

**DAV CENTENARY COLLEGE FARIDABAD****Summary of Lesson Plans of College Faculty**

Name of Asst/Associate Professor : Dr. Surbhi

Class &amp; Section: BBA II SEM (A,B,C)

Subject: Principles of Management

Academic Session 2023-24 Even Sem

|        | Date       | Topics to be covered                        |
|--------|------------|---|
| Week 1 | 01.01.2024 | Introduction to management                  |
|        | 02.01.2024 | nature & characteristics of management      |
|        | 03.01.2024 | process of management                       |
|        | 04.01.2024 | basic managerial roles                      |
|        | 05.01.2024 | skills of managers required                 |
|        | 06.01.2024 | nature of managerial work                   |
|        | 07.01.2024 | Sunday                                      |
| Week 2 | 08.01.2024 | neo classical approach defined              |
|        | 09.01.2024 | behavioural approach explained              |
|        | 10.01.2024 | human relation approach defined & explained |
|        | 11.01.2024 | evaluation of neo classical approach        |
|        | 12.01.2024 | modern approach                             |
|        | 13.01.2024 | quantitative approach                       |
|        | 14.01.2024 | Sunday                                      |
| Week 3 | 15.01.2024 | systems approach                            |
|        | 16.01.2024 | contingency approach                        |
|        | 17.01.2024 | Guru Govind Singh Jayanti                   |
|        | 18.01.2024 | evaluation of modern approach               |
|        | 19.01.2024 | contemporary issues and challenges          |
|        | 20.01.2024 | unit I revised                              |
|        | 21.01.2024 | Sunday                                      |
| Week 4 | 22.01.2024 | planning -introduction                      |
|        | 23.01.2024 | concept & purpose of planning               |
|        | 24.01.2024 | process of planning                         |
|        | 25.01.2024 | importance of planning                      |
|        | 26.01.2024 | Republic Day                                |
|        | 27.01.2024 | strategic planning                          |
|        | 28.01.2024 | Sunday                                      |
|        | 29.01.2024 | tactical planning                           |
| Week 5 | 30.01.2024 | operational planning                        |
|        | 31.01.2024 | relationship among various plans            |
|        | 01.02.2024 | standing plans                              |
|        | 02.02.2024 | single used plans                           |
|        | 03.02.2024 | objectives                                  |
|        | 04.02.2024 | Sunday                                      |
| Week 6 | 05.02.2024 | strategies                                  |
|        | 06.02.2024 | policies                                    |
|        | 07.02.2024 | procedures                                  |
|        | 08.02.2024 | programmes                                  |

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|         | 09.02.2024 | budgets                             |
|         | 10.02.2024 | schedules                           |
|         | 11.02.2024 | Sunday                              |
| Week 7  | 12.02.2024 | projects                            |
|         | 13.02.2024 | methods                             |
|         | 14.02.2024 | Chotu Ram Jayanti                   |
|         | 15.02.2024 | goal setting                        |
|         | 16.02.2024 | MBO                                 |
|         | 17.02.2024 | decision making-nature & process    |
|         | 18.02.2024 | Sunday                              |
| Week 8  | 19.02.2024 | group decision making               |
|         | 20.02.2024 | techniques of group decision making |
|         | 21.02.2024 | forms of group decision making      |
|         | 22.02.2024 | organising-introduction             |
|         | 23.02.2024 | leading elements of organising      |
|         | 24.02.2024 | Ravidas Jayanti                     |
|         | 25.02.2024 | Sunday                              |
| Week 9  | 26.02.2024 | departmentalisation                 |
|         | 27.02.2024 | distribution of authority           |
|         | 28.02.2024 | coordination                        |
|         | 29.02.2024 | organisation structure and design   |
|         | 01.03.2024 | process of organising               |
|         | 02.03.2024 | formal & informal organisation      |
|         | 03.03.2024 | Sunday                              |
| Week 10 | 04.03.2024 | organisation structure & design     |
|         | 05.03.2024 | concept of decentralisation         |
|         | 06.03.2024 | Shaheedi diwas of Bhagat Singh      |
|         | 07.03.2024 | types of organisation structure     |
|         | 08.03.2024 | Maha Shivratri                      |
|         | 09.03.2024 | leadership concept                  |
|         | 10.03.2024 | Sunday                              |
| Week 11 | 11.03.2024 | leadership styles                   |
|         | 12.03.2024 | behavioural approach of leadership  |
|         | 13.03.2024 | situational approach to leadership  |
|         | 14.03.2024 | situational approach to leadership  |
|         | 15.03.2024 | situational approach to leadership  |
|         | 16.03.2024 | nature and purpose of controlling   |
|         | 17.03.2024 | Sunday                              |
| Week 12 | 18.03.2024 | process of controlling              |
|         | 19.03.2024 | Mahaveer jayanti                    |
|         | 20.03.2024 | kinds of control system             |
|         | 21.03.2024 | types of control                    |
|         | 22.03.2024 | management control - techniques     |
|         | 23.03.2024 | Holi Vacations                      |
|         | 24.03.2024 | Holi Vacations                      |

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| Week 13 | 25.03.2024 | Holi Vacations                       |
|         | 26.03.2024 | Holi Vacations                       |
|         | 27.03.2024 | Holi Vacations                       |
|         | 28.03.2024 | Holi Vacations                       |
|         | 29.03.2024 | Holi Vacations                       |
|         | 30.03.2024 | Holi Vacations                       |
|         | 31.03.2024 | Holi Vacations                       |
| Week 14 | 01.04.2024 | traditional control techniques       |
|         | 02.04.2024 | budget & budgetary control           |
|         | 03.04.2024 | break-even analysis                  |
|         | 04.04.2024 | statistical data analysis            |
|         | 05.04.2024 | internal audit & cost control        |
|         | 06.04.2024 | modern control techniques            |
|         | 07.04.2024 | Sunday                               |
| Week 15 | 08.04.2024 | return on investment & HR accounting |
|         | 09.04.2024 | management & social audit            |
|         | 10.04.2024 | class discussion                     |
|         | 11.04.2024 | ID-ul-Fitar                          |
|         | 12.04.2024 | revision                             |
|         | 13.04.2024 | Vaishakhi                            |
|         | 14.04.2024 | Sunday                               |
| Week 16 | 15.04.2024 | revision                             |
|         | 16.04.2024 | revision                             |
|         | 17.04.2024 | Ram Navmi                            |
|         | 18.04.2024 | class discussion                     |
|         | 19.04.2024 | class discussion                     |
|         | 20.04.2024 | class discussion                     |
|         | 21.04.2024 | class discussion                     |
| Week 17 | 22.04.2024 | Important Questions of Unit -1       |
|         | 23.04.2024 | Important Questions of Unit -2       |
|         | 24.04.2024 | Important Questions of Unit -3       |
|         | 25.04.2024 | Important Questions of Unit -4       |
|         | 26.04.2024 | revision                             |
|         | 27.04.2024 | revision                             |
|         | 28.04.2024 | Sunday                               |
|         | 29.04.2024 | revision                             |
|         | 30.04.2024 | revision                             |
|         | 1.05.2024  | Examinations                         |