**Lesson Plan**

**Name of faculty : SAURAV PURI, AP-CIVIL**

**Discipline : CIVIL**

**Semester : 4TH**

**Subject : Fundamentals of Management**

**Lesson Plan Duration** : **15 weeks (from January, 2018 to April, 2018)**

**Work Load(Lecture/Practical) per week: Lectures: 03 hours, Tutorials: 02hours**

**(in hours)**

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| **Week** | **Theory** | | **Practical** | |
|  | **Lecture day** | **Topic(Including assignment/ test)** | **Practical day** | **Topic** |
| 1st |  | Introduction to management, Definition, nature, importance & Functions, Management as Art, | 1 |  |
|  | Science &Profession-Management as social System, |  |  |
|  | Concepts of management-Administration |  |  |
| 2nd |  | Development of Management Thought-Scientific management | 2 |  |
|  | AdministrativeTheory of Management, Bureaucratic Organization, |  |  |
|  | Behavioral approach (Neo Classical Theory): Human Relations Movement; |  |  |
| 3rd |  | Behavioral Science approach; Modern approach to management –Systems approach and contingency approach. | 3 |  |
|  | nature, purpose and functions, types of plans, planning process, Strategies and Policies: Concept ofCorporate Strategy |  |  |
|  | formulation of strategy, Types of strategies Management by objectives (MBO) |  |  |
| 4th |  | SWOT analysis, | 4 |  |
|  | Types of policies, principles of formulation of policies, |  |  |
|  | nature, importance, process, |  |  |
| 5th |  | organization structure: Line and Staff organization | 5 |  |
|  | Delegation of Authorityand responsibility Centralization and Decentralization, |  |  |
|  | Decision Making Process Assignment |  |  |
| 6th |  | 1st Sessional Test | 6 |  |
|  | Decision Making Model |  |  |
|  | Departmentalization: Concept and Types (Project and Matrix), |  |  |
| 7th |  | formal & informal organizations | 7 |  |
|  | concept, process, features; manpower planning |  |  |
|  | Job Analysis: concept and process |  |  |
| 8th |  | Recruitment andselection: concept, process | 8 |  |
|  | sources of recruitment; |  |  |
|  | performance appraisal |  |  |
| 9th |  | training and development Directing | 9 |  |
|  | Communication-nature, process formal and informal |  |  |
|  | barriers to Effective Communication |  |  |
| 10th |  | Theories of motivation-Maslow, Herzberg, McGregor | 10 |  |
|  | Leadership–concept and theories, Managerial Grid |  |  |
|  | Situational Leadership |  |  |
| 11th |  | Transactional leader ship | 11 |  |
|  | Transformational Leadership, assignment of 3rd unit |  |  |
|  | concept, process, types, barriers to controlling Assignment |  |  |
| 12th |  | 2nd Sessional Test | 12 |  |
|  | controlling Techniques: budgetary control |  |  |
|  | Return oninvestment |  |  |
| 13th |  | Management information system-MIS | 13 |  |
|  | TQM-Total Quality Management, |  |  |
|  | Network Analysis-PERT |  |  |
| 14th |  | Network Analysis -CPM | 14 |  |
|  | Recent Trends in Management:-Social Responsibility of Corporate Social Responsibility (CSR) |  |  |
|  | business ethics |  |  |
| 15th |  | Functional aspects of business: Conceptual framework of functional areas of management-Finance | 15 |  |
|  | Marketing and Human Resources |  |  |
|  | 3rd Sessional Test |  |  |