

Lesson Plan

Name of the Faculty : Navdeep Kaur
Discipline : Department of Electronics and Communication Engineering
Semester : 6th
Subject : Fundamentals of Management (HS 201 N)
Lesson Plan Duration : 15 weeks (from January, 2020 to April, 2020)
****Work Load (Lecture / Practical) per week (in hours)** : Lectures-03, Practical-Nil

Week	Theory	
	Lecture Day	Topic (including assignment / test)
1 st	1 st	Introduction to Management, Management as Art, Science & Profession
	2 nd	Concepts of management-Administration, Henry Fayol principles, Scientific Management Principles
	3 rd	Administrative Theory of Management, Functions of Management
2 nd	4 th	Functions of Management, Introduction about Planning function, features
	5 th	Types of plans, planning process / Steps in planning
	6 th	Class Test
3 rd	7 th	Concept of Corporate Strategy, formulation of strategy & Types of strategies
	8 th	Management by objectives (MBO)
	9 th	Types of policies, principles of formulation of policies
4 th	10 th	Organizing: nature, importance, process, Line and Staff organization
	11 th	SWOT analysis, Discussion about general awareness questions (Five questions at least)
	12 th	Assignment 1
5 th	13 th	Delegation of Authority , barriers in Delegation and responsibility
	14 th	Difference between Centralization and Decentralization Departmentalization: Concept and Types (Project and Matrix)
	15 th	Staffing: concept, features and Steps involved in staffing
6 th	16 th	Performance appraisal, Methods of performance appraisal
	17 th	Training and development, types of training
	18 th	Class Test 2
7 th	19 th	Job Analysis: concept and process
	20 th	Recruitment, types and sources of recruitment
	21 st	Selection: concept, features with examples of selection procedure from various IT and Non IT Companies

8 th	22 nd	Selection Process
	23 rd	Communication- nature, process, barriers to Effective Communication
	24 th	Assignment 2
9 th	25 th	Theories of motivation-MASLOW, HERZBERG, MC GREGOR
	26 th	Leadership – concept and theories: Managerial Grid,
	27 th	Situational Leadership, types of leaders
10 th	28 th	Transactional and Transformational Leadership
	29 th	Controlling: concept, process, types, barriers to controlling
	30 th	Controlling techniques: Budgetary control,
11 th	31 st	Return on investment, Management information system-MIS
	32 nd	TQM-total quality management, Network Analysis- PERT and CPM.
	33 rd	Network Analysis- PERT and CPM.
12 th	34 th	Social Responsibility of Management
	35 th	Management of Crisis,
	36 th	Functional aspects of business: Conceptual framework of functional areas of management
13 th	37 th	Sources of Finance- Long Term Sources
	38 th	Sources of Finance- Mid Term and Short Term Sources
	39 th	Functions of marketing, STP
14 th	40 th	Discussion about previous year questions
	41 st	Functions performed by human resource manager
	42 nd	, Marketing Mix
15 th	43 rd	Business Ethics
	44 th	Case Study
	45 th	Assignment 3

(Navdeep Kaur)

Assistant Professor

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