

## LESSON PLAN

**Subject: C1 15 MC 102: PRINCIPLES OF MANAGEMENT**

**Lecture hours: 60**

Objective: To familiarize the students with the Concepts and Principles of Management and to train them in Practical and Managerial skills

Sl. No	UNIT & OBJECTIVES	No. of Lecture Hours	Methodology/Instructional techniques	Evaluation/learning confirmation
UNIT I	<b>Module 1:</b> Introduction to Management and History of Management Thought -10 Hrs. Introduction: Meaning - Nature and Characteristics of Management - Scope and Functional Areas of Management -Management as an Art, Science or Profession - Management and Administration - Principles of Management - Roles and skills of managers. Evolution of Management Thought Pre-scientific Management (introduction) - Taylor's Scientific Management - Fayol's modern management - Lillian and Gilberth Human Relations - Elton Mayo	10 Hrs		
1.	<b>Introduction: Meaning - Nature and Characteristics of Management</b>	1	Lecture	Question and Answer
2.	<b>- Scope and Functional Areas of Management -</b>	1	Lecture	Question and Answer
3.	<b>Management as an Art, Science or Profession -</b>	1	Lecture	Question and Answer
4.	<b>Management and Administration</b>	1	Illustrations	Illustrations
5.	<b>Principles of Management</b>	1	Case Study of Self Appraisal of TCS	Question and Answer
6	<b>Principles of Management ...contd..-</b>	1	HR Analytics	Question and Answer

7	<b>Roles and skills of managers</b>	1	Illustrations	Illustrations
8	<b>Evolution of Management Thought Pre-scientific Management (introduction</b>	1	Illustrations	Illustrations
9	<b>Taylor's Scientific Management - Fayol's modern management</b>	1	Illustrations	Illustrations
10	<b>Lillian and Gilberth Human Relations -- Elton Mayo</b>	1	Illustrations	Illustrations
UNIT II	<b>Module -2: Planning Forecasting and Decision Making 10 Hrs</b> Planning: Nature - Planning Process - Objectives - Types of plans -MIX) (Peter Drucker) dr MBE Forecasting: Meaning and purpose of forecasting - Techniques of forecasting - Qualitative and quantitative. Decision Making: Meaning -Types of decisions - Personal phases of Decision Making - Steps in decision making - Delegation and Principles of delegation.	<b>10</b>		
11	Planning: Nature	1	Lecture	Question and Answer
12	Objectives	1	Illustrations	Illustrations
13	Types of plans	1	Role Play by Students	Illustrations
14	MIX) (Peter Drucker	1	Illustrations	Illustrations
15	MBE	1	Flipclass room	Illustrations
16	Forecasting: Meaning and purpose of forecasting	1	Lecture	Question and Answer
17	Techniques of forecasting - Qualitative and quantitative	1	Lecture	Question and Answer
18	Decision Making: Meaning -Types of decisions - Personal phases of Decision Making	1	Illustrations	Illustrations
19	Steps in decision making -	1	Lecture	Question and Answer
20	Delegation and Principles of delegation.	1	Activity	Activity

UNIT III	<b>Module 3: Organizing and Staffing 10Hrs</b>  Organizing: Nature and Purpose of Organization - Principles of Organization- Organizationstructureand types-Departmentation - Committees - Centralization vs. Decentralization of Authority -Span of Control - Meaning - Factors affecting span. Staffing: Nature and Process of Staffing.	<b>10</b>		
21	Organizing: Nature and Purpose of Organization	1	Illustrations	Illustrations
22	Principles of Organization	1	Illustrations	Illustrations
23	Organizationstructureand types	1	Illustrations	Illustrations
24	Departmentation -	1		
25	Committees -	1	Illustrations	Illustrations
26	Centralization vs. Decentralization of Authority	1	Lecture	Question and Answer
27	Span of Control Meaning	1	Lecture	Question and Answer
28	Factors affecting span.	1	Lecture	Question and Answer
29	Staffing: Nature and Process of Staffing.	1	Lecture	Question and Answer
30	Staffing: Nature and Process of Staffing....contd	1	Lecture	Question and Answer
UNIT IV	<b>Module 4: Leadership, Directing and Controlling 10 Hrs</b>  Leadership: Meaning - Leadership styles - Theories of leadership. Directing: Meaning - Principles and techniques of directing. Controlling: Meaning and definition - Features - Steps in controlling and methods of establishing control. Techniques of controlling - Budgetary and non-budgetary.	<b>10</b>		

31	Leadership: Meaning	1	Lecture	Question and Answer
32	Leadership styles	1	CASE Study Discussion.	Question and Answer
33	Theories of leadership			
34	Directing: Meaning -	1	Lecture	Question and Answer
35	Principles and techniques of directing.	1	Illustrations	Illustrations
36	Controlling: Meaning and definition -	1	Illustrations	Illustrations
37	- Features - Steps in controlling	1	Lecture	Question and Answer
38	Methods of establishing control.	1	Lecture	Question and Answer
39	Techniques of controlling	1	Illustrations	Illustrations
40	Budgetary and non-budgetary.	1	FlipClass	Illustrations
UNIT V	<b>Module 5: Co-Ordination and Motivation 12 Hrs</b> Co-ordination: Meaning - steps and methods of co-ordination. Motivation: Meaning - Theories of motivation - Carrot & Stick approach - Maslow's - Mc Gregor's - Herzberg's - ERG - Mc Clelland's - Vroom's Expectancy - William Ouchi's theory Z..	<b>12</b>		
41	Co-ordination: Meaning	1	Lecture	Question and Answer
42	- steps and methods of co-ordination.	1	Lecture	Question and Answer
43	Motivation: Meaning	1	Activity	Activity
44	Theories of motivation -	1	Lecture	Question and Answer

45	Carrot & Stick approach	1	Lecture followed by VIDEOS	Question and Answer
46	- Maslow's	1	Lecture	Question and Answer
47	Mc Gregor's	1	Illustrations	Illustrations
48	Herzberg's	1	Lecture	Question and Answer
49	Mc Clelland's - Vroom's Expectancy -	1	MOVIES Discusssion	Question and Answer
50	William Ouchi's theory Z..	1	Lecture	Question and Answer
UNIT 6	<b>Module 6:</b> Business Ethics 6 hrs Meaning - Need and importance - Principles of ethics -profits and ethics - Factors affecting ethical practices in Business Social Responsibilities of Management - Meaning, Social responsibilities of business towards various groups	6	Lecture	Question and Answer
51	Meaning - Need and importance	1	Activity	Activity
52	Principles of ethics	1	Lecture	Question and Answer
53	ethical implications profits and ethics	1	Lecture	Question and Answer
54	Factors affecting ethical practices in Business	1	Hofstede Case	Question and Answer
55	Social Responsibilities of Management - Meaning,	1	Lecture	Question and Answer
60	Social responsibilities of business towards various groups	1	Flipclassroom	Question and Answer

**Skill Development:**

*(These activities are only indicative, the Faculty member can innovate)*

1. Design a training programme to train (a) Sales person; (b) Machine operator; (c) Accountant.
2. Give examples of use of computer and internet in HRD.
3. Report on alternative work arrangement in any company in the IT Sector.
4. Study the concept of Quality of Work Life in any organisation.

**Books for Reference:**

- ❖ Beanchamp Tom L: Ethical Theory and Business, Prentice Hall.
- ❖ Jean Marleen: Performance Oriented HRD.
- ❖ Mahesh V S: Thresholds of Motivation, Tata McGraw Hill.
- ❖ Pandey: HRD.
- ❖ Rao & T. V. Verma: HRD.
- ❖ Rao M G, Mintty B. S. & Rao K. K: Personnel Management - Text & Cases.
- ❖ Singh B P & Chabra T N: Personnel Management & Industrial Relations.
- ❖ SubbaRao P & Rao V S P: Personnel / HRM: Text, Cases & Games

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