

Lesson Plan (Business Management – B23-COM-103)

CLASS B.COM I (A+B)

Unit I – Introduction to Management

- **JULY**
 - Introduction to Management: Concept, Characteristics & Significance
 - Process and Functions of Management
 - Management as Science, Art & Profession
 - **AUGUST**
 - Approaches: Classical & Neo-classical
 - Approaches: Behavioural Approach
 - Approaches: Management Science Approach
 - Approaches: Systems Approach
 - Approaches: Contingency Approach
 - Emerging Management Concepts
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Unit II – Planning & Organizing

- **SEPTEMBER**
 - Planning: Process & Importance (Part I & II)
 - Types of Plans: Policy, Programme
 - Types of Plans: Strategy, Vision, Mission, Goals & Objectives
 - Organizing: Principles & Benefits
 - Organizational Structure: Functional, Line & Staff
 - Organizational Structure: Matrix
 - Organizational Structure: Formal vs Informal
 - Organizational Structure for Large Scale Business Organizations
 - Virtual Organization
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Unit III – Staffing, Delegation, Direction & Control

OCTOBER

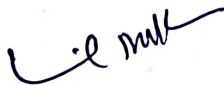
- Staffing: Importance & Scope
- Modes of Staffing
- Delegation: Advantages, Barriers
- Guidelines for Effective Delegation
- Centralization & Decentralization: Concepts
- Advantages & Disadvantages of Centralization & Decentralization
- Factors Influencing Decentralization
- Directing: Meaning & Importance
- Coordination: Meaning, Need & Importance
- **NOVEMBER**
 - Controlling: Characteristics & Process

- Prerequisites of Effective Control System
 - Techniques of Control
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Unit IV – Motivation & Leadership

NOVEMBER

- Motivation: Objectives & Significance
- Approaches to Motivation (Part I & II)
- Leadership: Significance & Functions
- Leadership Styles (Autocratic, Democratic, Laissez-Faire, etc.)
- Approaches to Leadership (Trait, Behavioural, Situational)
- Revision & Class Test



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