**Lesson Plan (2021-2022) (July 2021)**

Name of the Teacher: Dr. Harikishni

Year: 2021-22

Paper: BCH 3.3: Management Principles and Applications

Course: B.Com. (Hons.)

Semester: III

Number of Lectures per week: 10 Lectures + 4 Tutorials

Pedagogy and teaching Tools: Online classes, PPT, white board, case studies discussion.

Objective of the paper: To provide the students with an understanding of basic management concepts, principles and practices.

Suggested readings:

* Koontz, H. and Weihrish, H. *Essential of Management*. Pearson Education.
* Robbins, S. and Coulter, M. *Management*. Pearson Education.
* Robbins, S. P., Denenzo, D.A., Bhattacharya, S. and Agrawal, M. M. *Fundamentals of Management: essentials, Concepts and Applications*. Pearson Education.
* Drucker, P.F. *Practice of management*. Mercury Books, London.
* Chhabra, T. N. *Essentials of Management*. Sun India.
* Griffin, R. W. *Management Principles and Applications*. Cengage Learning.
* Luthans, F. *Introduction to management*. McGraw Hills.

 **Note: Latest editions of readings may be used**

| Units | Topic  | Week  | Learning Outcomes | Assessment |
| --- | --- | --- | --- | --- |
| Unit: 1Introduction | Concept: need for study; Managerial functions-an overview; Coordination -essence of Management  | Week 1 | *After completion of this unit, the students will be able to:* Explain the concept, nature, functions, principles, approaches, current trends, challenges, and emerging issues in management | *After the completion of the unit students* will be asked to make a small presentation on managerial tasks as per different approaches in a unified manner.  |
| Evolution of Management Thought: Classical approach-Taylor, Fayol; Neo-classical and Human relations Approach- Hawthorne experiments, Behavioural approach, Systems approach, contingency approach, MBO, Re-engineering, Five-force analysis, Learning organisation, Future at the bottom of pyramid | Week 2 and Week 3 |
| Trends and Challenges of Management in Global Scenario, emerging issues in Management  | Week 4  |
| Unit: 2 Planning | Types of plan-an overview; strategic planning-concept, process, importance and limitations; growth strategies- internal and external | Week 5  | *After completion of this unit, the students will be able to:* Explain the concept, nature, functions, principles, process, benefits, limitations, and approaches of strategic planning along with the understanding of meaning and need for environment analysis and diagnosis and the techniques available for this work. | *After the completion of the unit students*Will be asked to make an assignment underlining the importance of planning in managing their own studies, household activities, expenses, and future studies related prospects.  |
|  | Environmental analysis and diagnosis (internal and external environment) – Definition, importance and techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitors Analysis); Business Environment – concepts and components | Week 6  |
|  | Decision-Making – concept, importance, group decision making, individual versus group decision making, decision making process, perfect rationality and bounded rationality techniques (qualitative and quantitative, MIS, DSS).  | Week 7 |
| Unit: 3 Organising  | Concept; Process of organising – an overview, span of management, different types of authority (line, staff, and functional), decentralisation, delegation. | Week 8 | *After completion of this unit, the students will be able to:* Explain various concepts related to nature, functions, types, principles, process, and benefits of organising process, authority, delegation and decentralisation of authority, and organisation structures | *After the completion of the unit students*Will make a small group-wise power point presentation on various types of existing organisational structures (taking real life examples) |
|  | Formal and Informal organisation; Principles of organising; Types of organisation structure. | Week 8 |
| Unit: 4 Staffing and Directing | Concept of staffing - recruitment and selection; orientation; training and development, career development; performance appraisal.  | Week 9 | *After completion of this unit, the students will be able to:* Understand, explain and apply various concepts related to nature, functions, types, principles, process, and benefits of staffing, selection, recruitment, motivation, theories of motivation, leaderships, theories of leadership, and communication. | *After the completion of the unit students*Will take a class test of 10 marks on any two of the completed sub-units of this unit.  |
| Motivation – Concept, importance, intrinsic and extrinsic motivation; major motivational theories- Maslow’s need hierarchy theory, Hertzberg’s two-factor theory, McGregor’s Theory X and Theory Y, Ouchi’s Theory – Z. | Week 10 |
| Leadership – Concept, importance; major theories of leadership (Likert’s scale theory, Blake and Mouton’s Grid theory, House’s path goal theory, Fred Fielder’s situation leadership), transactional leadership, Transformational leadership, transforming leadership. | Week 11  |
| Communication- Concept, purpose, process; oral and written communication; formal and informal communication networks, barriers to communication, overcoming barriers to communication. | Week 12 |
| Unit: 5 Control | Concept, process, limitations, principles of effective control, major techniques of control- ratio analysis, budgetary control, EVA, MVA, PERT, and CPM. | Week 13 | *After completion of this unit, the students will be able to:* understand the meaning, process, limitations, and techniques of controlling. | *After the completion of the unit students*Will submit an assignment making a comparative analysis of different controlling techniques.  |