

# Lesson Plan – Principles of Management

Course: BBA 1st Semester

Paper Code: B23-BBA-102

Teaching Days: Thursday, Friday, Saturday only

- First Term: 22 July 2025 – 18 Oct 2025
- Vacation: 19 Oct – 26 Oct 2025
- Second Term: 27 Oct – 24 Nov 2025

## Unit I – Introduction & Planning/Decision Making

Month	Topic
July	Introduction: Concept, Nature of Management
August	Evolution of Management Thought Functions & Significance of Management Managerial Roles & Skills Planning: Concept & Nature Planning Process Components & Types of Plans
September	Decision Making: Concept & Types Decision-Making Process & Techniques

## Unit II – Organizing

Month	Topic
September	Organizing: Concept Principles of Organizing Types: Line Structure Functional Structure Line & Staff Relationship Delegation of Authority: Meaning Elements of Delegation Centralization Decentralization

---

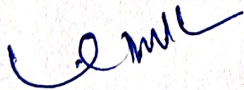
### **Unit III – Staffing & Directing**

<b>Month</b>	<b>Topic</b>
October	Staffing: Nature & Meaning Importance of Staffing Steps in Staffing  Directing: Concept & Elements Principles of Directing Importance of Directing Staffing + Directing Integration

---

### **Unit IV – Communication & Controlling**

<b>Month</b>	<b>Topic</b>
November	Communication: Meaning, Process Barriers to Communication Corrective Measures Communication Networks Controlling: Concept & Importance Process of Controlling Control Techniques

  
Dr Sunil Dutt,  
Associate Professor of Commerce,  
Department of Commerce