

Academic Lesson Plan Winter 2024

Discipline: Modern Office Management	Semester 3rd	Name of the Teacher Faculty : Rajani Kanta Choudhury
Subject: Management Principles and Application	No. of days/per week class allotted 04	Semester from date: 01/07/2024 to 16/12/2024
	Class day	No. of weeks : 15
		Theory / Practical Topics
JULY	4/7/2024	Management- Definition
	5/7/2024	Management- Importance
	6/7/2024	Management- Functions
	11/7/2024	Nature-as profession
	12/7/2024	Nature-Science and Art
	13/7/24	Universality of Management
	18/7/24	Levels of Management
	19/7/24	Managerial Tasks and Skills
	25/7/24	Different Schools of Thoughts
	26/7/24	Classical School- Contributions of Taylor
	27/7/24	Classical School- Contribution of Henri Fayol
August	1/8/2024	Neo-classical school-Human Relations Approach
	2/8/2024	Behavioral Science Approach
	3/8/2024	Modern School System Approach
	8/8/2024	Modern School System Approach
	9/8/2024	Contingency Approach
	10/8/2024	Contingency Approach
	16/8/24	Quiz
	17/8/24	Planning- Concept
	22/8/24	Planning- Importance
	23/8/24	Planning-Steps
	29/8/24	Planning-Types
	30/8/24	Barriers To Effective Planning
	31/8/24	Remedial Measures
	5/9/2024	Strategic Planning- Concept
	6/9/2024	Forecasting

SEPTEMBER	12/9/2024	Forecasting- Techniques
	13/9/24	Revision of unit 2
	14/9/24	Quiz
	19/9/24	Organising- Concept
	20/9/24	Organising- Importance
	21/9/24	Organising- Principles
	26/9/24	Different Organization Models-Line & Staff
	27/9/24	Different Organization Modles- Functional
OCTOBER	3/10/2024	Departmentatio n-Need & Basis
	4/10/2024	Departmentatio n-Principles
	5/10/2024	Delegation of Authority- Elements
	15/10/24	Delegation- Steps Barriers
	18/10/24	Centralization of Authority
	19/10/24	Decentralization Of Authority
	26/10/24	Span Of Management- Concept
NOVEMBER	1/11/2024	Span of Management- Determining Factors
	2/11/2024	Revision of unit 3
	3/11/2024	Quiz
	4/11/2024	Directing: Concepts
	7/11/2024	Importance of Directing
	8/11/2024	Leadership: Concept
	9/11/2024	Leadership- Importance
	14/11/24	Leadership- Types
	15/11/24	Leadership Traits
	16/11/24	Tannenbaum & Schmidt's Model
	21/11/24	Blake & Mouton's Model
	22/11/24	Staffing: Concepts
	23/11/24	Staffing: Importance
	28/11/24	Staffing: Importance
	29/11/24	Quiz
30/11/24	Motivation: Concept,Import ance	
DECEMBER	5/12/2024	Importances Of Need Theory
	6/12/2024	Contributions Of Mcgregor,Maslo w
	7/12/2024	Contribution of Herzberg
	12/12/2024	Coordination: Concepts,Impor tance

	13/12/2024	Coordination: Concepts, Importance
	14/12/2024	Quiz
Signature Of the Faculty		