

Lesson Plan for Management Process & Organizational Behaviour

Academic Year 2023-24

Course Name: MBA	Semester: I	Paper Code: 101	Paper Name: MPOB
Credits: 03	No. of lectures allotted per week: 03		No. of Lectures for syllabus completion: 42

Learning Objectives:-

1. To expose the students to fundamental concepts of management, its process and behavioural dynamics in organizations.

Programme Outcomes (POs)	Description
PO1	Demonstrate an understanding of management concepts, principles and theories and apply them in the context of organizational work practices.
PO2	Apply analytical and critical thinking skills to analyze the dynamic business environment and identify entrepreneurial and business opportunities and risks
PO3	Prepare business strategies, develop concomitant functional and operational strategies and implement them in an integrated manner to efficiently and effectively achieve the functional goals and the business objectives.
PO4	Demonstrate an understanding of decision making processes at various levels of the organization with respect to resources mobilization and their efficient deployment and use to achieve the set goals.
PO5	Demonstrate the ability to analyze management problems, to identify and collect relevant data and to apply a creative problem-solving approach.
PO6	Identify and recommend the information technology based interventions to achieve organizational goals.
PO7	Benchmark organizational and managerial practices against the principles of good governance, ethical conduct, corporate social responsibility and the imperatives of long term societal welfare.
PO8	Demonstrate effective communication and interpersonal as well as the ability to work with the lead teams.
PO9	Develop a lifelong learning approach manifested in their attitude to learn, unlearn and re-learn and in their pursuit of excellence in professional, personal and social life.

Mapping of Course Outcome with Programme Objectives
(1-Low, 2-Medium, 3-High)

CO#	Detailed Course Outcomes	Programme Objectives								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
CO1	Enumerate, explain, compare and analyze the concepts, theories and principles that have evolved in specific historical contexts and informed both academic thinking and practices related to the field of management.	3	2	2	2	1	2	3	3	2
CO2	Identify and discuss the functions of management i.e. planning, organizing, leading	2	2	2	2	2	1	1	3	2


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 Director

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	and controlling, relate them with the roles of managers at different levels of the organization and classify the skills necessary for effective performance of their functions.									
CO3	Apply the knowledge of management theory and of organizational behavior to analyze managerial issues and take decisions consistent with the organizational objectives of efficiency and effectiveness.	3	3	3	3	2	2	1	2	2
CO4	Analyze the complexities of work organizations and develop a multidisciplinary approach to address interpersonal and intra organizational issues.	2	2	2	3	3	2	1	3	2
Average		2.5	2.25	2.25	2.5	2	1.75	1.5	2.75	2

Programme Specific Outcomes (PSO)		
PSO	Attribute	Description
PSO1	Disciplinary and Interdisciplinary Knowledge	MBA graduate shall have the ability to demonstrate discipline/interdisciplinary knowledge, coherent understanding in the management and allied areas for impact-oriented decision making.
PSO2	Critical Thinking and Analytical Skills	MBA graduate shall exhibit professional skills instilling critical and analytical thinking to enthuse problem solving abilities in different domains of management.
PSO3	Problem Solving Skills	MBA graduate shall be able to demonstrate proficiency in varied research areas through designing and implementing innovative business strategies in real-world corporate scenarios.
PSO4	Leadership and Global Imperatives	MBA graduate shall become a responsible citizen inculcating interpersonal skills, social skills, lifelong learning (learn, unlearn & relearn), entrepreneurial acumen, leadership abilities and adaptability to dynamic business landscapes.


Prof. (Dr.) Rachita Rana
 Director
 Institute of Information Technology & Management, New Delhi



(PSOs)	Program Specific Outcomes (PSOs)	Program Outcomes (1-Low, 2-Medium, 3-High)								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
PSO1	Disciplinary and Interdisciplinary Knowledge	3	3	2	3	2	3	2	3	2
PSO2	Critical Thinking and Analytical Skills	2	3	2	3	3	2	1	1	1
PSO3	Problem Solving Skills	3	3	3	3	3	3	2	2	2
PSO4	Leadership and Global Imperatives	3	2	3	3	3	1	3	3	3
Average		2.75	2.75	2.5	3	2.75	1.75	2.25	2.25	2

Rachita Rana

Prof. (Dr.) Rachita Rana
 Director
 Institute of Information Technology
 & Management, New Delhi



L1	To enable student understand Management	Overview of Unit I and Introduction to Management	L/GD	TB3, TB4	Students were enabled to understand mgr.	13/9.
L2	To make student understand the meaning and nature of management	UNIT-I: Meaning and Nature of Management	L	TB3, TB4	Students understood meaning of mgr.	15/9
L3	To explain the student about the history of management	Evolution of Management	L	TB3, TB4	Students learnt the history of mgr.	19/9
L4	To make students aware about the responsibilities of a manager	Tasks and Responsibilities of a Professional manager	L	TB3, TB4	Students understood tasks & responsibilities of a manager	20/9
L5	To explain about Management by Objectives	Management by Objectives: Concept, significance of MBO	L	TB3, TB4	Students learnt about MBO	20/9
L6	To enable student understand use of Management Concept.	Case Study: Case study on Soul Cycle	L	TB3, TB4	Students were enabled to understand the mgr concept with the help of case.	21/9
L7	Quick go through of unit-1 New Topic	Revision : Unit -1 Management by Objectives	L/ SLA	TB3, TB4	They revised the entire unit.	21/9
L8	To assess student's knowledge on various topics covered in Unit-I	Unit Test-1	T	TB3, TB4	85% students performed upto the mark & understood the concepts. 15% needed additional support & were given remedial lectures.	4/10
UNIT-II						
L9	To discuss and explain the process and functions of management.	Overview of Unit-II and Introduction to Management as a process	L	TB3, TB4	They got an overview of the mgr as a process.	4/10
L10	To discuss the concept of Management as a Process	Management Process, Stages of Management Process. Introduction to Planning	L	TB3	They understood the stages of management process	6/10
L11	To explain the Planning concept and process.	Planning: Concept, Process and Types of Planning and Planning Techniques	L	TB3	Students learnt about the concepts & process.	6/10
L12	To discuss the concept of Directing	Directing: Introduction to Directing, Principles of Directing and the Process of Directing	L	TB3	They learnt the concept of directing	10/10
L13	To discuss the Concept of Controlling	Controlling: Definition and Meaning of Controlling, Controlling Process and Techniques.	L	TB3	They understood the concept of Controlling.	10/10
L14	To make students understand the concept of Decision Making	Decision Making: The concept, importance and Models of Decision Making.	L	TB3	They were made to understand the decision making concept.	11/10
L15	To enable student understand use of Management Concept.	Case Study	A2	TB3	A Case study was discussed to make them apply the theoretical concepts into practical.	11/10

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Dr. Rachita Rana
Director

Institute of Information Technology & Management New Delhi



L16	To assess student's knowledge on various topics covered in Unit-II	Revision : Unit -II	GD, SLA	TB3	Concepts were revised.	4/10-
UNIT-III						
L17	To explain about the fundamentals of Organizational Behaviour	Overview of Unit-III and Introduction to the Fundamentals of Organizational Behaviour		TB1	Introduced to fundamentals of OB.	13/10-
L18	To describe the Nature of Organizational Behaviour	Organizational Behaviour: Nature and Scope of OB	L	TB1	Nature & Scope of OB.	17/10
L19	To enable students Understand different OB Models	OB Models: Different OB Models, their merits and demerits	L	TB1	different OB models.	18/10-
L20	To make student understand the concept of Personality	Personality: Concept and Types of Personality. Brief introduction to different personality theories	L		Concept of Personality	18/10-
L21	To enable students Understand the concept of Perception	Perception: Meaning of Perception, Perceptual Process, perceptual errors	L	TB1	Meaning & process of perception	25/10-
L22	To make students understand the meaning and concept of Attitude	Attitude: Meaning of Attitudes, Components of Attitude, Relationship between Attitude and behaviour.	L	TB1	Concepts & components of attitudes.	25/10-
L23	To make student aware about Learning Concept	Learning: The Concept of learning, Classical Conditioning Theory and Operant Conditioning Theory	L	TB1	Meaning of learning	25/10.
L24	To explain some Learning Theories to students	Reinforcement, Social Learning theory	L	TB1	Meaning of Reinforcement	25/10.
L25	To make students aware about the concept and theories of Motivation	Motivation: Concept, definition, importance and few theories of Motivation.	L	TB1	Concept of Motivation	7/11
L26	To explain students how to manage stress at work	Managing Stress at Work: The Concept of Stress, Causes and Types of Stress, Techniques to manage stress at work.	L	TB1	Managing the stress at work	8/11.
L27	To make students aware about Organizational Structure	Organizational Structure: Concept and Types of organizational structure. Case Study.	L, A3	TB1	Organization structure.	15/11.
L28	To make students understand the concept of Organizational Design	The Concept of Organizational Design and Structure	L/SLA	TB1	Orgn design & structure.	14/11
L29	To make students understand and Organizational Culture and Climate	Meaning of Organizational Culture, Climate, Elements of Organizational Culture	T		Orgn Culture, elements.	17/11.
L30	To make students aware about the	Cross Cultural Organizational Behaviour, Case Study			Cross cultural behaviour	17/11.

	Cross Cultural Organizational Behaviour						20/11
L31	Quick go through of unit-III New Topic	Revision : Unit -III Organizational Culture, Organizational Design & Structure, Perception, Personality, Attitude, Learning.				Important concepts were revised.	23/11
L32	To assess student's knowledge on various topics covered in Unit-III	Unit Test -II				80% students performed well & understood the concept. 15% students needed support & were given tutorials & remedial lectures.	23/11
UNIT-IV							
L33	To introduce the concept of Groups, teams & their Dynamics	Group & Their Dynamics, Work Teams: Introduction to Unit- IV				Introduced to the group concept	24/11
L34	To explain students about the concept, and types of Groups and Group Dynamics	Group Meaning, Types of Groups, Group Dynamics				meaning & types of groups & dynamics	24/11
L35	To make the students aware about Teams and their types	Definition and Importance of Work Teams, Teams vs. Groups	L		TB1	They were made aware of definition & imp. of work teams.	28/11
L36	To describe different stages of Team Building	Stages of Team Building and their behavioural dynamics	L		TB1	They learnt the stages of team building	29/11
L37	To explain the concept of Leadership	Concept and Importance of Leadership	L		T B1	They understood the importance of leadership.	4/12
L38	To teach Leadership Styles	Different Leadership Styles and their relevance in Organizational Setup.	L		TB1	They understood diff leadership styles	5/12
L39	To explain Organizational Justice	Concept and Importance of Organizational Justice	L		TB1	They were made aware about the concept of org. justice	5/12
L40	To explain the types of Organizational Justice	Types of Organizational Justice Case Study.	L		TB1	A Case Study on OJ was discussed to help them understand.	6/12
L41	To assess student's knowledge on various topics covered in Unit-IV New Topic	Revision : Group Dynamics, Leadership, Organizational Justice	L, A4		TB1	Revision on some important topics was done.	7/12
L42	To assess student's knowledge on various topics covered in all units	Revision Class for entire curriculum	L, SLA		TB1	The concepts were revised & previous year papers were discussed.	8/12 12/12 15/12

Teaching Pedagogy: A# -Assignment(One for each Unit), UT# - Unit Test (1 each after Unit-1 & 3), CS- Case Study, GD- Group Discussion, Q- Quiz, L- Lectures, P- Presentation, SLU- Self Learning Exercises, YTL- You Tube Lectures, RP-Role Play, T-Tutorial

Text Books:

Rachita Rana
Dr. Rachita Rana
 Director

Institute of Information Technology & Management
 New Delhi



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| TB1. | Robbins, Judge & Vohra, Organizational Behaviour Pearson Education. |
| TB2. | Greenberg and Baron, "Behaviour in Organization", Pearson Education. |
| TB3. | Stoner, Freeman and Kodwani, "Management", Pearson Education |
| TB4. | Koontz, et. Al "Essential of Management", McGraw Hill Education. |

Reference Books:

- | | |
|------|--|
| RB1. | Nahavandi, et. Al., Organizational Behaviour, Sage Publication. |
| RB2. | Newstorm & Davis K., "Organizational Behaviour: Human Behaviour at Work", Mc Graw Hill Education |

Latika Malhotra

Dr. Latika Malhotra
Subject Faculty

Deepika Arora

Dr. Deepika Arora
HOD- MBA

Rachita Rana

Prof(Dr)Rachita Rana
Director

Rachita Rana

Prof. (Dr.) Rachita Rana
Director
**Institute of Information Technology
& Management, New Delhi**



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Mapping of Course Outcome with Programme Objectives (1-Low, 2-Medium, 3-High)

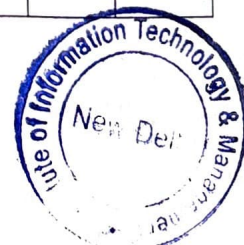
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CO2	Identify and discuss the functions of management i.e. planning, organizing, leading	2	2	2	2	2	1	1	3	2

Rachita Rana

Dr. Rachita Rana

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Institute of Information Technology & Management
New Delhi



	and controlling, relate them with 2the roles of managers at d2ifferent levels of the organization and classify the skills necessary for effective performance of their functions.									
CO3	Apply the knowledge of management theory and of organizational behavior to analyze managerial issues and take decisions consistent with the organizational objectives of efficiency and effectiveness.	3	3	3	3	2	2	1	2	2
CO4	Analyze the complexities of work organizations and develop a multidisciplinary approach to address interpersonal and intra organizational issues.	2	2	2	3	3	2	1	3	2
Average		2.5	2.25	2.25	2.5	2	1.75	1.5	2.75	2

Programme Specific Outcomes (PSO)		
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Rachita Rana
 Dr. Rachita Rana
 Director

Institute of Information Technology &
 Management New Delhi



(PSOs)	Program Specific Outcomes (PSOs)	Program Outcomes (1-Low, 2-Medium, 3-High)								
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PSO1	Disciplinary and Interdisciplinary Knowledge	3	3	2	3	2	3	2	3	2
PSO2	Critical Thinking and Analytical Skills	2	3	2	3	3	2	1	1	1
PSO3	Problem Solving Skills	3	3	3	3	3	3	2	2	2
PSO4	Leadership and Global Imperatives	3	2	3	3	3	1	3	3	3
Average		2.75	2.75	2.5	3	2.75	1.75	2.25	2.25	2

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
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Lecture No.	Lecture Objective	Topic Details	Methodology	Reference/Text book	Lecture Outcome	Delivered on
UNIT-I						
L1	To enable student understand Management	Overview of Unit I and Introduction to Management	L/GD	TB3, TB4		
L2	To make student understand the meaning and nature of management	UNIT-I: Meaning and Nature of Management	L	TB3, TB4		
L3	To explain the student about the history of management	Evolution of Management	L	TB3, TB4		
L4	To make students aware about the responsibilities of a manager	Tasks and Responsibilities of a Professional manager	L	TB3, TB4		
L5	To explain about Management by Objectives	Management by Objectives: Concept, significance of MBO	L	TB3, TB4		
L6	To enable student understand use of Management Concept.	Case Study: Case study on Soul Cycle	L	TB3, TB4		
L7	Quick go through of unit-1 New Topic	Revision : Unit -1 Management by Objectives	L / SLA	TB3, TB4		
L8	To assess student's knowledge on various topics covered in Unit-I	Unit Test-1	T	TB3, TB4		
UNIT-II						
L9	To discuss and explain the process and functions of management.	Overview of Unit-II and Introduction to Management as a process	L	TB3, TB4		
L10	To discuss the concept of Management as a Process	Management Process, Stages of Management Process. Introduction to Planning	L	TB3		
L11	To explain the Planning concept and process.	Planning: Concept, Process and Types of Planning and Planning Techniques	L	TB3		
L12	To discuss the concept of Directing	Directing: Introduction to Directing, Principles of Directing and the Process of Directing	L	TB3		
L13	To discuss the Concept of Controlling	Controlling: Definition and Meaning of Controlling, Controlling Process and Techniques.	L	TB3		

Rachita Rana
 Dr. Rachita Rana
 Director
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L14	To make students understand the concept of Decision Making	Decision Making: The concept, importance and Models of Decision Making.	L	TB3		
L15	To enable student understand use of Management Concept.	Case Study	A2	TB3		
L16	To assess student's knowledge on various topics covered in Unit-II	Revision : Unit -II	GD, SLA	TB3		
UNIT-III						
L17	To explain about the fundamentals of Organizational Behaviour	Overview of Unit-III and Introduction to the Fundamentals of Organizational Behaviour		TB1		
L18	To describe the Nature of Organizational Behaviour	Organizational Behaviour: Nature and Scope of OB	L	TB1		
L19	To enable students Understand different OB Models	OB Models: Different OB Models, their merits and demerits	L	TB1		
L20	To make student understand the concept of Personality	Personality: Concept and Types of Personality. Brief introduction to different personality theories	L			
L21	To enable students Understand the concept of Perception	Perception: Meaning of Perception, Perceptual Process, perceptual errors	L	TB1		
L22	To make students understand the meaning and concept of Attitude	Attitude: Meaning of Attitudes, Components of Attitude, Relationship between Attitude and behaviour.	L	TB1		
L23	To make student aware about Learning Concept	Learning: The Concept of learning, Classical Conditioning Theory and Operant Conditioning Theory	L	TB1		
L24	To explain some Learning Theories to students	Reinforcement, Social Learning theory	L	TB1		
L25	To make students aware about the concept and theories of Motivation	Motivation: Concept, definition, importance and few theories of Motivation.	L	TB1		
L26	To explain students how to manage stress at work	Managing Stress at Work: The Concept of Stress, Causes and Types of Stress, Techniques to manage stress at work.	L	TB1		
L27	To make students aware about Organizational Structure	Organizational Structure: Concept and Types of organizational structure. Case Study.	L, A3	TB1		
L28	To make students understand the concept of	The Concept of Organizational Design and Structure	L/SLA	TB1		

Rachita Rana
Dr. Rachita Rana

Director

Institute of Information Technology & Management
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	Organizational Design				
L29	To make students understand and Organizational Culture and Climate	Meaning of Organizational Culture, Climate, Elements of Organizational Culture	T		
L30	To make students aware about the Cross Cultural Organizational Behaviour	Cross Cultural Organizational Behaviour, Case Study			
L31	Quick go through of unit-III New Topic	Revision : Unit -III Organizational Culture, Organizational Design & Structure, Perception, Personality, Attitude, Learning.			
L32	To assess student's knowledge on various topics covered in Unit-III	Unit Test -II			
UNIT-IV					
L33	To introduce the concept of Groups, teams & their Dynamics	Group & Their Dynamics, Work Teams: Introduction to Unit- IV			
L34	To explain students about the concept, and types of Groups and Group Dynamics	Group Meaning, Types of Groups, Group Dynamics			
L35	To make the students aware about Teams and their types	Definition and Importance of Work Teams, Teams vs. Groups	L	TB1	
L36	To describe different stages of Team Building	Stages of Team Building and their behavioural dynamics	L	TB1	
L37	To explain the concept of Leadership	Concept and Importance of Leadership	L	T B1	
L38	To teach Leadership Styles	Different Leadership Styles and their relevance in Organizational Setup.	L	TB1	
L39	To explain Organizational Justice	Concept and Importance of Organizational Justice	L	TB1	
L40	To explain the types of Organizational Justice	Types of Organizational Justice Case Study.	L	TB1	
L41	To assess student's knowledge on various topics covered in Unit-IV New Topic	Revision : Group Dynamics, Leadership, Organizational Justice	L, A4	TB1	
L42	To assess student's knowledge on	Revision Class for entire	L, SLA	TB1	

Rachita Rana
Dr. Rachita Rana
 Director

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 Management New Delhi



various topics covered in all units	curriculum				
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Teaching Pedagogy: A# -Assignment(One for each Unit), UT# - Unit Test (1 each after Unit-1 & 3), CS- Case Study, GD- Group Discussion, Q- Quiz, L- Lectures, P- Presentation, SLU- Self Learning Exercises, YTL- You Tube Lectures, RP-Role Play, T-Tutorial

Text Books:

- TB1. Robbins, Judge & Vohra, Organizational Behaviour Pearson Education.
- TB2. Greenberg and Baron, "Behaviour in Organization", Pearson Education.
- TB3. Stoner, Freeman and Kodwani, "Management", Pearson Education
- TB4. Koontz, et. Al "Essential of Management", McGraw Hill Education.

Reference Books:

- RB1. Nahavandi, et. Al., Organizational Behaviour, Sage Publication.
- RB2. Newstorm & Davis K., "Organizational Behaviour: Human Behaviour at Work", Mc Graw Hill Education

Dr. Latika Malhotra
Subject Faculty

Dr. Deepika Arora
HOD- MBA

Prof(Dr)Rachita Rana
Director

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



***ACTIVITIES FOR STUDENTS IN SECOND LEVEL PROFILING**

Activities for Slow Learners (percentage <50%)

- i. 12 hours of Remedial Classes/ Tutorial/ Bridge Course
- ii. Handouts & Notes
- iii. Audio-Visual Resource Material
- iv. Question Bank- Practice Questions(Theory/Practical)
- v. Doubt Sessions
- vi. Basic Communication Training for Fortnightly Presentations(Use of Language Lab)

Activities for Advanced Learners(Percentage >80%)

- i. Special application based assignments
- ii. Research Paper
- iii. Advanced Topics in Presentation
- iv. Project Development
- v. Value Added Courses
- vi. Research Activities
- vii. Participation in Internware
- viii. Representation in Institute's Publications

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Dr. Rachita Rana
Director

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Programme-

Mentor File

Academic Year -

Mentor Name:		Batch:	Semester/Section:
S.No	File Item Checklist	Status	PC Remarks
1	Class Time Table		
2	Name, Contact No. & email ID's of Class representatives(2 Girls & 2 Boys) (Elected)		
3	Database of Students • Name & Mobile No • Mother's Name & Mobile No • Father's Name & Mobile No		
4	• No. of students > = 70% < 80% (A) • No. of students > = 60% < 70% (B) • No. of students > = 50% < 60% (C) • No. of students < 50% (D)		
5	List of Elite Group Members(Top 5 students in order of Percentage)		
6	Second Level Student Profiling (Continuous Student Progression of Advanced(10) & Slow(10) Learners)		
7	E mail ID's of students & Contact No.'s of Parents and students		
8	Complete End Term Result and analysis of students for all previous semesters(Outcome Based Analysis)		
9	Complete Class Test-I & Class Test-II Result and analysis of students		
10	Monthly Attendance Record & Consolidated attendance record		
11	Fortnightly Presentation Schedule		
12	Presentation List and Marking Scheme(for PG course in Rubrics)		
13	Parents mentor Interaction Record • PTM Format • Call / Message Record		
14	Syllabus Coverage Report(Monthly)-Photocopy		
15	Student Induction Filing(Time Management & Goal Management Report)		
16	AC 2 Performa consolidated Record(Student Registration Summary)		
17 *	Total Number of credits earned by students per semester		
18	Minutes of Meeting 18.1 Mentor-Students (Weekly Meeting, 15 students per week) 18.2 Mentor-Subject Faculty(Fortnightly)		
19	Medical + Applications		

Mentor

Programme Coordinator

Rachita Rana
Dr. Rachita Rana

Head of Department



Programme-BCA/BBA/B.Com(H)/BA.JMC/MBA/MCA

Programme Coordinator-File

Academic Year: 2023-24

S.No	File Item Checklist	Status
1	Vision & Mission of Department	
2	PEOs & POs	
3	Time Table of all sections	
4	Academic Coordination(AC)-1(All Shifts-Digitized)	
5	Academic Coordination (AC)-3 Performa(Original)	
6	GGSIPIU Student Progression Rules	
7	Electives Offered in Semester/Batch	
8	Elective-wise Student List	
9	Presentation List (all batches/sections)	Separate File
10	Presentation Marks (all batches/sections-Consolidated)	
11	Mapping with PO, PLO and attainment	
12	Minutes of Meeting (Onset and Cessation of Semester-with Mentor and Subject Faculty)	
13	Syllabus Coverage Report-Original	
14	List of CRs with their Email and Contact Numbers	
15	Contact Numbers and official email id's of all Mentors with Batches	
16	List of Batchwise/Sectionwise Google Group email id	
17	Result of Previous semester & Consolidated Results till last semester	
18	Student Credits Record- Consolidated semester wise	
19	List of Year Back Students/Supplementary Cases	
20	Universtiy Toppers(Batchwise)	
21	List of ELITE Group Members(Top 5)-Semester wise	
22	Continuous Student Progression of Advanced(10) & Slow(10) Learners(- to be identified in First Semester)	
23	Student Achievement Records(Semester-wise)	
24	Student Exit Survey/Course Exit Survey	Separate File
Programme Coordinator		Head of Department

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology & Management
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Programme-BCA/BBA/B.Com(H)/BA.JMC/MBA/MCA

Head of Department File

Academic Year-2023-24

S.No	File Item Checklist	Status
1	Institute's Vision & Mission	
2	Departmental Vision & Mission	
3	Departmental Activity Calendar	
4	Student Orientation(Notice + Report)	
5	Induction Programme(Notice + Report)	
6	Bridge Course(Schedule, Notice & Report)	
7	Alumni Meet(Notice, Report, Feedback Analysis)	
8	Guest Lectures(Notice, Report, Feedback Analysis)	
9	Workshops (Notice, Report, Feedback Analysis)	
10	Club Activity(Club Members, Notice, Report)	
11	Yoga & Meditation Session (Notice, Report, Feedback Analysis)	
12	Intercollege Competition (Notice, Report)	
13	Innovative Tools Recommended for Assignments for various Subjects(Impact Assessment, Proof from	
14	Student Exchange Programme (MoU, Notice, Report)	
15	MOOCs(Registration Record with consolidated semester wise count, pass percentage, Student progression for Major Degree)	
16	Departmental MoUs	
17	GGSIU Student Progression Rules	
18	Result Analysis of Department	
19	List of Scholarships Availed by students with count & student details	
20	Departmental Research Publication (Semester wise/ Annual)	
21	Minutes of Meeting 20.1 HOD-PC(Fortnightly) 20.2 HOD-PC-Mentor-Subject Faculty (Monthly) 20.3 HOD-CR(Monthly)	

Programme Coordinator

Head of Department

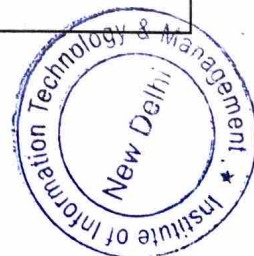
Note: All feedbacks to be put in separate File with specified Activity Tags

Rachita Rana
Dr. Rachita Rana

Director

Institute of Information Technology & Management

New Delhi



Monitoring & Reporting Performa for Academic Activities

Course: _____ Semester: _____ Section: _____ AY: 2023-2024 Subject Code: _____

Subject Name: _____ Faculty Name: _____

A. Conduct of Classes

Week No with date(s)	Planned No. of Lectures	Actual No. of Lectures Delivered	Lectures Delivered Date (s)	Reasons for Variation	Remarks by Prog.Coord. / Director
1 (29Jan-3 Feb) <i>Dr. Rachita Kana</i>					
2 (5Feb-10Feb)					
3 (12Feb-17 Feb)					
4 (19 Feb-24 Feb)					
5 (26 Feb-2Mar)					
6 (4Mar -9Mar)					
7 (11Mar- 16 Mar)					
8 (18Mar- 23 Mar)					
9 (25Mar-30Mar)					
10 (1Apr -6 Apr)					



Week No with date(s)	Planned No. of Lectures	Actual No. of Lectures Delivered	Lectures Delivered Date (s)	Reasons for Variation	Remarks by Prog.Coord. / Director
11 (8 Apr-13Apr)					
12 (15Apr -20Apr)					
13 (22Apr-27Apr)					
14 (29Apr-4May)					
15 (6May -11May)					
16 (13May-18May)					
17 (20May-25 May)					
Total					

B. Analysis of Internal Result & Attendance

(i) Result

Criteria	Class Test-I	Class Test-II
No. of students more than 80 %		
No. of students 60-80 %		
No. of students 50-60 %		
No. of students 40-50%		
No. of students less than 40 %		
No. of students Absent		

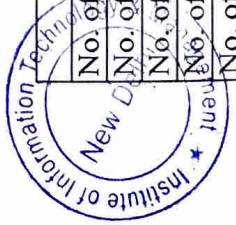
(ii) Attendance

Criteria	Jan/ Aug	Feb/ Sep	Mar/ Oct	Apr/ Nov
No. of students more than 75%				
No. of students 60-75 %				
No. of students 50-60 %				
No. of students less than 50 %				
No. of students NIL attendance				

(iii) Unit Test

Criteria	Unit Test-I	Unit Test-II
No. of students more than 80 %		
No. of students 60-80 %		
No. of students 50-60 %		
No. of students 40-50%		
No. of students less than 40 %		
No. of students Absent		

Dr. Rachita Jana
Director
Institute of Information Technology & Management New Delhi



C. Action taken in respect of B (i) and (ii)

D. Achievements (such as Preparation of digitised material, Assignments etc & Innovation, sessions taken in Hybrid mode if any)

E. Difficulties faced & Suggestions

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Management New Delhi

F. Action Taken for parameter (E)

Rachita Rana
Rachita Rana
Director

G. Additional Support to Slow & Advanced Learners(Resources, Remedial Lectures etc. mode(online/offline))

Signature of Faculty

Remarks by Prog. Coordinator

Signature of Programme Coordinator

Remarks by Head of Department

Signature of Head of Department

Signature of Director



Note:- Item A has to be filled on daily basis and should be shown to the Programme Coordinator on weekly basis. Item B and C should be filled within three day of the completion of the activity as and when scheduled. Item D to G should be completed at the end of the respective semester and should be submitted to be programme Coordinator.

Monitoring & Reporting Performa for Academic Activities

Course: MBA Semester: I Section: 2023-2024 AY: 2023-2024 Subject Code: 101

Subject Name: MPOB Faculty Name: Dr. Latika Malhotra

A. Conduct of Classes

Week No with date(s)	Planned No. of Lectures	Actual No. of Lectures Delivered	Lectures Delivered Date (s)	Reasons for Variation	Remarks by Prog.Coord. / Director
1 (11-16 Sep)	3	3	13/9, 15/9, 12/9	21/9 - Introduction -	Duplicate
2 (18-23 Sep)	3	3	19/9, 20/9, 21/9	21/9 - substitute taken for Deepika mam. 22/9 - Deepika Mam took the lecture back for 21/9.	Duplicate
3 (25-30 Sep)	0	0	26/9, 27/9, 28/9	26/9, 27/9, 28/9 - Life Skills workshop	Duplicate
4 (2-7 Oct)	3	3	4/10, 6/10, 6/10	2/10 - Gandhi Jayanti	Duplicate
5 (9-14 Oct)	3	3	10/10, 11/10, 13/10	No variation.	Duplicate
6 (16-21 Oct)	3	3	17/10, 18/10, 20/10	20/10 - No variation	Duplicate
7 (23-28 Oct)	3	3	20/10, 25/10, 25/10	24/10 - Dueshekha 25/10 - Lecture taken.	Duplicate
8 (30 Oct-4Nov)	0	0	-	Internal Examination	Duplicate
9 (6-11 Nov)	3	3	7/11, 8/11, 10/11	No variation	Duplicate
10 (13-18 Nov)	3	3	14/11, 17/11, 17/11	12/11 - Swasti.	Duplicate

Prof. (Dr.) Rachita Rana
 Director
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 & Management, New Delhi



Week No with date(s)	Planned No. of Lectures	Actual No. of Lectures Delivered	Lectures Delivered Date (s)	Reasons for Variation	Remarks by Prog. Coord. Director
11 (20-25 Nov)	3	3	20/11, 21/11, 24/11	No variation	<i>[Signature]</i>
12 (27 Nov-2 Dec)	4	4	28/11, 29/11, 30/11, 1/12	1/12 - Online lecture taken for remedial class	<i>[Signature]</i>
13 (4-9 Dec)		5	4/12, 5/12, 6/12, 7/12, 8/12	4/12 - substitute taken, 7/12 - Lecture adjournment taken	<i>[Signature]</i>
14 (11-16 Dec)	3	3	12/12, 13/12, 15/12	13/12 - Lab Practical.	<i>[Signature]</i>
15 (18-23 Dec)	3	3	19/12, 20/12, 28/12	No variation	<i>[Signature]</i>
16 (25-30 Dec)					
16 (25-30 Dec)					
Total	42	42			

B. Analysis of Internal Result & Attendance

Criteria	(i) Result		(ii) Attendance					
	Class Test-I	Class Test-II	Jan/ Aug	Feb/ Sep	Mar/ Oct	Apr/ Nov		
No. of students more than 80 %	08		10	30	26	31		
No. of students 60-80 %	20			11	10	08		
No. of students 50-60 %	14			10	11	12		
No. of students 40-50%	01			4	3	3		
No. of students less than 40 %	02			0	1	0		
No. of students Absent	01							

(iii) Unit Test

Criteria	Unit Test-I	Unit Test-II
No. of students more than 80 %	43	45
No. of students 60-80 %	10	7
No. of students 50-60 %	0	1
No. of students 40-50%	0	0
No. of students less than 40 %	0	0
No. of students Absent	1	1

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C. Action taken in respect of B (i) and (ii) Tutorial Lectures were taken for students who joined late. Sample questions were discussed along with the ways to answer questions. Re-test was conducted for students who were absent/fail.

D. Achievements (such as Preparation of digitised material, Assignments etc & Innovation, sessions taken in Hybrid mode if any)
Digitised material, use of Quizizz & google form for Unit tests and activities

E. Difficulties faced & Suggestions
Late admission of students was an issue as students were admitted into first Internal Exams.

F. Action Taken for parameter (E)
Syllabus was revised and repeated for such students.

G. Additional Support to Slow & Advanced Learners (Resources, Remedial Lectures etc, mode (online/offline))
Sample questions & their answers, online lectures, Remedial classes, Expert lecture.

Signature of Faculty
Rachita Rana

Remarks by Prog. Coordinator

Prof. (Dr.) Rachita Rana
Director
Institute of Information Technology & Management, New Delhi

Remarks by Head of Department
Work was completed on time. Faculty were satisfied with the teaching pedagogy. Prof. (Dr.) Rachita Rana

Signature of Programme Coordinator
Prof. (Dr.) Rachita Rana

Signature of Head of Department
Prof. (Dr.) Rachita Rana

Signature of Director
Prof. (Dr.) Rachita Rana

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