

## **RAJIV GANDHI SCIENCE AND COMMERCE COLLEGE, NARWANA**

Department of Commerce

Session: 2025-2026

Semester: I

Subject: Principles and Practice of Management

Course Code: B23-COM-103

Faculty: Kanika (Lecturer in Commerce)

Class Days: Monday to Thursday

Period: 1 September – 31 December 2025

### **Daily Lesson Plan (Monday–Thursday)**

Date (Mon–Thu)	Topic / Content	Learning Outcomes	Teaching Method	Assessment / Activity
1 Sept 2025 (Mon)	Introduction to Management – Meaning, Nature & Importance	Understand concept & scope of management	Lecture + Chalk & Talk	Oral questions
2 Sept 2025 (Tue)	Functions of Management	Identify major functions of management	PPT + Discussion	Short quiz
3 Sept 2025 (Wed)	Management as Science, Art, Profession	Differentiate science, art & profession	Discussion	Written exercise
4 Sept 2025 (Thu)	Significance of Management	Recognize importance of management	Lecture	Q&A
8 Sept 2025 (Mon)	Classical Theory of Management	Explain scientific & administrative theory	Lecture	Quiz

9 Sept 2025 (Tue)	Neo-Classical & Behavioural Approaches	Understand human relations approach	Discussion	Group activity
10 Sept 2025 (Wed)	Systems & Contingency Approach	Apply modern approaches	PPT + Examples	Assignment
11 Sept 2025 (Thu)	Modern Management Concepts	Recognize new trends	Video + Talk	Short test
1 Oct 2025 (Wed)	Planning – Concept & Nature	Define planning and its nature	Lecture	Oral questions
2 Oct 2025 (Thu)	Steps in Planning	Understand process of planning	PPT	Quiz
6 Oct 2025 (Mon)	Types of Plans	Identify and explain types of plans	Lecture	Written test
7 Oct 2025 (Tue)	Objectives, Policies & Strategies	Relate objectives & strategy	Case study	Activity
8 Oct 2025 (Wed)	Organizing – Concept & Importance	Explain concept of organizing	Lecture	Oral quiz
9 Oct 2025 (Thu)	Principles of Organization	Apply organizing principles	PPT	Quiz
13 Oct 2025 (Mon)	Organizational Structure – Line, Staff, Functional	Differentiate organizational types	Diagram + Discussion	Assignment
14 Oct 2025 (Tue)	Formal & Informal Organization	Compare both types	Lecture	Short questions

15 Oct 2025 (Wed)	Matrix & Virtual Organizations	Understand modern organization structures	PPT	Group task
16 Oct 2025 (Thu)	Revision of Unit II	Summarize planning & organizing	Discussion	Unit Test - I
3 Nov 2025 (Mon)	Staffing – Concept, Importance	Understand need for staffing	Lecture	Q&A
4 Nov 2025 (Tue)	Process of Staffing	Identify steps in staffing	Lecture	Quiz
5 Nov 2025 (Wed)	Delegation – Meaning & Barriers	Explain delegation principles	Chalk & Talk	Written exercise
6 Nov 2025 (Thu)	Decentralization – Concept & Factors	Differentiate decentralization	Case study	Assignment
10 Nov 2025 (Mon)	Directing – Concept & Importance	Understand meaning of directing	Lecture	Short quiz
11 Nov 2025 (Tue)	Coordination – Meaning & Process	Recognize need of coordination	PPT	Class activity
12 Nov 2025 (Wed)	Controlling – Concept & Nature	Define concept of control	Lecture	Quiz
13 Nov 2025 (Thu)	Techniques of Control	Apply control tools	Examples + Discussion	Test
17 Nov 2025 (Mon)	Unit III Revision	Recall staffing, directing & controlling	Recap + Q&A	Unit Test - II
1 Dec 2025 (Mon)	Motivation – Concept & Importance	Define motivation	Lecture	Oral test

2 Dec 2025 (Tue)	Theories of Motivation – Maslow	Explain hierarchy of needs	PPT	Quiz
3 Dec 2025 (Wed)	Theories of Motivation – Herzberg	Differentiate hygiene & motivators	Lecture	Short test
4 Dec 2025 (Thu)	Leadership – Concept & Importance	Define leadership	Lecture	Oral questions
8 Dec 2025 (Mon)	Leadership Styles	Identify various styles	PPT + Case	Group activity
9 Dec 2025 (Tue)	Approaches to Leadership	Understand modern approaches	Lecture	Quiz
10 Dec 2025 (Wed)	Link between Leadership & Motivation	Integrate both concepts	Case study	Assignment
11 Dec 2025 (Thu)	Unit IV Revision	Recall all key theories	Discussion	Unit Test – III
15 Dec 2025 (Mon)	Comprehensive Revision – Unit I	Review early topics	Discussion	Mock test
16 Dec 2025 (Tue)	Comprehensive Revision – Unit II	Review planning & organizing	PPT	Quiz
17 Dec 2025 (Wed)	Comprehensive Revision – Unit III	Review staffing & controlling	Lecture	Practice test
18 Dec 2025 (Thu)	Comprehensive Revision – Unit IV	Review leadership & motivation	Discussion	Oral feedback
22 Dec 2025 (Mon)	Internal Assessment Test	Evaluate understanding	Written test	Marks recorded

23 Dec 2025 (Tue)	Feedback & Counseling Session	Reflect on course	Discussion	Feedback
24 Dec 2025 (Wed)	Preparation for Final Exam	Revise entire syllabus	Self-study	-