

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

FACULTY OF SCIENCE AND HUMANITIES

DEPARTMENT OF COMMERCE – LESSON PLAN – ODD SEMESTER 2019-2020

B.COM GENERAL AND ISM - I YEAR – I SEMESTER – CORE PAPER - II		L	T	P	TOTAL	CREDIT
UCM18102, UIS18102	BUSINESS MANAGEMENT	4	1	0	5	4

Maximum: 100 marks (Internal: 50 marks; External: 50 marks)

List of Faculty Members handling the Subject –

1. IYear B.Com General A Batch – Mrs. A.Kavitha
2. I Year B.Com General B Batch – Mrs. A.Kavitha
3. I Year B.Com General C Batch _ Mrs.D.Bhuvaneshwari
4. I Year B.Com General D Batch _ Mrs.D.Bhuvaneshwari
5. **I Year B.com ISM - DR. Antony raj**

OBJECTIVES:

- To understand the methods of Business Management
- To understand the methods of application of the Business Management

UNIT –I

Introduction to Management – Definition-Importance-Nature and scope of Management –Process – Role and function of a manager – levels of management- Development of scientific management -MBO

WORKING DAY	DATE	DAY	DAY ORDER	LESSON PLAN – DESCRIPTION
1	01-07-2019	MONDAY	I	Syllabus discussion
2	02-07-2019	TUESDAY	II	Introduction to the management
3	03-07-2019	WEDNESDAY	III	Definitions
4	04-07-2019	THURSDAY	IV	Importance
5	05-07-2019	FRIDAY	V	Nature
	06-07-2019	SATURDAY		HOLIDAY
	07-07-2019	SUNDAY		HOLIDAY
6	08-07-2019	MONDAY	I	Scope of Management

7	09-07-2019	TUESDAY	II	process
8	10-07-2019	WEDNESDAY	III	Roles
9	11-07-2019	THURSDAY	IV	Function of manager
10	12-07-2019	FRIDAY	V	Levels of management
	13-07-2019	SATURDAY		HOLIDAY
	14-07-2019	SUNDAY		HOLIDAY
11	15-07-2019	MONDAY	I	Development of scientific management
12	16-07-2019	TUESDAY	II	MBO
13	17-07-2019	WEDNESDAY	III	Theories of management
14	18-07-2019	THURSDAY	IV	Planning Introduction
15	19-07-2019	FRIDAY	V	Steps in effective planning
	20-07-2019	SATURDAY		HOLIDAY
	21-07-2019	SUNDAY		HOLIDAY

UNIT II

Planning-nature-importance-forms-Types-steps in planning-objectives-policies-procedures and methods-Decision Making-process of Decision-Types of Decision.

WORKING DAY	DATE	DAY	DAY ORDER	LESSON PLAN – DESCRIPTION
16	22-07-2019	MONDAY	I	Nature of planning
17	23-07-2019	TUESDAY	II	Importance of planning
18	24-07-2019	WEDNESDAY	III	forms
19	25-07-2019	THURSDAY	IV	Types
20	26-07-2019	FRIDAY	V	Steps in planning
	27-07-2019	SATURDAY		Objectives

	28-07-2019	SUNDAY		Policies
21	29-07-2019	MONDAY	I	Procedures of planning
22	30-07-2019	TUESDAY	II	Methods
23	31-07-2019	WEDNESDAY	III	Decision making
24	1-08-2019	THURSDAY	IV	Process of decision
25	2-08-2019	FRIDAY	V	Types of decision
	3-08-2019	SATURDAY		HOLIDAY
	4-08-2019	SUNDAY		HOLIDAY
26	5-08-2019	MONDAY	I	Revision
27	6-08-2019	TUESDAY	II	Cycle Test I
28	7-08-2019	WEDNESDAY	III	-do-
29	8-08-2019	THURSDAY	IV	-do-
30	9-08-2019	FRIDAY	V	-do-
	10-08-2019	SATURDAY		HOLIDAY
	11-08-2019	SUNDAY		HOLIDAY

UNIT III

**Organizing- Types of organization structure-span of control-
Departmentalization and Decentralization –Delegation of Authority.**

WORKING DAY	DATE	DAY	DAY ORDER	LESSON PLAN – DESCRIPTION
	12-08-2019	MONDAY	I	Holiday – Bakrid
31	13-08-2019	TUESDAY	II	Organizing introduction
32	14-08-2019	WEDNESDAY	III	Types of organization
	15-08-2019	THURSDAY	IV	Holiday – Independence Day
33	16-08-2019	FRIDAY	V	Organization structure

	17-08-2019	SATURDAY		HOLIDAY
	18-08-2019	SUNDAY		HOLIDAY
34	19-08-2019	MONDAY	I	Span of control
35	20-08-2019	TUESDAY	II	Departmentalization introduction
36	21-08-2019	WEDNESDAY	III	Types of departments
37	22-08-2019	THURSDAY	IV	Decentralisation
38	23-08-2019	FRIDAY	V	Decentralisation
	24-08-2019	SATURDAY		HOLIDAY
	25-08-2019	SUNDAY		HOLIDAY
39	26-08-2019	MONDAY	I	Delegation of authority
40	27-08-2019	TUESDAY	II	responsibility
41	28-08-2019	WEDNESDAY		INDEPENDENCE DAY – HOLIDAY
42	29-08-2019	THURSDAY	III	Directing introduction
43	30-08-2019	FRIDAY	IV	Definitions
	31-08-2019	SATURDAY		HOLIDAY
	1-09-2019	SUNDAY		HOLIDAY
	2-09-2019	MONDAY	V	Importance of directing

UNIT IV

**Directing-Definitions-Importance of directing –supervising-Motivation-theories-
Leadership-staffing-Recruitment-sources,selection,training.**

WORKING DAY	DATE	DAY	DAY ORDER	LESSON PLAN – DESCRIPTION
44	3-09-2019	TUESDAY	I	Effective directing
45	4-09-2019	WEDNESDAY		BAKRID – HOLIDAY
46	5-09-2019	THURSDAY	II	supervising

47	6-09-2019	FRIDAY	III	Effective supervising
	7-09-2019	SATURDAY		HOLIDAY
	8-09-2019	SUNDAY		HOLIDAY
48	9-09-2019	MONDAY	IV	Motivation Introduction
	10-09-2019	TUESDAY	V	Theories of Motivation
49	11-09-2019	WEDNESDAY	I	Types of motivation
50	12-09-2019	THURSDAY	II	Leadership, staffing
51	13-09-2019	FRIDAY	III	Recruitment, selection, training
	14-09-2019	SATURDAY		HOLIDAY
	15-09-2019	SUNDAY		HOLIDAY
52	16-09-2019	MONDAY	IV	Cycle Test – II
53	17-09-2019	TUESDAY	V	-do-
54	18-09-2019	WEDNESDAY	I	-do-
55	19-09-2019	THURSDAY	II	-do-
56	20-09-2019	FRIDAY	III	selection
	21-09-2019	SATURDAY		Holiday
	22-09-2019	SUNDAY		Holiday
57	23-09-2019	MONDAY	IV	training
58	24-09-2019	TUESDAY	V	Revision

UNIT V

**Co-ordination –Need, Types and Technique – controlling – Nature an process- Techniques
–Budgetary control, PERT/ CPM and MBE**

WORKING DAY	DATE	DAY	DAY ORDER	LESSON PLAN – DESCRIPTION
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59	25-09-2019	WEDNESDAY	I	Co-ordination
60	26-09-2019	THURSDAY		GANESH CHATURTHI – HOLIDAY
61	27-09-2019	FRIDAY	II	Needs
	28-09-2019	SATURDAY		Holiday
	29-09-2019	SUNDAY		Holiday
62	30-09-2019	MONDAY	III	Types
63	1-10-2019	TUESDAY	IV	Technique
	2-10-2019	WEDNESDAY	V	Holiday - Gandhi Jayanthi
64	3-10-2019	THURSDAY	I	Controlling
65	4-10-2019	FRIDAY		
	5-10-2019	SATURDAY		Holiday
	6-10-2019	SUNDAY		Holiday
	7-10-2019	MONDAY	II	Holiday – Ayutha Pooja
	8-10-2019	TUESDAY	III	Holiday – Vijaya Dashami
66	9-10-2019	WEDNESDAY	IV	Nature an process
67	10-10-2019	THURSDAY	V	Techniques
68	11-10-2019	FRIDAY	I	Budgetary control
	12-10-2019	SATURDAY		HOLIDAY
	13-10-2019	SUNDAY		HOLIDAY
69	14-10-2019	MONDAY	II	PERT/CPM and MBE
70	15-10-2019	TUESDAY		Revision
71	16-10-2019	WEDNESDAY	III	Revision
72	17-10-2019	THURSDAY	IV	Model Examinations Except I PG
73	18-10-2019	FRIDAY	V	-do-

	19-10-2019	SATURDAY		HOLIDAY
	20-10-2019	SUNDAY		HOLIDAY

REVISION AND EXAMINATION SCHEDULE

WORKING DAY	DATE	DAY	DAY ORDER	LESSON PLAN – DESCRIPTION
74	21-10-2019	MONDAY	I	Model Examinations
75	22-10-2019	TUESDAY	II	-do-
	23-10-2019	WEDNESDAY	III	-do-
	24-10-2019	THURSDAY	IV	-do-
	25-10-2019	FRIDAY		-do-
	26-10-2019	SATURDAY		Holiday
	27-10-2019	SUNDAY		Holiday - Diwali
	28-10-2019	MONDAY		-do-
	29-10-2019	TUESDAY		University Practical Examinations
	30-10-2019	WEDNESDAY		-do-
	31-10-2019	THURSDAY		-do-
	1-11-2019	FRIDAY		-do-
	2-11-2019	SATURDAY		-do-
	3-11-2019	SUNDAY		-do-
	4-11-2019	MONDAY		-do-
	5-11-2019	TUESDAY		-do-
	6-11-2019	WEDNESDAY		SEMESTER THEORY EXAMINATION
		THURSDAY		University Practical Examination for I PG
		FRIDAY		-do-

		SATURDAY		-do-
		SUNDAY		Holiday – Milad-i-Nabi
		MONDAY		University Practical Exam for I PG
		TUESDAY		-do-
		WEDNESDAY		University Theory Exam for I PG
		THURSDAY		-do-
		FRIDAY		-do-
		SATURDAY		Holiday
		SUNDAY		Holiday
		MONDAY		
		TUESDAY		
		WEDNESDAY		
		THURSDAY		

TEXT BOOK

1. J.Jayasankar, “principles of Management” Margham publications, Chennai.

REFERENCE BOOKS:

1. C.B. Gupta (1997), Management principles and practice, Sultan chand sons
2. Prasad L.M. (2007) principles of Management Sultan chand sons, New Delhi

QUESTION PAPER PATTERN – UNIT BASED

EXAMINATION	PART – A	PART – B	TOTAL MARKS
CYCLE TEST I - Unit I and II II – Unit III and IV	9 Questions – Equally Distributed- All questions to be answered and each carries TWO Marks	2 Questions – 1 Question from each Unit – Internal Choice Pattern – Each Carries 16	Part A – 18 Marks and Part B – 32 Marks = Total Marks – 50 Marks
MODEL EXAMINATION Full Syllabus	10 Questions – 2 Questions from each Unit - All Questions carry 2 Marks each	5 Questions – 1 Question from each Unit – Internal Choice – All Questions carry 16 Marks each	Part A – 20 Marks and Part B – 80 Marks = Total Marks – 100 Marks

SEMESTER EXAMINATION Full Syllabus	10 Questions – 2 Questions from each Unit - All Questions carry 2 Marks each	5 Questions – 1 Question from each Unit – Internal Choice – All Questions carry 16 Marks each	Part A – 20 Marks and Part B – 80 Marks = Total Marks – 100 Marks
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EVALUATION AND MARKS

1. Internal Examination – 40 Marks

Cycle Test – I – Marks obtained for 50 will be converted to 10

Cycle Test – II – Marks obtained for 50 will be converted to 10

Model Examination – Marks obtained for 100 will be converted to 20

2. Assignment – 5 Marks

5 Marks will be awarded for Assignment/Project/Seminar/Class Work Maintenance

3. Attendance – 5 Marks

Attendance Marks is as

95% and More Attendance – 5 Marks

90% to 94.99% - 4 Marks

85% to 89.99% - 3 Marks

80% to 84.99% - 2 Marks

75% to 79.99% - 1 Mark

Less than 75% - Nil

4. External Examination – 50 Marks

Examination will be conducted at the end of the Semester – marks Obtained for 100 will be converted to 50.

5. Qualification to Higher Semester and Passing Criteria

Student must appear for minimum of Three Subjects in the Current Semester to qualify for higher semester – failure will lead to detention in the present semester

Passing minimum is 40% in End Semester (External) Examination and 40% Overall (Internal and External)

ATTENTION TO STUDENTS:

***** Students securing less than 75% Attendance in the semester and students fail to appear for minimum of THREE Examinations will be detained in the semester and they have to redo the semester in the next Academic Year the same semester on payment of fees as prescribed by the Institution*****