

## Advanced Institute of Technology & Management

### Lesson Plan For Even Session

Class: BBA Ist Year

Subject: FOM

Session : July 2025-Dec 2025

Unit	Lect.	Topic	Tentative Date	Actual Date
1st	1	Management – Definition, nature, purpose, and scope	Monday, 21 Jul 2025	
	2	Difference between management and administration	Tuesday, 22 Jul 2025	
	3	Skills and roles of a manager	Wednesday, 23 Jul 2025	
	4	Functions of management	Thursday, 24 Jul 2025	
	5	Fayol’s principles of management	Friday, 25 Jul 2025	
	6	Evolution of management thought	Monday, 28 Jul 2025	
	7	Scientific management	Tuesday, 29 Jul 2025	
	8	Management by objectives	Wednesday, 30 Jul 2025	
	9	Management by exception	Thursday, 31 Jul 2025	
2nd	10	Planning – Meaning and characteristics of planning	Friday, 1 Aug 2025	
	11	Types of plans	Monday, 4 Aug 2025	
	12	Planning process	Tuesday, 5 Aug 2025	
	13	Barriers and how to overcome barriers in planning	Wednesday, 6 Aug 2025	
	14	Premising and forecasting	Thursday, 7 Aug 2025	
	15	Strategic management	Friday, 8 Aug 2025	
3rd	16	Organizing – Organizational design and structure	Monday, 11 Aug 2025	
	17	Departmentation	Tuesday, 12 Aug 2025	
	18	Span of management	Wednesday, 13 Aug 2025	
	19	Centralization and decentralization	Thursday, 14 Aug 2025	
	20	Delegation	Monday, 18 Aug 2025	
	21	Authority and responsibility	Tuesday, 19 Aug 2025	
	22	Line and staff organizations	Wednesday, 20 Aug 2025	
4th	23	Staffing – Human Resource Management	Thursday, 21 Aug 2025	
	24	Recruitment and selection	Friday, 22 Aug 2025	
	25	Performance appraisal	Monday, 25 Aug 2025	

	26	Organizational change	Tuesday, 26 Aug 2025	
	27	Resistance to change	Wednesday, 27 Aug 2025	
	28	Directing – Meaning and characteristics	Thursday, 28 Aug 2025	
	29	Controlling – Concept, planning-control relationship,	Friday, 29 Aug 2025	
	30	Control techniques	Monday, 1 Sep 2025	
	31	Team – Concept and characteristics of team	Tuesday, 2 Sep 2025	
	32	Revision unit 1	Wednesday, 3 Sep 2025	
	33	Revision unit 2	Thursday, 4 Sep 2025	
	34	Revision unit 3	Friday, 5 Sep 2025	
	35	Revision unit 4	Monday, 8 Sep 2025	
	36	Revision of Covering All Units	Tuesday, 9 Sep 2025	
	37	Doubt Session for Unit 1	Wed, 10 Sep 2025	
	38	Test for Unit 1	Thu, 11 Sep 2025	
	39	Assignment Discussion for Unit2	Fri, 12 Sep 2025	
	40	Doubt Session for Unit 2	Mon, 15 Sep 2025	
	41	Test for Unit 2	Tue, 16 Sep 2025	
	42	Assignment Discussion for Unit3	Wed, 17 Sep 2025	
	43	Doubt Session for Unit 3	Thu, 18 Sep 2025	
	44	Test for Unit 3	Fri, 19 Sep 2025	
	45	Assignment Discussion for Unit 3	Wed, 24 Sep 2025	
	46	Doubt Session for Unit 4	Tue, 04 Nov 2025	
	47	Test for Unit 4	Thu, 06 Nov 2025	
	48	Assignment Discussion for Unit 4	Fri, 07 Nov 2025	
	49	Revision unit 1	Mon, 10 Nov 2025	
	50	Revision unit 2	Tue, 11 Nov 2025	
	51	Revision unit 3	Wed, 12 Nov 2025	
	52	Revision unit 4	Thu, 13 Nov 2025	
	53	Revision of Covering All Units	Fri, 14 Nov 2025	