

**ST. JOSEPH'S COLLEGE OF COMMERCE  
(AUTONOMOUS)**

**LESSON PLAN HOURLY WISE  
2018-2019 (Odd Semester)**

**POM – 1C & POM (ST) – 1D**

**Subject Name: C3 15 MC102 : Principles of Management**

**Lecture hours: 60**

**Objective:** To familiarize the students with the Concepts and Principles of Management and to train them in Practical and Managerial skills.

Sl. No	UNIT & OBJECTIVES	No. of Lecture Hours	Methodology / Instructional techniques	Evaluation/ learning confirmation
<b>UNIT I</b>	<b>INTRODUCTION TO MANAGEMENT AND HISTORY OF MANAGEMENT THOUGHT.</b>	<b>12</b>	Lecture, ppts and Discussions	
1.	<b>Introduction:</b> Meaning – Nature and Characteristics of Management. Scope and Functional Areas of Management.	4	Lecture and Discussions	Question and Answer
2.	Management as an Art, Science or Profession. Management and Administration – Principles of Management - Roles and skills of managers.	2	Lecture and Discussions	Illustrations
3.	<b>Evolution of Management Thought:</b> Pre-scientific Management – Introduction.	2	Lecture and Discussions	Illustrations
4.	Taylor's Scientific Management – Fayol's modern management - Lillian and Gilberth Human Relations – Elton Mayo.	4	Lecture and Discussions	Question and Answer
<b>UNIT II</b>	<b>PLANNING FORECASTING AND DECISION MAKING.</b>	<b>10</b>	Lecture, ppts, Activity and Discussions	
1.	<b>Planning:</b> Nature – Planning Process – Objectives – Types of plans – MBO (Peter Drucker) & MBE	3	Lecture, Discussions and Role Play	Question and Answer
2.	<b>Forecasting:</b> Meaning and purpose of forecasting – Techniques of forecasting - Qualitative and quantitative.	3	Lecture and Discussions	Illustrations
3.	<b>Decision Making:</b> Meaning – Types of decisions – Personal phases of Decision Making - Steps in decision making - Delegation and Principles of delegation.	3	Lecture and Discussions	Activity

4	CIA 1	1	MCQ's	MCQ's test
<b>UNIT III</b>	<b>ORGANIZING AND STAFFING</b>	<b>10</b>	Lecture, ppts and Discussions	
1	<b>Organizing:</b> Nature and purpose of organization - Principles of organization - Organization structure and types - Departmentation.	4	Lecture and Discussions	Question and Answer
2	Committees - Centralization vs. Decentralization of Authority - Span of Control - Meaning - Factors affecting span.	4	Lecture and Discussions	Illustrations
3	<b>Staffing:</b> Nature and Process of Staffing.	2	Lecture and Discussions	Question and Answer
	1 <sup>st</sup> CIA to be held in 1 <sup>st</sup> week of July tentatively. Class test on Module 2			
<b>UNIT IV</b>	<b>LEADERSHIP, DIRECTING AND CONTROLLING</b>	<b>10</b>	Lecture, ppts and Discussions	
1	<b>Leadership:</b> Meaning - Leadership styles - Theories of leadership.	2	Lecture and Discussions	Question and Answer
2	<b>Directing:</b> Meaning - Principles and techniques of directing.	2	Lecture and Discussions	Question and Answer
3	<b>Controlling:</b> Meaning and definition - Features - Steps in controlling and methods of establishing control.	3	Lecture and Discussions	Question and Answer
4	Techniques of controlling - Budgetary and non-budgetary.	3	Illustrations	Illustrations
<b>UNIT V</b>	<b>CO-ORDINATION AND MOTIVATION</b>	<b>12</b>	Lecture, ppts, Activity and Discussions	
1.	<b>Co-ordination:</b> Meaning - steps and methods of co-ordination.	2	Lecture and Discussions	Question and Answer
2.	<b>Motivation:</b> Meaning - Theories of motivation - Carrot & Stick approach.	2	Lecture and Discussions	Activity
3.	Maslow's - Mc Gregor's - Herzberg's - ERG.	4	Lecture and Discussions	Illustrations
4.	Mc Clelland's - Vroom's Expectancy.	2	Lecture, Discussions and Visual	Question and Answer

5.	William Ouchi's theory Z.	2	Lecture and Discussions	Question and Answer
	2 <sup>nd</sup> CIA to be held in last week of August tentatively.			
<b>UNIT VI</b>	<b>BUSINESS ETHICS</b>	<b>6</b>	Lecture, ppts, Activity and Discussions	
1.	Meaning - Need and importance - Principles of ethics - profits and ethics	2	Lecture and Discussions	Activity
2.	Factors affecting ethical practices in Business.	2	Case Study	Question and Answer
3.	Social Responsibilities of Management - Meaning, Social responsibilities of business towards various groups.	2	Lecture and Discussions	Question and Answer

**Books for Reference:**

- ❖ Appaniah & Reddy: *Essentials of Management*.
- ❖ Koontz & O' Donnell: *Management*.
- ❖ L. M Prasad: *Principles of Management*.
- ❖ Rustum & Davan: *Principles and Practice of Management*.
- ❖ S.V.S Murthy: *Essentials of management*.
- ❖ Sharma & Gupta: *Principles of Management*.
- ❖ Srinivasan & Chunawalla: *Management Principles and Practice*.
- ❖ Thomas N. Duening & John. M. Ivan Cevich: *Management, Principles and Guidelines, Biztantra Publications*.
- ❖ Tripathi & Reddy: *Principles of Management*.
- ❖ Premavathy M. Dr., *Business Ethics, Srivishnu Publication*.

Prepared By:

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Approved By: