



**BHARATI VIDYAPEETH'S**

**INSTITUTE OF COMPUTER APPLICATIONS & MANAGEMENT (BVICAM)**  
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**Lesson Plan Version 10.0**

<b>Course: MCA-109 - Principles and Practices of Management (PPM)</b>		
<b>MCA - 1<sup>st</sup> Semester</b>	<b>No. of Theory Hours per Week: 04</b>	<b>No. of Practical Hours per Week: 0</b>

**Course Outcome (CO):**

<b>COs for Theory (MCA-109):</b>	
CO1	Understand the basics of the management principles, business ethics and social responsibility. <b>(BTL2)</b>
CO2	Understand the working of the salient organizational functions like planning, decision making and organizing. <b>(BTL2)</b>
CO3	Apply various managerial functions in staffing and motivation. <b>(BTL 3)</b>
CO4	Develop leadership, communication and various monitoring techniques. <b>(BTL 6)</b>

**Recommended Books:**

<b>Books</b>	<b>S. No.</b>	<b>Details of the Books</b>
<b>Text Books</b>	1.	Stoner, Freeman and Gilbert Jr., "Management", PHI, 6 <sup>th</sup> Ed. <b>[SFG]</b>
	2.	Koontz, "Essentials of Management", Tata Mc Graw Hill, 8 <sup>th</sup> Ed., 2010 <b>[Koontz]</b>
	3.	Robbins and Coulter, "Management", PHI, 8 <sup>th</sup> Ed. <b>[RC]</b>
<b>Reference Books</b>	1.	Robbins S. P. and Decenzo David, "A. -Fundamentals of Management: Essential Concepts and Applications", Pearson Education, 5 <sup>th</sup> Ed.
	2.	Wehrich Heinz and Koontz Harold, "Management: A Global and Entrepreneurial Perspective", Mc Graw Hill, 12 <sup>th</sup> Ed., 2008.
	3.	R. Satya Raju and A. Parthasarathy, "Management Text and Classes", PHI, 2 <sup>nd</sup> Ed., 2009.

<b>Lecture No.</b>	<b>Topics / Concepts to be Covered</b>	<b>Reference of the Book and its Chapter</b>
<b>UNIT - I</b>		
1.	Management: Concept, Nature, Importance; Management: Art and Science, Management As a Profession.	Chapter-1[SFG] Chapter-1[Koontz]
2.	Management: Concept, Nature, Importance; Management: Art and Science, Management As a Profession.	Chapter-1[SFG] Chapter-1[Koontz]

Lecture No.	Topics / Concepts to be Covered	Reference of the Book and its Chapter
3.	Management Vs. Administration, Management Skills.	Chapter-1[SFG] Chapter-1[Koontz]
4.	Levels of Management, Characteristics of Quality Managers.	Chapter-1[SFG] Chapter-1[Koontz]
5.	Evolution of Management: Early contributions.	Chapter-2[SFG] Chapter-1[Koontz]
6.	Taylor and Scientific Management.	Chapter-2[SFG] Chapter-1[Koontz]
7.	Fayol's Administrative Management.	Chapter-2[SFG] Chapter-1[Koontz]
8.	Bureaucracy	Chapter-2[SFG]
9.	Hawthorne Experiments and Human Relations.	Chapter-2[SFG]
10.	Social System Approach, Decision Theory Approach.	Chapter-2[SFG]
11.	Business Ethics and Social Responsibility: Concept, Shift to Ethics, Tools of Ethics.	Chapter-4[SFG] Chapter-2[Koontz]
12.	Business Ethics and Social Responsibility: Concept, Shift to Ethics, Tools of Ethics.	Chapter-4[SFG] Chapter-2[Koontz]
13.	Buffer Reserved for Revision of Unit I	
<b>UNIT - II</b>		
14.	Introduction to Functions of Management, Planning: Nature, Scope.	Chapter-10[SFG] Chapter-4[Koontz]
15.	Objectives and Significance of Planning, Types of Planning.	Chapter-10[SFG] Chapter-4[Koontz]
16.	Process of Planning, Barriers to Effective Planning.	Chapter-10[SFG] Chapter-5[Koontz]
17.	Planning Premises and Forecasting, Key to Planning.	Chapter-5[Koontz]
18.	Decision Making.	Chapter-6[Koontz] Chapter-9[SFG]
19.	Organizing: Concept, Organization Theories.	Chapter-9[SFG] Chapter-7[Koontz]
20.	Forms of Organizational Structure.	Chapter-9[SFG] Chapter-8[Koontz]
21.	Combining Jobs: Departmentation, Span of Control.	Chapter-9[SFG] Chapter-9[Koontz]
22.	Delegation of Authority, Authority & Responsibility.	Chapter-9[SFG] Chapter-9[Koontz]
23.	Organizational Design	Chapter-9[SFG] Chapter-10[Koontz]
24.	Buffer Reserved for Revision of Unit II	

Lecture No.	Topics / Concepts to be Covered	Reference of the Book and its Chapter
<b>UNIT - III</b>		
25.	Staffing: Concept, System Approach.	Chapter-14[SFG] Chapter-11[Koontz]
26.	Manpower Planning	Chapter-14[SFG] Chapter-11[Koontz]
27.	Job Design	Chapter-14[SFG] Chapter-11[Koontz]
28.	Recruitment & Selection	Chapter-14[SFG]
29.	Training & Development	Chapter-14[SFG]
30.	Performance Appraisal	Chapter-14[SFG] Chapter-12[Koontz]
31.	Directing: Concept, Direction and Supervision	Chapter-15[Koontz]
32.	Motivation: Concept, Motivation and Performance	Chapter-16[SFG] Chapter-14[Koontz]
33.	Theories Of Motivation	Chapter-16[SFG] Chapter-14[Koontz]
34.	Approaches for Improving Motivation, Pay and Job Performance	Chapter-16[SFG]
35.	Quality of Work Life, Morale Building.	Chapter-16[SFG]
36.	Buffer Reserved for Revision of Unit III	
<b>UNIT - IV</b>		
37.	Leadership: The Core of Leadership	Chapter-17[SFG] Chapter-15[Koontz]
38.	Influence, Functions of Leaders	Chapter-17[SFG] Chapter-15[Koontz]
39.	Leadership Style, Leadership Development	Chapter-17[SFG] Chapter-15[Koontz]
40.	Communication: Communication Process	Chapter-19[SFG]
41.	Importance of Communication, Communication Channels	Chapter-19[SFG]
42.	Barriers to Communication.	Chapter-19[SFG]
43.	Controlling: Concept, Types of Control, Methods: Pre-control: Concurrent Control: Post-control, An Integrated Control System	Chapter-20[SFG] Chapter-18[Koontz]
44.	The Quality Concept Factors affecting Quality, Developing a Quality Control System	Chapter-20[SFG] Chapter-18[Koontz]
45.	Total Quality Control, Pre-control of Inputs, Concurrent Control of Operations. Post Control of Outputs.	Chapter-20[SFG] Chapter-18[Koontz]

Lecture No.	Topics / Concepts to be Covered	Reference of the Book and its Chapter
46.	Change and Development: Model for Managing Change	Chapter-15[SFG]
47.	Forces for Change, Need for Change	Chapter-15[SFG]
48.	Alternative Change Techniques, New Trends in Organizational Change.	Chapter-15[SFG]
49.	Buffer Reserved for Revision of Unit IV	
50.	Buffer Reserved for Revision	

### Testing Schedule:

Nature of Test	August	September	October	November
Surprise Test (ST)	ST in any of the Weeks	-	-	-
Mid Term Test (MT)	-	MT in 2nd / 3 <sup>rd</sup> Week	-	-
Class Test (CT)	-	-	CT in any of the Weeks	-
Supplementary Test (Sp.T)	-	-	-	Sp. T in 1 <sup>st</sup> week
Assignment Submission Schedule	<p><b>Assignment-1</b> is to be submitted One Week after completion of Unit-1 and Unit-2.</p> <p><b>Assignment-2</b> is to be submitted One Week after completion of Unit-3.</p> <p><b>Assignment-3</b> is to be submitted One Week after completion of Unit-4.</p>			

### Suggested Topics for Group Discussion:

S. No.	Suggested Topics for Group Discussion
1.	Managerial skills learnt in the classroom can never match those learnt from experience.
2.	Business Ethics and Social Responsibility. "In Indian organization, the social responsibilities are more in theory than in practice." Do you agree with this statement?
3.	"Fayol was of the opinion that his principles are not only applicable to business organisations, but could be applied to social, political, religious and other organisations also with the same degree of clarity and success." Discuss and give arguments for and against universality concept.
4.	Management Education in India. Management education is only for the rich.
5.	The objective of Management is to maximize profits. Is Management Education Required for Business?
6.	You are a bright, hard-working entry-level manager who fully intends to rise up through the rank. Your performance evaluation gives you high

S. No.	Suggested Topics for Group Discussion
	marks for your technical skills but low marks when it comes to people skills. Do you think people skills can be learned, or do you need to rethink your career path? If people skills can be learned, how would you go about it?
7.	Is Management an art or a science?
8.	Education is only Business in these Days.
9.	Should there be private universities? Should we change the present system of education in our country?
10.	Engineering students are wasting their time in Management Studies; they have another way to go.