

Govt. College for Women Gurawara Lesson Plan

Name of the Assistant Professor: Rajni

Class and Section: B.Com Ist

Subject: Business Management

Week	Topics
1	Introduction and Characteristics of Management
	Significance of Management
	Process and Functions of Management
	Management: An Art or A Science
2	Management: As a Profession
	Classical Approach- Scientific Management
	Administrative Approach
	Bureaucratic Management
3	Neo Classical Approach- Human Relation Approach
	Behavioural Science Approach
	Modern Approach
4	Introduction , Nature and Importance of Planning
	Process of Planning
	Principles of Planning
	Limitation of Planning
5	Requisites of Effective Planing
	Types of Plan
	Mission and Objectives
	Policies, Procedures, Rules and Strategy
6	Programme
	Budget
	Project
	Schedule
	Corporate Planning



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Class and Section: B.Com Ist

Subject: Business Management

Week	Topics
7	Organizing- Meaning and nature
	Process of Organizing
	Types and Principles of Organising
	Advantages
8	Organisation Structure- Introduction and Meaning
	Line Organisation
	Line and Staff Organisation
	Functional Foremanship
	Committee Organisation, Matrix Factors affecting Organisation structure
9	Staffing: Meaning and Importance
	Scope
	Modes
	Delegation of Authority- Meaning and Elements
10	Process and Advantages
	Obstacles in Delegation of Authority
	Guidelines For effective delegation
	Decentralization
11	Centralization
	Directing
	Coordination
12	Controlling: Meaning and Characteristics
	Process
	Pre-requisites of an effective control system
	Controlling Techniques
13	Motivation
14	Leadership
15	Assignment with Presentation



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