

**PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANIPAT**

**DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE PLAN**

Name: Dr. Annu Dahiya

Subject Name: - Principle of Management

Branch/Semester: - BBA

Subject Code: - BBA 108

Sr. No.	Lecture No.	Topics To Be Covered	Planned on	Covered On	Remarks
1	L 1	Introduction to Subject	3/1/2020		
2	L 2	Introduction: concept, nature, process and significance of management	6/1/2020		
3	L 3	Assignment No.1	8/1/2020		
4	L 4	Development of management thought- classical, Neo-classical, Behavioral,	10/1/2020		
5	L 5	Systems and contingencies approaches, Contemporary issue and Challenges of management.	13/1/2020		
6	L 6	Test No.1	15/1/2020		
7	L 7	Planning- Meaning & concept	17/1/2020		
8	L 8	Planning-Types process and techniques	20/1/2020		
9	L 9	Assignment No.2	22/1/2020		
10	L 10	Decision making- concept, types process and techniques	24/1/2020		
11	L 11	Organizing: Nature, importance, process,	27/1/2020		
12	L 12	Formal & Informal organizations, organization chart	3/2/2020		
13	L 13	Organizing principles	5/2/2020		
14	L 14	Span of Management: factors determining effective span, Graicunas formula	7/2/2020		
15	L 15	Assignment No.3	10/2/2020		
16	L 16	Departmentation: Definition	12/2/2020		
17	L 17	Departmentation by function, territory, product/service, customer group and matrix organization	14/2/2020		
18	L 18	Authority: definition, types, responsibility and accountability	17/2/2020		
19	L 19	Test 2	19/2/2020		
20	L 20	Delegation; Definition, steps in delegation, obstacles to delegation and their elimination	21/2/2020		

21	L 21	Decentralization vs. Centralization, determinants of effective decentralization	24/2/2020		
22	L 22	Staffing: definition, manpower management	26/2/2020		
23	L 23	Assignment 4	2/3/2020		
24	L 24	Factors affecting staffing	4/3/2020		
25	L 25	Job design,	6/3/2020		
26	L 26	Test 3	9/3/2020		
27	L 27	Selection process and its techniques,	11/3/2020		
28	L 28	Communication; Importance, process	13/3/2020		
29	L 29	Communication; Barriers and breakdown of communication	16/3/2020		
30	L 30	Communication; Breakdown of communication	18/3/2020		
31	L 31	Controlling: Meaning, Nature and control process	20/3/2020		
32	L 32	Controlling: Types	23/3/2020		
33	L 33	Controlling: Barriers to control making,	25/3/2020		
34	L 34	Control Techniques: budget	27/3/2020		
35	L 35	Control Techniques: non- budgetary control devices,	1/4/2020		
36	L 36	Social responsibility	3/4/2020		
37	L 37	Social responsibility	6/4/2020		
38	L 38	business ethics	8/4/2020		
39	L 39	Revision & Doubt Session	10/4/2020		