

SARASWATI MAHILA MAHAVIDHYALAYA, PALWAL

LESSON-PLAN

Class: BBA 1stYear

Semester: 2nd

Subject: PRINCIPLES OF MANAGEMENT

Session: 2021-22

Lecture Number	Topic
1-20	UNIT 1
	Introduction – nature of management,
	Process of management
	Basic managerial roles and skills,
	Nature of managerial work
	Approaches to management – classical
	Approaches to management – human relations ,behavioural , systems and contingency Approaches
	Contemporary issues and challenges.
1-18	UNIT 2
	Planning and decision making – concept
	Purpose and process of planning
	Kinds of plans
	Strategic planning
	Tactical planning
	Operational planning
	Goal setting, MBO
	Decision making – nature and process

Lecture Number	Topic
	Decision making – process
	Behavioural aspects of decision making
	Forms of group decision making in organizations.
1-20	UNIT 3
	Organizing and leading elements of organizing-Introduction
	Division of work
	Departmentalization
	Distribution of authority
	Coordination
	Organization structure and design
	Leadership – nature and significance
	Leadership styles
	Behavioural to leadership.
	Situational approaches to leadership.

Lecture Number	Topic
1-18	UNIT 4
	Management control – nature
	Purpose of controlling
	Process of controlling
	Kinds of control system
	Prerequisites of effective control system
	Resistance to control
	Controlling techniques, social audit.
	Social audit

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