com/downsizing.html#google_vignette</a></li> <li>3. Homework Identify the ways that can be beneficial to avoid downsizing.</li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<p><b>Evaluation</b></p>	<ol style="list-style-type: none"> <li>1. Reflective Questions</li> </ol> <p><b>What is the primary purpose of downsizing in an organization?</b></p> <ol style="list-style-type: none"> <li>a) To increase employee morale</li> <li><b>b) To reduce costs and improve efficiency</b></li> <li>c) To expand the workforce</li> <li>d) To enhance customer satisfaction</li> </ol> <p><b>Which of the following is a common outcome of downsizing?</b></p> <ol style="list-style-type: none"> <li>a) Increased job security for remaining employees</li> <li>b) Higher levels of employee engagement</li> <li><b>c) Layoffs and job terminations</b></li> <li>d) Expansion of business operations</li> </ol>



**The Worker Adjustment and Retraining Notification (WARN) Act requires employers to provide how many days' notice before a mass layoff?**

- a) 30 days
- b) 60 days**
- c) 90 days
- d) 120 days

**Which of the following is NOT typically a reason for downsizing?**

- a) Economic downturn
- b) Mergers and acquisitions
- c) Increased market share**
- d) Technological changes

2. Conduct Discussion.

Spend 5 minutes to evaluate student assimilation of the lesson contents



<b>Lesson Plan No.</b> 19	<b>Course Name: Principles of Management</b> <b>Topic: Span of Management, Authority Relationships</b>	<b>Course No.:</b> BBALLB-102
------------------------------	---	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of Span of Management b. Discuss the types of Span of Management c. Describe the advantages of Span of Management Types d. Articulate the importance of Span of Management e. Identify the factors affecting Span of Management f. Understand the concept of Authority g. Interpret Authority Relationships
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you understand by Span of Management? What do you mean by Authority?</li><li>- Talk about the concept of Span of Management.</li><li>- Introduce the concept of Authority.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the Meaning of Span of Management</li><li>b. Discuss the types of Span of Management<ul style="list-style-type: none"><li>• Wide Span of Management</li><li>• Narrow Span of Management</li></ul></li><li>c. Describe the advantages and disadvantages of Span of Management Types</li><li>d. Articulate the importance of Span of Management<ul style="list-style-type: none"><li>• Discipline</li><li>• Motivation</li><li>• Timely Decision Making</li><li>• Effective Control</li><li>• Communication</li></ul></li><li>e. Identify the factors affecting Span of Management<ul style="list-style-type: none"><li>• Adequate supervision</li><li>• Nature and Complexity</li><li>• Organizational Planning</li><li>• Degree of Centralization</li></ul></li></ol></li></ol>



	<ul style="list-style-type: none"><li>• Geographic Proximity</li><li>• Stability</li><li>• Effective Communication</li><li>• Qualification of Manager</li><li>• Delegation of Authority</li><li>• Management Levels</li></ul> <p>f. Understand the concept of Authority g. Interpret the Authority Relationships</p> <ul style="list-style-type: none"><li>• Authority and Power</li><li>• Authority, Responsibility and Accountability</li></ul> <p>Exercise (5 minutes) – Think-Pair-Share</p>
<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: Principles of Management by Tripathi &amp; Reddy. (Ch-7,8) <a href="https://theinvestorsbook.com/span-of-control-in-management.html">https://theinvestorsbook.com/span-of-control-in-management.html</a></li><li>3. Homework Identify the differences between narrow and wide span of management.</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</li></ol> <p><b>What does the term "span of control" refer to?</b></p> <ul style="list-style-type: none"><li>A) Number of managers</li><li>B) Length of term for which a manager is appointed</li><li><b>C) Number of subordinates under a superior</b></li><li>D) Number of members in top management</li></ul> <p><b>According to the Contingency Approach, which of the following factors affects the Span of Management?</b></p> <ul style="list-style-type: none"><li>A) Type of work</li><li>B) Ability of the manager</li><li>C) Ability of the employees</li><li><b>D) All of the above</b></li></ul> <p><b>What is the effect of a wide span of control?</b></p> <ul style="list-style-type: none"><li>A) More layers in management hierarchy</li><li><b>B) Subordinates are more independent</b></li><li>C) Increased managerial oversight</li><li>D) Higher operational costs</li></ul>



	<p><b>Who introduced the formula for determining the optimum span of control?</b></p> <ul style="list-style-type: none"><li>A) Henri Fayol</li><li>B) Max Weber</li><li><b>C) V. A. Graicunas</b></li><li>D) Peter Drucker</li></ul> <p>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
--	--



<b>Lesson Plan No.</b> 20	<b>Course Name: Principles of Management</b> <b>Topic: Delegation and Decentralization</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Understand the concept of Delegation b. Discuss the advantages of Delegation c. Identify the barriers to Delegation d. Describe the guidelines for effective Delegation e. Understand the concept of Decentralization f. Articulate the importance of Decentralization g. Identify the advantages and disadvantages of Decentralization h. Explain the guidelines for effective Decentralization
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you understand by Delegation? What do you mean by Decentralization?</li><li>- Talk about the concept of Delegation.</li><li>- Introduce the concept of Decentralization.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the Meaning of Delegation</li><li>b. Discuss the advantages of Delegation<ul style="list-style-type: none"><li>• It relieves the manager of his heavy workload</li><li>• It leads better decisions</li><li>• It speeds up decision-making</li><li>• It helps to train subordinates and builds morale</li><li>• It servers as compensation to those employees who face the prospect of limited advancement</li><li>• It helps to create a formal organization structure</li></ul></li><li>c. Identify the barriers of Delegation<ul style="list-style-type: none"><li>• Fear of loss of power</li><li>• The “I can do it better myself” fallacy</li><li>• Lack of confidence in subordinates</li><li>• Fear of being exposed</li><li>• Difficulty in briefing</li><li>• Inability to establish and exercise power</li></ul></li><li>d. Describe the guidelines for effective Delegation</li></ol></li></ol>



	<ul style="list-style-type: none"> <li>• Clarify the nature and scope of the task</li> <li>• Assign authority proportionate to the task</li> <li>• Give clarity regarding limits of authority</li> <li>• Provide some positive incentives to subordinate for accepting responsibility</li> <li>• Train the subordinate properly</li> <li>• Create a climate of mutual trust and goodwill</li> <li>• Do not make the subordinate accountable to more than one superior.</li> <li>• Avoid overlaps or splits in delegation</li> </ul> <p>e. Understand the concept of Decentralization</p> <p>f. Articulate the importance of Decentralization</p> <ul style="list-style-type: none"> <li>• Rapid decision making</li> <li>• Administrative development</li> <li>• Development of executive skills</li> <li>• Promotes growth</li> <li>• Higher control</li> </ul> <p>g. Identify the advantages and disadvantages of Decentralization</p> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> <li>• Reduces problem of communication and red tape</li> <li>• Permits quicker and better decision-making</li> <li>• Leads to a competitive climate within the organization</li> <li>• Ensures the development of employees</li> <li>• Facilitates diversification of products, activities and markets</li> <li>• Recognizes and actually capitalizes on the importance of the human elements</li> </ul> <p><u>Disadvantages:</u></p> <ul style="list-style-type: none"> <li>• Uniform policies not Followed</li> <li>• Problem of Co-Ordination</li> </ul> <p>h. Explain the guidelines for effective Decentralization</p> <ul style="list-style-type: none"> <li>• Establishing appropriate centralization</li> <li>• Developing managers</li> <li>• Providing for communication and co-ordination</li> <li>• Establishing adequate controls</li> <li>• Providing appropriate dispersion</li> </ul> <p>Exercise (5 minutes) – Quiz</p>
<p><b>Closure</b></p>	<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: Essentials of Management by Koontz &amp; Weihrich (Ch-9)  <a href="https://byjus.com/commerce/what-is-decentralisation/">https://byjus.com/commerce/what-is-decentralisation/</a>  <a href="https://www.vedantu.com/commerce/decentralisation">https://www.vedantu.com/commerce/decentralisation</a> </li> </ol>



	<p><a href="https://www.yourarticlelibrary.com/management/5-steps-for-accomplishing-effective-decentralization-in-an-enterprise/25702">https://www.yourarticlelibrary.com/management/5-steps-for-accomplishing-effective-decentralization-in-an-enterprise/25702</a></p> <p>3. Homework “Delegation enhances the efficiency and effectiveness of the organisation”. Why/why not? Give reasons.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions</p> <p><b>Which of the following is a key element of delegation?</b></p> <p>A) Authority B) Responsibility C) Accountability <b>D) All of the above</b></p> <p><b>In the context of delegation, what does accountability refer to?</b></p> <p>A) The right to make decisions B) The obligation to perform a task <b>C) The answerability for the final outcome</b> D) The ability to delegate tasks</p> <p><b>Which of the following is a primary advantage of decentralization?</b></p> <p>A) Slower decision-making process <b>B) Increased employee motivation and engagement</b> C) Greater control by top management D) Reduced operational costs</p> <p><b>In a decentralized organization, who is most likely to make decisions?</b></p> <p>A) Only top management <b>B) Middle and lower-level managers</b> C) External consultants D) All employees equally</p> <p>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 21	<b>Course Name: Principles of Management</b> <b>Topic: Human Resource Management</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Describe the concept of Human Resource Management b. Discuss the nature of Human Resource Management c. Explain the scope of Human Resource Management d. Articulate the objectives of Human Resource Management e. Interpret the functions of Human Resource Management
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. YouTube Video ( <a href="https://www.youtube.com/watch?v=Ipg0H9uLHPw">https://www.youtube.com/watch?v=Ipg0H9uLHPw</a> <a href="https://www.youtube.com/watch?v=zqcXlpMa3wI">https://www.youtube.com/watch?v=zqcXlpMa3wI</a> )
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you understand by Human Resource Management? What can be the functions of Human Resource Management? - Talk about Human Resource Management. - Talk about the concept of Staffing.  2. <b>Development</b> (30 minutes) a. Explain the Meaning of Human Resource Management b. Discuss the nature of Human Resource Management <ul style="list-style-type: none"><li>• Pervasive force</li><li>• Action oriented</li><li>• Individually oriented</li><li>• People oriented</li><li>• Future oriented</li><li>• Development oriented</li><li>• Integrating mechanism</li><li>• Comprehensive function</li><li>• Auxiliary services</li><li>• Inter-disciplinary function</li><li>• Continuous function</li></ul> c. Explain the scope of Human Resource Management <ul style="list-style-type: none"><li>• HR Planning</li><li>• Hiring</li><li>• Training &amp; Development</li><li>• Reward &amp; recognition</li></ul>



	<ul style="list-style-type: none"><li>• Payroll Management</li><li>• Legal Procedures</li><li>• Grievance Handling</li><li>• Industrial Relations</li></ul> <p>d. Articulate the objectives of Human Resource Management</p> <ul style="list-style-type: none"><li>• To help the organization reach its goals</li><li>• To employ the skills and abilities of the workforce efficiently</li><li>• To provide the organization with well-trained and well-motivated employees</li><li>• To increase to the fullest the employee's job satisfaction and self-actualization</li><li>• To develop and maintain a quality of work life</li><li>• To communicate HR policies to all employees</li><li>• To be ethically and socially responsive to the needs of society</li></ul> <p>e. Interpret the functions of Human Resource Management</p> <ul style="list-style-type: none"><li>• Managerial Functions</li><li>• Operative Functions</li></ul> <p>Exercise (5 minutes) – Think-Pair-Share</p>
<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: Essentials of Management by Koontz &amp; Weihrich (Ch-11) <a href="https://ebooks.inflibnet.ac.in/mgmtp01/chapter/introduction-to-hrm-meaning-definition-scope-objectives-and-functions-of-human-resource-management/">https://ebooks.inflibnet.ac.in/mgmtp01/chapter/introduction-to-hrm-meaning-definition-scope-objectives-and-functions-of-human-resource-management/</a> <a href="http://smartlearningway.blogspot.com/2015/01/normal-0-false-false-false-en-us-x-none.html">http://smartlearningway.blogspot.com/2015/01/normal-0-false-false-false-en-us-x-none.html</a> <a href="https://www.uou.ac.in/sites/default/files/slm/BHM-702T.pdf">https://www.uou.ac.in/sites/default/files/slm/BHM-702T.pdf</a></li><li>3. Homework Human Resource Management is known as comprehensive function. Explain How? Spend 5 minutes to wrap up and consolidate the learnings</li></ol>
<b>Evaluation</b>	<ol style="list-style-type: none"><li>1. Reflective Questions <b>What is the purpose of Human Resource Management? Why HRM is called a future oriented function?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 22	<b>Course Name: Principles of Management</b> <b>Topic: Selection</b>	<b>Course No.:</b> BBALLB-102
------------------------------	---	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Describe the concept of Selection b. Discuss the importance of Selection c. Explain the process of selection
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Poll
<b>Teaching Development</b>	<p>1. <b>Introduction</b> (05 minutes)</p> <ul style="list-style-type: none"><li>- Ask questions What do you understand by selection? Why selection is significant for an organisation?</li><li>- Talk about selection and its significance.</li></ul> <p>2. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"><li>a. Describe the concept of selection</li><li>b. Discuss the importance of selection<ul style="list-style-type: none"><li>• Good Talent</li><li>• Better Efficiency</li><li>• Reduced Cost of Training and Development</li><li>• Reduced Turnover</li><li>• Job Motivation</li><li>• Other Benefits</li></ul></li><li>c. Explain the process of selection<ul style="list-style-type: none"><li>• Reception</li><li>• Screening Interview</li><li>• Application Bank</li><li>• Weighted Application Blanks</li><li>• Selection Testing</li><li>• Selection Interview</li><li>• Medical Examination</li><li>• Reference Check</li><li>• Hiring Decision</li></ul></li></ul> <p>Exercise (5 minutes) – Conduct Poll</p>



<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: Essentials of Management by Koontz &amp; Weihrich (Ch-11) <a href="https://www.brainkart.com/article/Importance-of-Employee-Selection-process_40789/">https://www.brainkart.com/article/Importance-of-Employee-Selection-process_40789/</a> <a href="https://www.iedunote.com/selection-process">https://www.iedunote.com/selection-process</a></li><li>3. Homework “Appropriate selection reduces cost of training and development”. Explain in your words.</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 <b>What are the different types of interviews?</b> <b>Is medical examination important for every job? Why?</b> <b>How much selecting an appropriate employee is significant for and organization?</b></li><li>2. Conduct Discussion.</li></ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 23	<b>Course Name: Principles of Management</b> <b>Topic: Performance Appraisal</b>	<b>Course No.:</b> BBALLB-102
------------------------------	---	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ul style="list-style-type: none"> <li>a. Describe the concept of Performance Appraisal</li> <li>b. Discuss the Objectives of Performance Appraisal</li> <li>c. Interpret the importance of Performance Appraisal</li> <li>d. Identify the effective criteria for Performance Appraisal</li> <li>e. Articulate the process of Performance Appraisal</li> <li>f. Explain the methods of Performance Appraisal</li> </ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"> <li>a. Power Point Presentation</li> <li>b. YouTube Video  <a href="https://www.youtube.com/watch?v=vf-rlHaeLAA">https://www.youtube.com/watch?v=vf-rlHaeLAA</a>  <a href="https://www.youtube.com/watch?v=EnR8Zash-fU">https://www.youtube.com/watch?v=EnR8Zash-fU</a>  <a href="https://www.youtube.com/watch?v=Wkx4mvfsujo">https://www.youtube.com/watch?v=Wkx4mvfsujo</a> </li> </ul>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes) <ul style="list-style-type: none"> <li>- Ask questions What do you understand by performance appraisal? Why measuring performance is important?</li> <li>- Talk about performance appraisal.</li> <li>- List down the importance of performance appraisal.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes) <ol style="list-style-type: none"> <li>a. Describe the concept of performance appraisal</li> <li>b. Discuss the objectives of performance appraisal <ul style="list-style-type: none"> <li>• Employee Promotion</li> <li>• Employee Needs</li> <li>• Employee Conformation</li> <li>• Making Decision about Compensation Enhancement</li> <li>• Improving Communication</li> <li>• Scope of Improvement</li> </ul> </li> <li>c. Interpret the importance of performance appraisal <ul style="list-style-type: none"> <li>• Identify areas for improvement</li> <li>• Recognize top performers</li> <li>• Improve overall productivity</li> <li>• Improves communication</li> <li>• Development and growth</li> <li>• Improves job performance</li> <li>• Objective decision-making</li> </ul> </li> </ol> </li> </ol>



	<p>d. Identify the effective criteria for performance appraisal</p> <ul style="list-style-type: none"><li>• Quality of work</li><li>• Quantity of work</li><li>• Job knowledge</li><li>• Skills</li><li>• Attendance and punctuality</li><li>• Teamwork and collaboration</li><li>• Customer service</li><li>• Initiative</li><li>• Adaptability</li><li>• Timeliness</li><li>• Problem-solving and decision-making</li><li>• Communication skills</li><li>• Leadership</li><li>• Work progress</li><li>• Organization</li></ul> <p>e. Articulate the process of performance appraisal</p> <ul style="list-style-type: none"><li>• Identify performance standards</li><li>• Communicate performance standards</li><li>• Measure individual performance</li><li>• Compare employee performance to standards</li><li>• Rank assessed performance</li><li>• Discuss results with employees</li></ul> <p>f. Explain the methods of performance appraisal</p> <ul style="list-style-type: none"><li>• Ranking Method</li><li>• Rating-Scale Method</li><li>• Checklist Method</li><li>• Forced-choice Method</li><li>• Field Review</li><li>• Critical Incident Technique</li><li>• Confidential Report</li><li>• Essay Appraisal</li><li>• Self Evaluation</li><li>• 360 Degree</li><li>• Behaviorally Anchored rating Scale</li></ul> <p>Exercise (5 minutes) – Summarising</p>
<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: Essentials of Management by Koontz &amp; Weihrich (Ch-12) <a href="https://inkforall.com/hey-ink-tool/write-performance-review/performance-review-criteria/">https://inkforall.com/hey-ink-tool/write-performance-review/performance-review-criteria/</a></li></ol>



	<p><a href="https://www.hrhelpboard.com/performance-management/performance-appraisal-its-purpose.html">https://www.hrhelpboard.com/performance-management/performance-appraisal-its-purpose.html</a> <a href="https://www.questionpro.com/blog/performance-appraisal/">https://www.questionpro.com/blog/performance-appraisal/</a></p> <p>3. Homework Write a note on the evaluation of your performance for the previous month by using Self-Evaluation method of performance appraisal.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions</p> <p><b>What are the different methods used for performance appraisal? What do you know about 360-degree evaluation? How performance appraisal of employees is beneficial for employees and employer?</b></p> <p>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 24	<b>Course Name: Principles of Management</b> <b>Topic: Performance Appraisal Contd.....</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ul style="list-style-type: none"> <li>a. Describe the concept of Performance Appraisal</li> <li>b. Discuss the Objectives of Performance Appraisal</li> <li>c. Interpret the importance of Performance Appraisal</li> <li>d. Identify the effective criteria for Performance Appraisal</li> <li>e. Articulate the process of Performance Appraisal</li> <li>f. Explain the methods of Performance Appraisal</li> </ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"> <li>a. Power Point Presentation</li> <li>b. YouTube Video  <a href="https://www.youtube.com/watch?v=vf-rlHaeLAA">https://www.youtube.com/watch?v=vf-rlHaeLAA</a>  <a href="https://www.youtube.com/watch?v=EnR8Zash-fU">https://www.youtube.com/watch?v=EnR8Zash-fU</a>  <a href="https://www.youtube.com/watch?v=Wkx4mvfsujo">https://www.youtube.com/watch?v=Wkx4mvfsujo</a> </li> </ul>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes) <ul style="list-style-type: none"> <li>- Ask questions What do you understand by performance appraisal? Why measuring performance is important?</li> <li>- Talk about performance appraisal.</li> <li>- List down the importance of performance appraisal.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes) <ul style="list-style-type: none"> <li>a. Describe the concept of performance appraisal</li> <li>b. Discuss the objectives of performance appraisal <ul style="list-style-type: none"> <li>• Employee Promotion</li> <li>• Employee Needs</li> <li>• Employee Conformation</li> <li>• Making Decision about Compensation Enhancement</li> <li>• Improving Communication</li> <li>• Scope of Improvement</li> </ul> </li> <li>c. Interpret the importance of performance appraisal <ul style="list-style-type: none"> <li>• Identify areas for improvement</li> <li>• Recognize top performers</li> <li>• Improve overall productivity</li> <li>• Improves communication</li> <li>• Development and growth</li> <li>• Improves job performance</li> <li>• Objective decision-making</li> </ul> </li> </ul> </li> </ol>



	<p>d. Identify the effective criteria for performance appraisal</p> <ul style="list-style-type: none"><li>• Quality of work</li><li>• Quantity of work</li><li>• Job knowledge</li><li>• Skills</li><li>• Attendance and punctuality</li><li>• Teamwork and collaboration</li><li>• Customer service</li><li>• Initiative</li><li>• Adaptability</li><li>• Timeliness</li><li>• Problem-solving and decision-making</li><li>• Communication skills</li><li>• Leadership</li><li>• Work progress</li><li>• Organization</li></ul> <p>e. Articulate the process of performance appraisal</p> <ul style="list-style-type: none"><li>• Identify performance standards</li><li>• Communicate performance standards</li><li>• Measure individual performance</li><li>• Compare employee performance to standards</li><li>• Rank assessed performance</li><li>• Discuss results with employees</li></ul> <p>f. Explain the methods of performance appraisal</p> <ul style="list-style-type: none"><li>• Ranking Method</li><li>• Rating-Scale Method</li><li>• Checklist Method</li><li>• Forced-choice Method</li><li>• Field Review</li><li>• Critical Incident Technique</li><li>• Confidential Report</li><li>• Essay Appraisal</li><li>• Self Evaluation</li><li>• 360 Degree</li><li>• Behaviorally Anchored rating Scale</li></ul> <p>Exercise (5 minutes) – Summarising</p>
<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: Essentials of Management by Koontz &amp; Weihrich (Ch-12) <a href="https://inkforall.com/hey-ink-tool/write-performance-review/performance-review-criteria/">https://inkforall.com/hey-ink-tool/write-performance-review/performance-review-criteria/</a></li></ol>



	<p><a href="https://www.hrhelpboard.com/performance-management/performance-appraisal-its-purpose.html">https://www.hrhelpboard.com/performance-management/performance-appraisal-its-purpose.html</a> <a href="https://www.questionpro.com/blog/performance-appraisal/">https://www.questionpro.com/blog/performance-appraisal/</a></p> <p>3. Homework Write a note on the evaluation of your performance for the previous month by using Self-Evaluation method of performance appraisal.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions</p> <p><b>What are the different methods used for performance appraisal? What do you know about 360-degree evaluation? How performance appraisal of employees is beneficial for employees and employer?</b></p> <p>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 25	<b>Course Name: Principles of Management</b> <b>Topic: Motivation</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Describe the concept of Employee Motivation b. Explain the types of Employee Motivation c. Discuss the nature of Employee Motivation d. Infer the importance of Employee Motivation e. Interpret the ways to motivate employees f. Identify the motivation patterns in Indian Organisations g. Elaborate the theories of Motivation
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you understand by Employee Motivation? How organizations can motivate the employees?</li><li>- Talk about Employee Motivation.</li><li>- List the different ways used by employers to motivate employees.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Describe the concept of Employee Motivation</li><li>b. Explain the types of Employee Motivation<ul style="list-style-type: none"><li>• Intrinsic Motivation</li><li>• Extrinsic Motivation</li></ul></li><li>c. Discuss the nature of Employee Motivation<ul style="list-style-type: none"><li>• Motivation is an inner feeling which energizes a person to work more.</li><li>• The emotions or desires of a person prompt him for doing a particular work.</li><li>• There are unsatisfied needs of a person which disturb his equilibrium.</li><li>• person moves to fulfill his unsatisfied needs by conditioning his energies.</li><li>• There are dormant energies in a person which are activated by channelizing them into actions.</li></ul></li><li>d. Infer the importance of Employee Motivation<ul style="list-style-type: none"><li>• Drives Profitable Operation</li><li>• Overcomes Resistance to Change</li></ul></li></ol></li></ol>



	<ul style="list-style-type: none"><li>• Maximizes Human Resources</li><li>• Enhances Employee Satisfaction</li><li>• Reduces Disputes and Strikes</li><li>• Ensures Workforce Stability</li></ul> <p>e. Interpret the ways to motivate employees</p> <ul style="list-style-type: none"><li>• Employee Satisfaction Survey</li><li>• Employee Motivation Survey</li><li>• Recognition</li><li>• Focus on intrinsic rewards</li><li>• Autonomy</li><li>• Create an amazing work environment</li><li>• Be a visionary</li><li>• Caree pathing</li><li>• Provide flexibility</li><li>• Act on their ideas and suggestions</li></ul> <p>f. Elaborate the theories of Motivation</p> <p>g. Identify the motivation patterns used in Indian Organisations</p> <ul style="list-style-type: none"><li>• Aligning with larger goals</li><li>• Creating history</li><li>• Meeting a deadline</li><li>• Being able to speak</li><li>• Wanting to be the best</li><li>• Having clear expectations</li><li>• Receiving recognition</li><li>• Helping others</li><li>• Gaining power or fame</li><li>• Fulfilling their passion</li><li>• Overcoming opposition</li><li>• Being in control</li><li>• Proving others wrong</li><li>• Creating change</li><li>• Feeling they belong</li><li>• Developing in their career</li></ul> <p>Exercise (5 minutes) – Summarizing</p>
<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: Essentials of Management by Koontz &amp; Weihrich (Ch-14, 15) <a href="https://www.questionpro.com/blog/employee-motivation/">https://www.questionpro.com/blog/employee-motivation/</a></li><li>3. Homework Prepare a list of all the motivation and hygiene factors that can</li></ol>



	<p>influence your performance.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions</p> <p><b>Which are the different ways used by employers to motivate employees?</b></p> <p><b>Why employee motivation is essential for employer?</b></p> <p><b>What are the motivation and hygiene factors that need to be taken care by employers?</b></p> <p>2. Conduct Discussion.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 26	<b>Course Name: Principles of Management</b> <b>Topic: Motivation Contd.....</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ul style="list-style-type: none"> <li>a. Describe the concept of Employee Motivation</li> <li>b. Explain the types of Employee Motivation</li> <li>c. Discuss the nature of Employee Motivation</li> <li>d. Infer the importance of Employee Motivation</li> <li>e. Interpret the ways to motivate employees</li> <li>f. Identify the motivation patterns in Indian Organisations</li> <li>g. Elaborate the theories of Motivation</li> </ul>
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<p>1. <b>Introduction</b> (05 minutes)</p> <ul style="list-style-type: none"> <li>- Ask questions What do you understand by Employee Motivation? How organizations can motivate the employees?</li> <li>- Talk about Employee Motivation.</li> <li>- List the different ways used by employers to motivate employees.</li> </ul> <p>2. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>a. Describe the concept of Employee Motivation</li> <li>b. Explain the types of Employee Motivation <ul style="list-style-type: none"> <li>• Intrinsic Motivation</li> <li>• Extrinsic Motivation</li> </ul> </li> <li>c. Discuss the nature of Employee Motivation <ul style="list-style-type: none"> <li>• Motivation is an inner feeling which energizes a person to work more.</li> <li>• The emotions or desires of a person prompt him for doing a particular work.</li> <li>• There are unsatisfied needs of a person which disturb his equilibrium.</li> <li>• person moves to fulfill his unsatisfied needs by conditioning his energies.</li> <li>• There are dormant energies in a person which are activated by channelizing them into actions.</li> </ul> </li> <li>d. Infer the importance of Employee Motivation <ul style="list-style-type: none"> <li>• Drives Profitable Operation</li> <li>• Overcomes Resistance to Change</li> </ul> </li> </ul>



	<ul style="list-style-type: none"><li>• Maximizes Human Resources</li><li>• Enhances Employee Satisfaction</li><li>• Reduces Disputes and Strikes</li><li>• Ensures Workforce Stability</li></ul> <p>e. Interpret the ways to motivate employees</p> <ul style="list-style-type: none"><li>• Employee Satisfaction Survey</li><li>• Employee Motivation Survey</li><li>• Recognition</li><li>• Focus on intrinsic rewards</li><li>• Autonomy</li><li>• Create an amazing work environment</li><li>• Be a visionary</li><li>• Caree pathing</li><li>• Provide flexibility</li><li>• Act on their ideas and suggestions</li></ul> <p>f. Elaborate the theories of Motivation</p> <p>g. Identify the motivation patterns used in Indian Organisations</p> <ul style="list-style-type: none"><li>• Aligning with larger goals</li><li>• Creating history</li><li>• Meeting a deadline</li><li>• Being able to speak</li><li>• Wanting to be the best</li><li>• Having clear expectations</li><li>• Receiving recognition</li><li>• Helping others</li><li>• Gaining power or fame</li><li>• Fulfilling their passion</li><li>• Overcoming opposition</li><li>• Being in control</li><li>• Proving others wrong</li><li>• Creating change</li><li>• Feeling they belong</li><li>• Developing in their career</li></ul> <p>Exercise (5 minutes) – Summarizing</p>
<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: Essentials of Management by Koontz &amp; Weihrich (Ch-14, 15) <a href="https://www.questionpro.com/blog/employee-motivation/">https://www.questionpro.com/blog/employee-motivation/</a></li><li>3. Homework Prepare a list of all the motivation and hygiene factors that can</li></ol>



	<p>influence your performance.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions</p> <p><b>Which are the different ways used by employers to motivate employees?</b></p> <p><b>Why employee motivation is essential for employer?</b></p> <p><b>What are the motivation and hygiene factors that need to be taken care by employers?</b></p> <p>2. Conduct Discussion.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 27	<b>Course Name: Principles of Management</b> <b>Topic: Leadership</b>	<b>Course No.:</b> BBALLB-102
------------------------------	--	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Describe the concept of leadership b. Explain the features of leadership c. Discuss the importance of leadership d. Infer the different leadership styles e. Interpret the qualities of a good leader f. Elaborate the theories of leadership
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you understand by leadership? Who can be the leader? Is leadership and management different and how?</li><li>- Talk about leader and leadership.</li><li>- Provide an over view of differences between leadership and management.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Describe the concept of leadership</li><li>b. Explain the features of leadership<ul style="list-style-type: none"><li>• There must be Followers</li><li>• Working Relationship between Leader and Followers</li><li>• Personal Quality</li><li>• Reciprocal Relationship</li><li>• Community of Interests</li><li>• Guidance</li><li>• Related to a Particular Situation</li><li>• Shared Function</li><li>• Power Relationship</li></ul></li><li>c. Discuss the importance of leadership<ul style="list-style-type: none"><li>• Leaders Provide Task Support</li><li>• Psychological Support</li><li>• Development of Individuals</li><li>• Building the Team Spirit</li><li>• Motivation</li></ul></li></ol></li></ol>



	<ul style="list-style-type: none"><li>• Provides Feedback</li><li>• Helps in Introducing Change</li><li>• Maintain Discipline</li><li>• Affirming Ethical Values</li><li>• Empowering Others</li><li>• Reviewing the Norms</li><li>• Setting the Ethical Example</li></ul> <p>d. Infer the different leadership styles</p> <ul style="list-style-type: none"><li>• Democratic Leadership</li><li>• Autocratic Leadership</li><li>• Laissez-Faire Leadership</li><li>• Strategic Leadership</li><li>• Transformational Leadership</li><li>• Transactional Leadership</li><li>• Coaching Leadership</li><li>• Bureaucratic Leadership</li><li>• Visionary Leadership</li><li>• Pacesetting Leadership</li><li>• Situational Leadership</li></ul> <p>e. Interpret the qualities of a good leader</p> <ul style="list-style-type: none"><li>• Honesty</li><li>• Inspiration</li><li>• Communication skill</li><li>• Vision</li><li>• Never give-up spirit</li><li>• Intuitive</li><li>• Empathy</li><li>• Intelligence</li><li>• Open mindedness</li><li>• Patient</li><li>• Flexible</li></ul> <p>f. Elaborate the theories of leadership</p> <ul style="list-style-type: none"><li>• The Transactional Theory or Management Theory</li><li>• Theory of Transformation</li><li>• The Theory of Contingencies</li><li>• The Theory of Situations</li><li>• The Great Man Theory</li><li>• The Trait Theory</li><li>• Behaviorist Theory</li><li>• Behavioral Theory</li><li>• Functional Theory</li><li>• Integrated Psychological Theory</li></ul> <p>Exercise (5 minutes) – One Minute Paper</p>
--	--



<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: Essentials of Management by Koontz &amp; Weihrich (Ch-16) <a href="https://blog.hubspot.com/marketing/leadership-styles">https://blog.hubspot.com/marketing/leadership-styles</a> <a href="https://www.simplilearn.com/top-leadership-theories-every-manager-should-know-article">https://www.simplilearn.com/top-leadership-theories-every-manager-should-know-article</a> <a href="https://www.economicdiscussion.net/management/leadership/what-is-leadership/32116#google_vignette">https://www.economicdiscussion.net/management/leadership/what-is-leadership/32116#google_vignette</a> <a href="https://emeritus.org/in/learn/what-is-leadership/">https://emeritus.org/in/learn/what-is-leadership/</a></li><li>3. Homework Leaders can make the organisation a success story or ruin it. How? Explain.</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 <b>Which leadership style emphasizes on task performance?</b> <b>How appropriate leadership helps in achievement of organisational goals?</b> <b>Why leaders are different from managers?</b></li><li>2. Conduct Discussion.</li></ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 28	<b>Course Name: Principles of Management</b> <b>Topic: Leadership Contd....</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Describe the concept of leadership b. Explain the features of leadership c. Discuss the importance of leadership d. Infer the different leadership styles e. Interpret the qualities of a good leader f. Elaborate the theories of leadership
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you understand by leadership? Who can be the leader? Is leadership and management different and how?</li><li>- Talk about leader and leadership.</li><li>- Provide an over view of differences between leadership and management.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Describe the concept of leadership</li><li>b. Explain the features of leadership<ul style="list-style-type: none"><li>• There must be Followers</li><li>• Working Relationship between Leader and Followers</li><li>• Personal Quality</li><li>• Reciprocal Relationship</li><li>• Community of Interests</li><li>• Guidance</li><li>• Related to a Particular Situation</li><li>• Shared Function</li><li>• Power Relationship</li></ul></li><li>c. Discuss the importance of leadership<ul style="list-style-type: none"><li>• Leaders Provide Task Support</li><li>• Psychological Support</li><li>• Development of Individuals</li><li>• Building the Team Spirit</li><li>• Motivation</li></ul></li></ol></li></ol>



	<ul style="list-style-type: none"><li>• Provides Feedback</li><li>• Helps in Introducing Change</li><li>• Maintain Discipline</li><li>• Affirming Ethical Values</li><li>• Empowering Others</li><li>• Reviewing the Norms</li><li>• Setting the Ethical Example</li></ul> <p>d. Infer the different leadership styles</p> <ul style="list-style-type: none"><li>• Democratic Leadership</li><li>• Autocratic Leadership</li><li>• Laissez-Faire Leadership</li><li>• Strategic Leadership</li><li>• Transformational Leadership</li><li>• Transactional Leadership</li><li>• Coaching Leadership</li><li>• Bureaucratic Leadership</li><li>• Visionary Leadership</li><li>• Pacesetting Leadership</li><li>• Situational Leadership</li></ul> <p>e. Interpret the qualities of a good leader</p> <ul style="list-style-type: none"><li>• Honesty</li><li>• Inspiration</li><li>• Communication skill</li><li>• Vision</li><li>• Never give-up spirit</li><li>• Intuitive</li><li>• Empathy</li><li>• Intelligence</li><li>• Open mindedness</li><li>• Patient</li><li>• Flexible</li></ul> <p>f. Elaborate the theories of leadership</p> <ul style="list-style-type: none"><li>• The Transactional Theory or Management Theory</li><li>• Theory of Transformation</li><li>• The Theory of Contingencies</li><li>• The Theory of Situations</li><li>• The Great Man Theory</li><li>• The Trait Theory</li><li>• Behaviorist Theory</li><li>• Behavioral Theory</li><li>• Functional Theory</li><li>• Integrated Psychological Theory</li></ul> <p>Exercise (5 minutes) – One Minute Paper</p>
--	--



<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: Essentials of Management by Koontz &amp; Weihrich (Ch-16) <a href="https://blog.hubspot.com/marketing/leadership-styles">https://blog.hubspot.com/marketing/leadership-styles</a> <a href="https://www.simplilearn.com/top-leadership-theories-every-manager-should-know-article">https://www.simplilearn.com/top-leadership-theories-every-manager-should-know-article</a> <a href="https://www.economicdiscussion.net/management/leadership/what-is-leadership/32116#google_vignette">https://www.economicdiscussion.net/management/leadership/what-is-leadership/32116#google_vignette</a> <a href="https://emeritus.org/in/learn/what-is-leadership/">https://emeritus.org/in/learn/what-is-leadership/</a></li><li>3. Homework Leaders can make the organisation a success story or ruin it. How? Explain.</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 <b>Which leadership style emphasizes on task performance?</b> <b>How appropriate leadership helps in achievement of organisational goals?</b> <b>Why leaders are different from managers?</b></li><li>2. Conduct Discussion.</li></ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 29	<b>Course Name: Principles of Management</b> <b>Topic: Communication</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Describe the concept of communication b. Interpret the purpose of communication c. Explain the types of communication d. Discuss the process of communication e. Identify the barriers to effective communication f. Infer the characteristics of effective communication
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Effective Communication Based Activity
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you understand by communication? What is the meaning of effective communication? - Talk about communication and effective communication.  2. <b>Development</b> (30 minutes) a. Describe the concept of communication b. Interpret the purpose to communication <ul style="list-style-type: none"><li>• Required in recruitment process</li><li>• Needed for effective orientation</li><li>• Enable employees to perform their functions effectively</li><li>• Acquaint the subordinates with the evaluation of their contribution to enterprise activity</li><li>• Teach employees about personal safety on the job</li><li>• Projecting the image of the enterprise in the society</li><li>• Helpful in decision process</li><li>• Assists in achieving coordination</li><li>• Promotes operation and industrial peace</li><li>• Increases managerial efficiency</li></ul> c. Explain the types of communication <ul style="list-style-type: none"><li>• On the basis of media</li><li>• On the basis of flow of information</li><li>• On the basis of organizational relations</li></ul> d. Discuss the process of communication <ul style="list-style-type: none"><li>• Sender</li></ul>



	<ul style="list-style-type: none"><li>• Encoding</li><li>• Message</li><li>• Decoding</li><li>• Receiver</li><li>• Feedback</li></ul> <p>e. Identify the barriers to effective communication</p> <ul style="list-style-type: none"><li>• Organizational barriers</li><li>• Physical barriers</li><li>• Psychological barriers</li><li>• Semantic barriers</li><li>• Technological barriers</li></ul> <p>f. Infer the characteristics of effective communication</p> <ul style="list-style-type: none"><li>• Clear message</li><li>• Correct message</li><li>• Complete message</li><li>• Precise message</li><li>• Reliability</li><li>• Consideration of the recipient</li><li>• Sender's courtesy</li></ul> <p>Exercise (5 minutes) – Effective Communication Based Activity</p>
<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: Principles of Management by Tripathy &amp; Reddy (Ch-16) <a href="https://www.indeed.com/career-advice/career-development/organized-communication">https://www.indeed.com/career-advice/career-development/organized-communication</a></li><li>3. Homework “Effective communication is considered as the blood of an organisation”. Justify.</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 <b>What are the different types of communication on the basis of media?</b> <b>How technological barriers can be removed?</b> <b>Why effective communication is essential in an organisation?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



# Model Institute of Engineering & Technology (Autonomous) Lesson Plan

Kot Bhalwal, Jammu



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1

श्रेष्ठ 

श्रम 

नवीनता 

Please Do Not Print Unless Necessary



<b>Lesson Plan No.</b> 30	<b>Course Name: Principles of Management</b> <b>Topic: Direction: Elements, Significance</b>	<b>Course No.:</b> BBALLB-102
------------------------------	---	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Describe the concepts of direction b. Interpret the features of direction c. Explain the elements of direction d. Discuss the significance of direction
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Examples
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you understand by the term direction? Why is it essential for an organization? - Talk about direction and its necessity in the organisational effectiveness.  2. <b>Development</b> (30 minutes) a. Describe the concepts of direction b. Interpret the features of direction <ul style="list-style-type: none"><li>• Initiates action</li><li>• All pervasive</li><li>• Continuous process</li><li>• Flows from top to down</li><li>• Deals with people</li></ul> c. Explain the elements of direction <ul style="list-style-type: none"><li>• Harmony of objectives</li><li>• Efficient Communication</li><li>• Unity of command</li><li>• Leadership</li><li>• Motivation</li><li>• Direct Supervision</li><li>• Decision Making</li><li>• Conflict Resolution</li><li>• Feedback Mechanism</li><li>• Coordination</li></ul> d. Discuss the significance of direction <ul style="list-style-type: none"><li>• Directing Initiates action</li><li>• Directing provides stability and balance in the</li></ul>



	<p>organization</p> <ul style="list-style-type: none"><li>• Directing helps to implement changes</li><li>• Directing attempts to get maximum out of individuals</li><li>• Directing leads to integrated group activity</li></ul> <p>Exercise (5 minutes) – Summarising</p>
<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: Principles of Management by P.C. Tripathy &amp; P.N. Reddy (Ch-15) <a href="https://www.geeksforgeeks.org/directing-meaning-characteristics-and-importance/">https://www.geeksforgeeks.org/directing-meaning-characteristics-and-importance/</a> <a href="https://www.toppr.com/guides/business-studies/directing/introduction-meaning-importance-and-principles-of-directing/">https://www.toppr.com/guides/business-studies/directing/introduction-meaning-importance-and-principles-of-directing/</a> <a href="https://www.adda247.com/school/directing-in-management/">https://www.adda247.com/school/directing-in-management/</a></li><li>3. Homework Write a note on the relevance of direction function of management in conflict resolution.</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 <b>How direction is beneficial for employees and employer?</b> <b>Why unity of command is must in effective direction?</b> <b>What is the role of motivation in effective direction?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 31	<b>Course Name: Principles of Management</b> <b>Topic: Direction: Principles and Methods</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Interpret the principles of direction b. Explain about “direction as a process” c. Discuss the methods of effective direction
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Poll
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions Which can be the major methods of direction? - List down the techniques of direction.  2. <b>Development</b> (30 minutes) a. Interpret the principles of direction <ul style="list-style-type: none"><li>• Maximum individual contribution</li><li>• Harmony in objectives</li><li>• Leadership</li><li>• Unity of command</li><li>• Appropriate Direction technique</li><li>• Managerial communication</li><li>• Use of informal organization</li><li>• Follow through</li></ul> b. Explain about “direction as a process” <ul style="list-style-type: none"><li>• Component of management</li><li>• Ongoing activity</li><li>• Creative process</li><li>• Linking process</li><li>• Pervasive function</li><li>• Management of the human function</li></ul> c. Discuss the methods of direction <ul style="list-style-type: none"><li>• By Giving Orders</li><li>• By Monitoring</li><li>• By following organisational rules</li><li>• By understanding subordinates behavior</li></ul> Exercise (5 minutes) – Conduct Poll



<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: Principles of Management by P.C. Tripathy &amp; P.N. Reddy (Ch-15) <a href="https://www.adda247.com/school/directing-in-management/">https://www.adda247.com/school/directing-in-management/</a> <a href="https://www.toppr.com/guides/business-studies/directing/introduction-meaning-importance-and-principles-of-directing/">https://www.toppr.com/guides/business-studies/directing/introduction-meaning-importance-and-principles-of-directing/</a></li><li>3. Homework Identify how do excessive direction reflect adverse impact on the performance and creativity of the employees?</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 <b>How feedback contributes in effective direction?</b> <b>Why direction is considered as a process?</b> <b>Which technique of direction is more suitable in large scale organisations?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 32	<b>Course Name: Principles of Management</b>  <b>Topic: Direction: Benefits, Techniques and challenges</b>	<b>Course No.:</b> BBALLB-102
------------------------------	--	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the benefits of direction b. Discuss the techniques of effective direction c. Identify the challenges in effective direction
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What are the benefits of direction? What are the challenges associated with direction?</li><li>- List down the benefits and challenges of direction.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the benefits of direction<ul style="list-style-type: none"><li>• It aligns employee efforts with the organization's objectives, driving success.</li><li>• It makes sure that human and material resources are used efficiently.</li><li>• It motivates employees, enhancing their performance and job satisfaction.</li><li>• It addresses conflicts swiftly, minimizing disruptions in the workplace.</li><li>• It fosters clear communication, reducing misunderstandings.</li><li>• It helps organizations adapt to changing circumstances and stay competitive.</li><li>• Effective directing nurtures leadership qualities within the workforce.</li><li>• It supports ongoing improvement in processes and performance.</li><li>• It promotes team unity and collaboration.</li><li>• It aids in making informed decisions for the benefit of the organization.</li></ul></li><li>b. Discuss the techniques of effective direction<ul style="list-style-type: none"><li>• Ensure instructions and expectations are communicated clearly.</li><li>• Demonstrate the desired behavior and work ethic.</li><li>• Use recognition, rewards, and career development to</li></ul></li></ol></li></ol>



	<p>motivate employees.</p> <ul style="list-style-type: none"><li>• Assign tasks based on employee skills and empower them.</li><li>• Monitor progress to maintain alignment with goals.</li><li>• Provide constructive feedback on performance regularly.</li><li>• Address conflicts promptly and impartially.</li><li>• Make well-informed decisions that benefit the team and organization.</li><li>• Foster teamwork and cooperation within the group.</li><li>• In dynamic circumstances, be adaptable and open to change.</li></ul> <p>c. Identify the challenges associated with effective direction</p> <ul style="list-style-type: none"><li>• Decreased performance level</li><li>• Hiring skilled employees</li><li>• Poor communication</li><li>• Poor teamwork</li><li>• Difficult employees</li><li>• Time management</li><li>• Performance pressure</li><li>• Skepticism</li><li>• Retaining high performers</li><li>• Firing employees</li></ul> <p>Exercise (5 minutes) – One Minute Paper</p>
<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: Principles of Management by P.C. Tripathy &amp; P.N. Reddy (Ch-15) <a href="https://in.indeed.com/career-advice/career-development/management-challenges">https://in.indeed.com/career-advice/career-development/management-challenges</a> <a href="https://www.pw.live/exams/commerce/elements-of-directing/">https://www.pw.live/exams/commerce/elements-of-directing/</a></li><li>3. Homework Explain the term “Skepticism” in your words.</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 <b>How the challenge of poor performance can be addressed?</b> <b>Why direction creates the performance pressure?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 33	<b>Course Name: Principles of Management</b> <b>Topic: Coordination: Features, Types and Requisites</b>	<b>Course No.:</b> BBALLB-102
------------------------------	--	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Describe the concept of coordination b. Explain the features of coordination c. Discuss the types of coordination d. Identify the requisites for coordination
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you mean by coordination? Why it is essential for organizational success? - Talk about coordination and talk about its requirement in organizational success.  2. <b>Development</b> (30 minutes) a. Describe the concept of coordination b. Explain the features of coordination <ul style="list-style-type: none"><li>• Coordination assimilates group efforts</li><li>• Coordination assures unity of action</li><li>• Coordination is a continuous process</li><li>• Coordination is an all-pervasive function</li><li>• Coordination is the responsibility of all managers</li><li>• Coordination is a deliberate function</li></ul> c. Discuss the types of coordination <ul style="list-style-type: none"><li>• Internal Coordination<ul style="list-style-type: none"><li>· Vertical coordination</li><li>· Horizontal coordination</li></ul></li><li>• External Coordination</li></ul> d. Identify the requisites for excellent coordination <ul style="list-style-type: none"><li>• Direct contact</li><li>• Early start</li><li>• Continuity</li><li>• Dynamism</li><li>• Clearcut objectives</li><li>• Simplified organization</li><li>• Clear definition of Authority and responsibility</li></ul>



	<ul style="list-style-type: none"><li>• Effective communication</li><li>• Effective leadership and supervision</li></ul> <p>Exercise (5 minutes) – Quiz</p>
<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: Principles of Management by P.C. Tripathy &amp; P.N. Reddy (Ch-9) <a href="https://www.toppr.com/guides/business-management-and-entrepreneurship/direction-and-coordination/types-of-coordination/">https://www.toppr.com/guides/business-management-and-entrepreneurship/direction-and-coordination/types-of-coordination/</a> <a href="https://www.geeksforgeeks.org/coordination-in-management-concept-features-importance/">https://www.geeksforgeeks.org/coordination-in-management-concept-features-importance/</a></li><li>3. Homework Identify which type of coordination is more essential for organisation success? Whether Internal Coordination or External Coordination? And why?</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 <b>Why coordination is called all-pervasive function?</b> <b>Who is responsible for coordination?</b> <b>What is the role of effective communication to ensure coordination in the organisation?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 34	<b>Course Name: Principles of Management</b> <b>Topic: Coordination: Techniques &amp; Difficulties</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Discuss the techniques of coordination b. Identify the difficulties for coordination
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What are the methods to ensure coordination in the organisation? Which are the problems associated with coordination?</li><li>- List down the techniques and difficulties of coordination.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Discuss the techniques of coordination<ul style="list-style-type: none"><li>• Rules, Procedures and policies</li><li>• Planning</li><li>• Hierarchy</li><li>• Direct Contact</li><li>• Task Force</li><li>• Committees</li><li>• Induction</li><li>• Indoctrination</li><li>• Incentives</li><li>• Liaison Departments</li><li>• Workflow</li></ul></li><li>b. Identify the difficulties to maintain coordination<ul style="list-style-type: none"><li>• Difference in orientation towards particular goals</li><li>• Difference in Time Orientation</li><li>• Differences in interpersonal orientation</li><li>• Differences in formality of structure</li></ul></li></ol><p>Exercise (5 minutes) – Think-Pair-Share</p></li></ol>
<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: Principles of Management by P.C. Tripathy &amp; P.N. Reddy (Ch-9)</li></ol>



	<p>3. Homework Write a note the role of Liaison Departments to ensure coordination in the organisation.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>1. Reflective Questions</p> <p><b>What do you understand by indoctrination?</b> <b>Who can be the part of task force to ensure coordination in the organisation?</b> <b>How the impact of difficulties can be minimised to enhance coordination?</b></p> <p>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 35	<b>Course Name: Principles of Management</b> <b>Topic: Coordination: Importance &amp; Limitations</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Discuss the importance of coordination b. Identify the limitation for coordination
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Case let Discussion
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions Why coordination is essential for the organizational success? - List down the significance of Coordination.  2. <b>Development</b> (30 minutes) a. Discuss the importance of coordination <ul style="list-style-type: none"><li>• Unity in diversity</li><li>• Unity in direction</li><li>• Functional differentiation</li><li>• Lesser disputes</li><li>• Reconciliation of goals</li><li>• Differentiation and integration</li><li>• Optimum utilization of resources</li><li>• Encouragement of the team spirit</li></ul> b. Identify the limitations for coordination <ul style="list-style-type: none"><li>• Lack of administrative talent</li><li>• Misunderstanding</li></ul> Exercise (5 minutes) – Discuss the Case let
<b>Closure</b>	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.  2. Suggested Reading: Principles of Management by P.C. Tripathy & P.N. Reddy (Ch-9) <a href="https://www.toppr.com/guides/business-management-and-entrepreneurship/direction-and-coordination/importance-and-limitation-of-coordination/">https://www.toppr.com/guides/business-management-and-entrepreneurship/direction-and-coordination/importance-and-limitation-of-coordination/</a>  3. Homework “Coordination is helpful to ensure unity in diversity”. Explain this statement in your words.



	Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	<ol style="list-style-type: none"><li>1. Reflective Questions  <b>What are the reasons behind the importance of coordination in management?</b> <b>How the limitations of coordination can be overcome?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 36	<b>Course Name: Principles of Management</b> <b>Topic: Controlling</b>	<b>Course No.:</b> BBALLB-102
------------------------------	---	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Describe the concept of Organizational Control b. Interpret the features of Organisational Control c. Discuss the Need for Organisational Control d. Explain the Types of Control Methods
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Poll
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you mean by organizational control? Why controlling is essential? - Introduce the concept of organisational control. - Talk about its significance.  2. <b>Development</b> (30 minutes) a. Describe the Meaning and Definition of Organizational Control b. Interpret the features of organisational Control <ul style="list-style-type: none"><li>• An effective control system has the following features:</li><li>• It helps in achieving organizational goals.</li><li>• Facilitates optimum utilization of resources.</li><li>• It evaluates the accuracy of the standard.</li><li>• It also sets discipline and order.</li><li>• Motivates the employees and boosts employee morale.</li><li>• Ensures future planning by revising standards.</li><li>• Improves overall performance of an organization.</li><li>• It also minimizes errors.</li></ul> c. Discuss the Need for Organisational Control <ul style="list-style-type: none"><li>• to measure progress</li><li>• to uncover deviation</li><li>• to indicate corrective actions</li></ul> d. Types of Organizational Control <ul style="list-style-type: none"><li>• Feedback Control</li><li>• Concurrent Control</li><li>• Feed Forward Control or Predictive control</li></ul>



	<ul style="list-style-type: none"><li>• Steering control</li><li>• Yes / No Control</li><li>• Budgetary control</li><li>• Operational Control</li><li>• Strategic Control</li><li>• Objectives control</li></ul> <p>Exercise (5 minutes) – Conduct Poll</p>
<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: Principles of Management by Tripathi &amp; Reddy (Ch-18)</li><li>3. Homework Explain at least one example for each type of control discussed in the class.</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 <b>Why control is a crucial function of management?</b> <b>What is strategic control?</b> <b>How controlling contributes to the effective achievement of the organizational goals?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 37	<b>Course Name: Principles of Management</b> <b>Topic: Organizational Control: Process</b>	<b>Course No.:</b> BBALLB-102
------------------------------	---	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Process of organizational Control b. Describe the essentials of effective control system c. Interpret the elements of effective control d. Discuss the importance of Organisational Control
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What can be the essentials of an effective control system? - List down the essentials of an effective control system.  2. <b>Development</b> (30 minutes) a. Explain the Process of Organisational Control <ul style="list-style-type: none"><li>• Establishment of Standards</li><li>• Measurement of actual performance</li><li>• Comparison of actual performance with the standards</li><li>• Corrective action if necessary</li></ul> b. Describe the Essentials of effective control system <ul style="list-style-type: none"><li>• Suitable</li><li>• Timely and forward looking</li><li>• Objective and comprehensive</li><li>• Flexible</li><li>• Economical</li><li>• Prescriptive and Operational</li><li>• Acceptable to Organisational members</li><li>• Motivate people to high performance</li><li>• Reveal Exceptions at Strategic Points</li><li>• Should not lead to Less Attention to other aspects</li></ul> c. Interpret the elements of effective control system <ul style="list-style-type: none"><li>• Condition to Be Controlled</li><li>• Sensor</li><li>• Comparator</li><li>• Activator</li></ul> d. Discuss the importance of Organisational Control <ul style="list-style-type: none"><li>• Basis of Future Action</li></ul>



	<ul style="list-style-type: none"><li>• Facilitates Decision Making</li><li>• Facilitates Discipline and Order</li><li>• Facilitates Coordination</li><li>• Facilitates Motivation</li><li>• Effective Plan Implementation</li></ul> <p>Exercise (5 minutes) – One Minute Paper</p>
<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: Principles of Management by Tripathi &amp; Reddy (Ch-18)</li><li>3. Homework Controlling helps in correcting the deviations. Explain How?</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 <b>What are the major essentials for successful implementation of control?</b> <b>How the deviations detected in controlling stage can be removed?</b> <b>How controlling is helpful in decision making?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 38	<b>Course Name: Principles of Management</b> <b>Topic: Organizational Control: Techniques</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to: <ol style="list-style-type: none"> <li>a. Explain the Techniques of organizational Control</li> <li>b. Describe the advantages/benefits of organisational Control</li> <li>c. Identify the Limitation of the control process</li> <li>d. Interpret the planning-control relationship</li> </ol>
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>1. <b>Introduction</b> (05 minutes)           <ul style="list-style-type: none"> <li>- Ask questions               <ul style="list-style-type: none"> <li>What can be the benefits of organisational control?</li> <li>What are the problems associated with effective controlling?</li> </ul> </li> <li>- List down the benefits and problems of controlling.</li> </ul> </li> <li>2. <b>Development</b> (30 minutes)           <ol style="list-style-type: none"> <li>a. Explain the Techniques of Organisational Control               <ul style="list-style-type: none"> <li>• Setting Standards and Targets</li> <li>• Monitoring and Measurement</li> <li>• Feedback and Communication</li> <li>• Correction and Punishment</li> <li>• Motivation and Incentives</li> <li>• Planning and Decision-Making</li> <li>• Organizing and Coordination</li> </ul> </li> <li>b. Describe the Advantages/Benefits of Organisational Control               <ul style="list-style-type: none"> <li>• increase productivity</li> <li>• reduce defects and mistakes</li> <li>• helps meet deadlines</li> <li>• facilitates communication</li> <li>• improve safety</li> <li>• reduce cost</li> <li>• gives the workers control over their environment</li> </ul> </li> <li>c. Interpret the Limitations/Problems of Organisational Control process               <ul style="list-style-type: none"> <li>• Lack of Knowledge or Information</li> <li>• Limited Resources</li> <li>• Complexity</li> <li>• Resistance or Opposition</li> </ul> </li> </ol> </li> </ol>



	<ul style="list-style-type: none"><li>• Ethical Concerns</li><li>• Unforeseen Consequences</li></ul> <p>d. Interpret the planning-control relationship</p> <p>Exercise (5 minutes) – Summarising</p>
<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: Principles of Management by Tripathi &amp; Reddy (Ch-18)</li><li>3. Homework Planning lay down the foundations for effective controlling. Explain in your words.</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  <b>How planning is interconnected with controlling?</b> <b>How controlling reduce cost and enhance productivity?</b> <b>Which ethical concerns are required to acknowledge for effective controlling?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 39	<b>Course Name: Principles of Management</b> <b>Topic: Total Quality Management</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Concept of Total Quality Management b. Describe the Origin and evolution of Total Quality Management c. Discuss the elements of Total Quality Management d. Interpret the objectives of Total Quality Management e. Identify the benefits and challenges of Total Quality Management
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you mean by quality? What do you mean by Total Quality Management? Why quality assurance is essential for an organisation?</li><li>- Talk about quality and necessity to assure quality in an organisation.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the concept of Total Quality Management</li><li>b. Describe the origin and evolution of Total Quality Management</li><li>c. Discuss the elements of Total Quality Management<ul style="list-style-type: none"><li>• A sustained management commitment to quality.</li><li>• Total Focus on the Customer.</li><li>• Preventing rather than detecting Defects.</li><li>• Universal Quality Responsibility</li><li>• Quality Measurement</li><li>• Continuous Improvement</li><li>• Root Cause Corrective Actions</li><li>• Employees Involvement and Empowerment</li><li>• Focus upon Team Synergy</li><li>• Thinking Statistically</li><li>• Benchmarking</li><li>• Training</li><li>• Supplier Teaming</li></ul></li><li>d. Interpret the objectives of Total Quality Management<ul style="list-style-type: none"><li>• TQM emphasizes upon collective effort of all functional department and people for improvement in</li></ul></li></ol></li></ol>



	<p>quality of goods and services in order to achieve higher customer satisfaction.</p> <ul style="list-style-type: none"><li>• The aim of TQM is to look for maximum satisfaction to the consumer by providing goods and services which are best in quality (i.e zero defects)</li><li>• TQM aims at educating and training the managers and employees since they are considered to be the integral part of the TQM process.</li><li>• TQM not only focus upon quality but also on productivity as it aims for Zero defect production which not only makes employees responsible for quality improvement but also leads to higher productivity.</li><li>• TQM aims at enhanced communication in the organization as every employee is encouraged to express their suggestion for quality improvement, cost reduction and elimination of wastage. It also calls for rewarding those who have active participation.</li></ul> <p>e. Identify the benefits and challenges of Total Quality Management</p> <ul style="list-style-type: none"><li>• Benefits<ul style="list-style-type: none"><li>· Enhanced Customer Satisfaction</li><li>· Total change in organization working culture</li><li>· Increased Productivity and efficiency</li><li>· Incorporation of advanced production techniques</li><li>· Development of new products and skills</li><li>· Enhanced teamwork</li><li>· Reduced rework</li><li>· Reduced Inventory</li><li>· Increased Profitability</li></ul></li><li>• Limitations<ul style="list-style-type: none"><li>· TQM is a slow moving process. It requires total change in the outlook of management and employees. It's benefit will be therefore available after a longer period of time</li><li>· The success of TQM largely depends upon participative management. TQM needs employees who can take leads whereas trade union are more interested in their own benefit rather than quality management</li><li>· TQM implementation is not an easy task particularly in a developing economy due to unfavorable approach of management and employees.</li></ul></li></ul>
--	---



	Exercise (5 minutes) – Summarising
<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: <a href="http://www.fmtvaranasi.edu.in/sites/default/files/TQM.pdf">http://www.fmtvaranasi.edu.in/sites/default/files/TQM.pdf</a> <a href="https://oms.bdu.ac.in/ec/admin/contents/160_P16MBA18_2020051812512021.pdf">https://oms.bdu.ac.in/ec/admin/contents/160_P16MBA18_2020051812512021.pdf</a></li><li>3. Homework Prepare a list of recommendations to minimise the limitations of total quality management.</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 <b>What do you understand by benchmarking?</b> <b>How TQM is responsible for increased profitability?</b> <b>How TQM ensures zero defect production?</b></li><li>2. Conduct Discussion.</li></ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 40	<b>Course Name: Principles of Management</b> <b>Topic: Total Quality Management Contd.....</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Concept of Total Quality Management b. Describe the Origin and evolution of Total Quality Management c. Discuss the elements of Total Quality Management d. Interpret the objectives of Total Quality Management e. Identify the benefits and challenges of Total Quality Management
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you mean by quality? What do you mean by Total Quality Management? Why quality assurance is essential for an organisation?</li><li>- Talk about quality and necessity to assure quality in an organisation.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the concept of Total Quality Management</li><li>b. Describe the origin and evolution of Total Quality Management</li><li>c. Discuss the elements of Total Quality Management<ul style="list-style-type: none"><li>• A sustained management commitment to quality.</li><li>• Total Focus on the Customer.</li><li>• Preventing rather than detecting Defects.</li><li>• Universal Quality Responsibility</li><li>• Quality Measurement</li><li>• Continuous Improvement</li><li>• Root Cause Corrective Actions</li><li>• Employees Involvement and Empowerment</li><li>• Focus upon Team Synergy</li><li>• Thinking Statistically</li><li>• Benchmarking</li><li>• Training</li><li>• Supplier Teaming</li></ul></li><li>d. Interpret the objectives of Total Quality Management<ul style="list-style-type: none"><li>• TQM emphasizes upon collective effort of all functional department and people for improvement in</li></ul></li></ol></li></ol>



	<p>quality of goods and services in order to achieve higher customer satisfaction.</p> <ul style="list-style-type: none"><li>• The aim of TQM is to look for maximum satisfaction to the consumer by providing goods and services which are best in quality (i.e zero defects)</li><li>• TQM aims at educating and training the managers and employees since they are considered to be the integral part of the TQM process.</li><li>• TQM not only focus upon quality but also on productivity as it aims for Zero defect production which not only makes employees responsible for quality improvement but also leads to higher productivity.</li><li>• TQM aims at enhanced communication in the organization as every employee is encouraged to express their suggestion for quality improvement, cost reduction and elimination of wastage. It also calls for rewarding those who have active participation.</li></ul> <p>e. Identify the benefits and challenges of Total Quality Management</p> <ul style="list-style-type: none"><li>• Benefits<ul style="list-style-type: none"><li>· Enhanced Customer Satisfaction</li><li>· Total change in organization working culture</li><li>· Increased Productivity and efficiency</li><li>· Incorporation of advanced production techniques</li><li>· Development of new products and skills</li><li>· Enhanced teamwork</li><li>· Reduced rework</li><li>· Reduced Inventory</li><li>· Increased Profitability</li></ul></li><li>• Limitations<ul style="list-style-type: none"><li>· TQM is a slow moving process. It requires total change in the outlook of management and employees. It's benefit will be therefore available after a longer period of time</li><li>· The success of TQM largely depends upon participative management. TQM needs employees who can take leads whereas trade union are more interested in their own benefit rather than quality management</li><li>· TQM implementation is not an easy task particularly in a developing economy due to unfavorable approach of management and employees.</li></ul></li></ul>
--	---



	Exercise (5 minutes) – Summarising
<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: <a href="http://www.fmtvaranasi.edu.in/sites/default/files/TQM.pdf">http://www.fmtvaranasi.edu.in/sites/default/files/TQM.pdf</a> <a href="https://oms.bdu.ac.in/ec/admin/contents/160_P16MBA18_2020051812512021.pdf">https://oms.bdu.ac.in/ec/admin/contents/160_P16MBA18_2020051812512021.pdf</a></li><li>3. Homework Prepare a list of recommendations to minimise the limitations of total quality management.</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 <b>What do you understand by benchmarking?</b> <b>How TQM is responsible for increased profitability?</b> <b>How TQM ensures zero defect production?</b></li><li>2. Conduct Discussion.</li></ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 41	<b>Course Name: Principles of Management</b> <b>Topic: Knowledge Management</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Concept of Knowledge Management b. Describe the Types of Knowledge Management c. Discuss the components of Knowledge Management d. Identify the importance of Knowledge Management e. Interpret the process of Knowledge Management f. Measure the challenges in Knowledge Management g. Infer the best practices to implement Knowledge Management system
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Poll
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you mean by knowledge management? Why Knowledge Management is essential for an organization? - Talk about Knowledge Management and its significance for an organization.  2. <b>Development</b> (30 minutes) a. Explain the concept of Knowledge Management b. Describe the types of Knowledge Management <ul style="list-style-type: none"><li>• Explicit</li><li>• Tacit</li><li>• Implicit</li></ul> c. Discuss the components of Knowledge Management <ul style="list-style-type: none"><li>• Strategy</li><li>• Process</li><li>• Technology</li><li>• People</li><li>• Improvement</li></ul> d. Identify the importance of Knowledge Management <ul style="list-style-type: none"><li>• Capture valuable information</li><li>• Allow Easy Access to Knowledge Resources</li><li>• Cultivate an Environment Where Knowledge is Valued</li><li>• Help Treat Knowledgeable Employees as an Asset</li></ul> e. Interpret the process of Knowledge Management



	<ul style="list-style-type: none"><li>• Creating</li><li>• Organising</li><li>• Sharing</li><li>• Analysing</li><li>• Optimizing</li></ul> <p>f. Measure the challenges of Knowledge Management</p> <ul style="list-style-type: none"><li>• Technology</li><li>• Knowledge sharing</li><li>• Security</li></ul> <p>g. Infer the best practices to implement Knowledge Management</p> <ul style="list-style-type: none"><li>• Analyze How Information is Currently Shared</li><li>• Set Quantifiable Objectives</li><li>• Create an Environment that Rewards Collaboration</li><li>• Identify the Best Tools</li><li>• Create a Knowledge Management Team</li><li>• resources and make adjustments whenever necessary.</li><li>• Set an Optimization Calendar</li><li>• Stay Up-to-Date with New Advancements</li></ul> <p>Exercise (5 minutes) – Conduct Poll</p>
<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: <a href="https://document360.com/knowledge-management/">https://document360.com/knowledge-management/</a> <a href="https://www.spiceworks.com/collaboration/content-collaboration/articles/what-is-knowledge-management/#_002">https://www.spiceworks.com/collaboration/content-collaboration/articles/what-is-knowledge-management/#_002</a></li><li>3. Homework Find out the solutions to overcome the challenges associated with knowledge management.</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 <b>What are the four main components of knowledge management?</b> <b>What are the different types of knowledge management?</b> <b>What is a Knowledge Management Framework?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 42	<b>Course Name: Principles of Management</b> <b>Topic: Knowledge Management Contd....</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  <ol style="list-style-type: none"><li>Explain the Concept of Knowledge Management</li><li>Describe the Types of Knowledge Management</li><li>Discuss the components of Knowledge Management</li><li>Identify the importance of Knowledge Management</li><li>Interpret the process of Knowledge Management</li><li>Measure the challenges in Knowledge Management</li><li>Infer the best practices to implement Knowledge Management system</li></ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"><li>Power Point Presentation</li><li>Poll</li></ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"><li><b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>Ask questions What do you mean by knowledge management? Why Knowledge Management is essential for an organization?</li><li>Talk about Knowledge Management and its significance for an organization.</li></ul></li><li><b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>Explain the concept of Knowledge Management</li><li>Describe the types of Knowledge Management<ul style="list-style-type: none"><li>Explicit</li><li>Tacit</li><li>Implicit</li></ul></li><li>Discuss the components of Knowledge Management<ul style="list-style-type: none"><li>Strategy</li><li>Process</li><li>Technology</li><li>People</li><li>Improvement</li></ul></li><li>Identify the importance of Knowledge Management<ul style="list-style-type: none"><li>Capture valuable information</li><li>Allow Easy Access to Knowledge Resources</li><li>Cultivate an Environment Where Knowledge is Valued</li><li>Help Treat Knowledgeable Employees as an Asset</li></ul></li><li>Interpret the process of Knowledge Management</li></ol></li></ol>



	<ul style="list-style-type: none"><li>• Creating</li><li>• Organising</li><li>• Sharing</li><li>• Analysing</li><li>• Optimizing</li></ul> <p>f. Measure the challenges of Knowledge Management</p> <ul style="list-style-type: none"><li>• Technology</li><li>• Knowledge sharing</li><li>• Security</li></ul> <p>g. Infer the best practices to implement Knowledge Management</p> <ul style="list-style-type: none"><li>• Analyze How Information is Currently Shared</li><li>• Set Quantifiable Objectives</li><li>• Create an Environment that Rewards Collaboration</li><li>• Identify the Best Tools</li><li>• Create a Knowledge Management Team</li><li>• resources and make adjustments whenever necessary.</li><li>• Set an Optimization Calendar</li><li>• Stay Up-to-Date with New Advancements</li></ul> <p>Exercise (5 minutes) – Conduct Poll</p>
<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: <a href="https://document360.com/knowledge-management/">https://document360.com/knowledge-management/</a> <a href="https://www.spiceworks.com/collaboration/content-collaboration/articles/what-is-knowledge-management/#_002">https://www.spiceworks.com/collaboration/content-collaboration/articles/what-is-knowledge-management/#_002</a></li><li>3. Homework Find out the solutions to overcome the challenges associated with knowledge management.</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 <b>What are the four main components of knowledge management?</b> <b>What are the different types of knowledge management?</b> <b>What is a Knowledge Management Framework?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 43	<b>Course Name: Principles of Management</b> <b>Topic: Corporate Governance</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Concept of Corporate Governance b. Discuss the key principles of Corporate Governance c. Identify the benefits of Corporate Governance d. Interpret the status of Corporate Governance in India
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Examples
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you mean by Corporate Governance?</li><li>- Provide an overview about Corporate Governance.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the concept of Corporate Governance</li><li>b. Discuss the principles of Corporate Governance<ul style="list-style-type: none"><li>• Accountability</li><li>• Fairness</li><li>• Transparency</li><li>• Independence</li><li>• Social Responsibility</li></ul></li><li>c. Identify the benefits of Corporate Governance<ul style="list-style-type: none"><li>• Build trust with investors, the community, and public officials</li><li>• Give investors and other stakeholders a clear idea of a company's direction and business integrity</li><li>• Promote long-term financial viability, opportunity, and returns</li><li>• Facilitate the raising of capital</li><li>• Contribute to rising share prices</li><li>• Improve a company's reputation and customer retention</li><li>• Reduce the potential for financial loss, waste, risks, and corruption</li></ul></li><li>d. Interpret the status of Corporate Governance in India<ul style="list-style-type: none"><li>• The Ministry of Corporate Affairs (MCA) and Securities and Exchange Board of India (SEBI) is responsible for corporate governance initiatives in India. The corporate sector of India faced major changes in the 1990s after liberalization.</li></ul></li></ol></li></ol>



	<ul style="list-style-type: none"><li>• In the 1900s, SEBI regulated corporate governance in India through various laws like the Security Contracts (Regulation) Act, 1956; Securities and Exchange Board of India Act, 1992; and the Depositories Act of 1996.</li><li>• In February 2000, SEBI established the first formal regulatory framework for corporate governance in India owing to the recommendations of the Kumar Mangalam Birla Committee. It was undertaken to improve the standards of corporate governance in India. This came to be known as clause 49 of the Listing Agreement.</li><li>• A major corporate governance initiative was undertaken in 2002 when the Naresh Chandra Committee on Corporate Audit and Governance furthered their recommendations addressing multiple governance issues.</li><li>• MCA and the Government of India have set up multiple organisations and charters like the Confederation of Indian Industry (CII), National Foundation for Corporate Governance (NFCG), and Institute of Chartered Accountants of India (ICAI).</li></ul> <p>Exercise (5 minutes) – Summarising</p>
<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: <a href="https://byjus.com/current-affairs/corporate-governance/">https://byjus.com/current-affairs/corporate-governance/</a> <a href="https://www.investopedia.com/terms/c/corporategovernance.asp">https://www.investopedia.com/terms/c/corporategovernance.asp</a></li><li>3. Homework Identify the common challenges that are associated with corporate governance. Also, find out how these challenges can be resolved?</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 <b>What is corporate governance?</b> <b>How corporate governance is different from corporate social responsibility?</b> <b>Why corporate governance is essential for an organisation?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 44	<b>Course Name: Principles of Management</b> <b>Topic: Corporate Governance Contd.....</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Concept of Corporate Governance b. Discuss the key principles of Corporate Governance c. Identify the benefits of Corporate Governance d. Interpret the status of Corporate Governance in India
<b>Teaching Aids (if any)</b>	a. Power Point Presentation b. Examples
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you mean by Corporate Governance?</li><li>- Provide an overview about Corporate Governance.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the concept of Corporate Governance</li><li>b. Discuss the principles of Corporate Governance<ul style="list-style-type: none"><li>• Accountability</li><li>• Fairness</li><li>• Transparency</li><li>• Independence</li><li>• Social Responsibility</li></ul></li><li>c. Identify the benefits of Corporate Governance<ul style="list-style-type: none"><li>• Build trust with investors, the community, and public officials</li><li>• Give investors and other stakeholders a clear idea of a company's direction and business integrity</li><li>• Promote long-term financial viability, opportunity, and returns</li><li>• Facilitate the raising of capital</li><li>• Contribute to rising share prices</li><li>• Improve a company's reputation and customer retention</li><li>• Reduce the potential for financial loss, waste, risks, and corruption</li></ul></li><li>d. Interpret the status of Corporate Governance in India<ul style="list-style-type: none"><li>• The Ministry of Corporate Affairs (MCA) and Securities and Exchange Board of India (SEBI) is responsible for corporate governance initiatives in India. The corporate sector of India faced major changes in the 1990s after liberalization.</li></ul></li></ol></li></ol>



	<ul style="list-style-type: none"><li>• In the 1900s, SEBI regulated corporate governance in India through various laws like the Security Contracts (Regulation) Act, 1956; Securities and Exchange Board of India Act, 1992; and the Depositories Act of 1996.</li><li>• In February 2000, SEBI established the first formal regulatory framework for corporate governance in India owing to the recommendations of the Kumar Mangalam Birla Committee. It was undertaken to improve the standards of corporate governance in India. This came to be known as clause 49 of the Listing Agreement.</li><li>• A major corporate governance initiative was undertaken in 2002 when the Naresh Chandra Committee on Corporate Audit and Governance furthered their recommendations addressing multiple governance issues.</li><li>• MCA and the Government of India have set up multiple organisations and charters like the Confederation of Indian Industry (CII), National Foundation for Corporate Governance (NFCG), and Institute of Chartered Accountants of India (ICAI).</li></ul> <p>Exercise (5 minutes) – Summarising</p>
<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: <a href="https://byjus.com/current-affairs/corporate-governance/">https://byjus.com/current-affairs/corporate-governance/</a> <a href="https://www.investopedia.com/terms/c/corporategovernance.asp">https://www.investopedia.com/terms/c/corporategovernance.asp</a></li><li>3. Homework Identify the common challenges that are associated with corporate governance. Also, find out how these challenges can be resolved?</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 <b>What is corporate governance?</b> <b>How corporate governance is different from corporate social responsibility?</b> <b>Why corporate governance is essential for an organisation?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 45	<b>Course Name: Principles of Management</b> <b>Topic: Business Process Reengineering</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	--	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Concept of Business Process Reengineering b. Describe the Principles of Business Process Reengineering c. Discuss the steps in Business Process Reengineering d. Identify the benefits and challenges of Total Quality Management
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you mean by Business Processes? What do you mean by Business Process Reengineering?</li><li>- Provide an overview of Business Process Reengineering including reengineering, redesign and rebuild.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the concept of Business Process Reengineering</li><li>b. Describe the principles of Business Process Reengineering<ul style="list-style-type: none"><li>• Focus on desired outcomes</li><li>• Identify and Eliminate Non-value adding activities</li><li>• Integrate multiple steps</li><li>• Coordinate Geographically Dispersed Resources</li><li>• Link Parallel Activities</li><li>• Empower Employees</li><li>• Capture Information Once at the Source</li></ul></li><li>c. Discuss the steps in Business Process Reengineering<ul style="list-style-type: none"><li>• Identify Processes</li><li>• Understand Existing Processes</li><li>• Define Objectives</li><li>• Form a Cross-Functional Team</li><li>• Redesign Processes</li><li>• Implement Changes</li><li>• Monitor and Optimize</li></ul></li><li>d. Identify the benefits and challenges of Total Quality Management<ul style="list-style-type: none"><li>• Benefits<ul style="list-style-type: none"><li>· Increased Efficiency</li><li>· Cost Reduction</li></ul></li></ul></li></ol></li></ol>



	<ul style="list-style-type: none"><li>· Improved Quality</li><li>· Improved Customer Satisfaction</li><li>· Employee Empowerment</li><li>· Improved Financial Performance</li><li>· Improved Financial Performance</li><li>· Continuous Improvement</li><li>• Limitations<ul style="list-style-type: none"><li>· High Costs</li><li>· Resistance to Change</li><li>· Focus on Short-term Goals</li><li>· Lack of Top Management Support</li><li>· Unclear Objectives</li><li>· Risk of Failure</li><li>· Disruption to Operations</li><li>·</li></ul></li></ul> <p>Exercise (5 minutes) – One Minute Paper</p>
<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: <a href="https://www.geeksforgoeks.org/introduction-to-business-process-re-engineering/">https://www.geeksforgoeks.org/introduction-to-business-process-re-engineering/</a></li><li>3. Homework Recommend the suggestions to mitigate the limitations of Business Process Reengineering.</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  <b>What are the 3 R's of Business Process Re-engineering?</b> <b>How can BPR benefit small organizations?</b> <b>What technologies are used in BPR?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 46	<b>Course Name: Principles of Management</b> <b>Topic: Business Process Reengineering Contd...</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Concept of Business Process Reengineering b. Describe the Principles of Business Process Reengineering c. Discuss the steps in Business Process Reengineering d. Identify the benefits and challenges of Total Quality Management
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	1. <b>Introduction</b> (05 minutes) - Ask questions What do you mean by Business Processes? What do you mean by Business Process Reengineering? - Provide an overview of Business Process Reengineering including reengineering, redesign and rebuild.  2. <b>Development</b> (30 minutes) a. Explain the concept of Business Process Reengineering b. Describe the principles of Business Process Reengineering <ul style="list-style-type: none"><li>• Focus on desired outcomes</li><li>• Identify and Eliminate Non-value adding activities</li><li>• Integrate multiple steps</li><li>• Coordinate Geographically Dispersed Resources</li><li>• Link Parallel Activities</li><li>• Empower Employees</li><li>• Capture Information Once at the Source</li></ul> c. Discuss the steps in Business Process Reengineering <ul style="list-style-type: none"><li>• Identify Processes</li><li>• Understand Existing Processes</li><li>• Define Objectives</li><li>• Form a Cross-Functional Team</li><li>• Redesign Processes</li><li>• Implement Changes</li><li>• Monitor and Optimize</li></ul> d. Identify the benefits and challenges of Total Quality Management <ul style="list-style-type: none"><li>• Benefits<ul style="list-style-type: none"><li>· Increased Efficiency</li><li>· Cost Reduction</li></ul></li></ul>



	<ul style="list-style-type: none"><li>· Improved Quality</li><li>· Improved Customer Satisfaction</li><li>· Employee Empowerment</li><li>· Improved Financial Performance</li><li>· Improved Financial Performance</li><li>· Continuous Improvement</li><li>• Limitations<ul style="list-style-type: none"><li>· High Costs</li><li>· Resistance to Change</li><li>· Focus on Short-term Goals</li><li>· Lack of Top Management Support</li><li>· Unclear Objectives</li><li>· Risk of Failure</li><li>· Disruption to Operations</li><li>·</li></ul></li></ul> <p>Exercise (5 minutes) – One Minute Paper</p>
<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: <a href="https://www.geeksforggeeks.org/introduction-to-business-process-re-engineering/">https://www.geeksforggeeks.org/introduction-to-business-process-re-engineering/</a></li><li>3. Homework Recommend the suggestions to mitigate the limitations of Business Process Reengineering.</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  <b>What are the 3 R's of Business Process Re-engineering?</b> <b>How can BPR benefit small organizations?</b> <b>What technologies are used in BPR?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 47	<b>Course Name: Principles of Management</b> <b>Topic: Managing Diversity in Organizations</b>	<b>Course No.:</b> BBALLB-102
------------------------------	---	----------------------------------

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Concept of diversity and diversity management at workplace b. Describe the Types of diversity management c. Discuss the characteristics of diversity management d. Identify the steps in managing diversity at workplace
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you mean by diversity at workplace? Why diversity is beneficial at workplace? How the diversity can be managed at workplace?</li><li>- Provide an overview of diversity and its benefits.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the concept of diversity and diversity management at workplace</li><li>b. Describe the types of diversity management<ul style="list-style-type: none"><li>• Intranational diversity management</li><li>• Cross-national diversity management</li></ul></li><li>c. Discuss the characteristics of diversity management<ul style="list-style-type: none"><li>• Voluntary</li><li>• Provides tangible benefits</li><li>• Broad definition</li></ul></li><li>d. Identify the steps in managing diversity at workplace<ul style="list-style-type: none"><li>• Communicate effectively</li><li>• Create an open-minded work culture</li><li>• Consider leadership training</li><li>• Consider sensitivity training</li><li>• Report discrimination in the workplace</li><li>• Build diverse teams</li><li>• Hire the right talent</li></ul></li></ol></li></ol> <p>Exercise (5 minutes) – One Minute Paper</p>



<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: <a href="https://corporatefinanceinstitute.com/resources/management/diversity-management/">https://corporatefinanceinstitute.com/resources/management/diversity-management/</a> <a href="https://www.peoplescout.com/insights/managing-diversity-in-workplace/">https://www.peoplescout.com/insights/managing-diversity-in-workplace/</a> <a href="https://www.clevry.com/en/blog/managing-diversity-in-the-workplace-7-key-steps/">https://www.clevry.com/en/blog/managing-diversity-in-the-workplace-7-key-steps/</a></li><li>3. Homework Revise the topic discussed in the class.</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  <b>What are challenges associated with diversity management at workplace?</b> <b>How these challenges can be addressed to manage diversity effectively?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>



<b>Lesson Plan No.</b> 48	<b>Course Name: Principles of Management</b> <b>Topic: Managing Diversity in Organizations</b> <b>Contd....</b>	<b>Course No.:</b> <b>BBALLB-102</b>
------------------------------	---	---

<b>Objectives</b>	At the end of the lesson the students shall be able to:  a. Explain the Concept of diversity and diversity management at workplace b. Describe the Types of diversity management c. Discuss the characteristics of diversity management d. Identify the steps in managing diversity at workplace
<b>Teaching Aids (if any)</b>	a. Power Point Presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (05 minutes)<ul style="list-style-type: none"><li>- Ask questions What do you mean by diversity at workplace? Why diversity is beneficial at workplace? How the diversity can be managed at workplace?</li><li>- Provide an overview of diversity and its benefits.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a. Explain the concept of diversity and diversity management at workplace</li><li>b. Describe the types of diversity management<ul style="list-style-type: none"><li>• Intranational diversity management</li><li>• Cross-national diversity management</li></ul></li><li>c. Discuss the characteristics of diversity management<ul style="list-style-type: none"><li>• Voluntary</li><li>• Provides tangible benefits</li><li>• Broad definition</li></ul></li><li>d. Identify the steps in managing diversity at workplace<ul style="list-style-type: none"><li>• Communicate effectively</li><li>• Create an open-minded work culture</li><li>• Consider leadership training</li><li>• Consider sensitivity training</li><li>• Report discrimination in the workplace</li><li>• Build diverse teams</li><li>• Hire the right talent</li></ul></li></ol></li></ol>



	Exercise (5 minutes) – One Minute Paper
<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: <a href="https://corporatefinanceinstitute.com/resources/management/diversity-management/">https://corporatefinanceinstitute.com/resources/management/diversity-management/</a> <a href="https://www.peoplescout.com/insights/managing-diversity-in-workplace/">https://www.peoplescout.com/insights/managing-diversity-in-workplace/</a> <a href="https://www.clevry.com/en/blog/managing-diversity-in-the-workplace-7-key-steps/">https://www.clevry.com/en/blog/managing-diversity-in-the-workplace-7-key-steps/</a></li><li>3. Homework Revise the topic discussed in the class.</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 <b>What are challenges associated with diversity management at workplace?</b> <b>How these challenges can be addressed to manage diversity effectively?</b></li><li>2. Conduct Discussion. Spend 5 minutes to evaluate student assimilation of the lesson contents</li></ol>