

Lesson Plan

Name of the Assistant/ Associate Professor..... SARIJA KUMARI

Class and Section:..... B.Com. Ist 2nd Semester

Subject:..... Business - Management

| Week | Date | Topics |
|-----------|-----------|---|
| 1 | 1-Jan-18 | <div style="border: 1px solid black; padding: 10px; transform: rotate(-45deg); display: inline-block;"> Winter Vacation 2018 </div> |
| | 2-Jan-18 | |
| | 3-Jan-18 | |
| | 4-Jan-18 | |
| | 5-Jan-18 | |
| | 6-Jan-18 | |
| | 7-Jan-18 | |
| 2 | 8-Jan-18 | Staffing - Concept, meaning, Definition |
| | 9-Jan-18 | Nature of staffing, importance of staffing |
| | 10-Jan-18 | Steps involved in staffing |
| | 11-Jan-18 | Matching Jobs and people |
| | 12-Jan-18 | Determination the requirement of Man-power. |
| | 13-Jan-18 | Importance of Job-analysis |
| | 14-Jan-18 | Sunday |
| 3 | 15-Jan-18 | meaning of recruitment, Definition |
| | 16-Jan-18 | Process of require recruitment |
| | 17-Jan-18 | Source of requirement - A - Internal (B) External |
| | 18-Jan-18 | Advantages and limitations of Internal recruitment, External source |
| | 19-Jan-18 | Advantage and limitation of external recruitment |
| | 20-Jan-18 | meaning, Definition of selection, process of selection. |
| | 21-Jan-18 | Sunday |
| 4 | 22-Jan-18 | Vasant Panchami |
| | 23-Jan-18 | Training - meaning, Definition, Nature. |
| | 24-Jan-18 | Sir Chhotu Ram Jayanti |
| | 25-Jan-18 | Difference between Training & development |
| | 26-Jan-18 | Republic Day |
| | 27-Jan-18 | Advantage of training - For Enterprise. |
| | 28-Jan-18 | Sunday |
| | 5 | 29-Jan-18 |
| 30-Jan-18 | | Method of Training. Training (i) On-Job-Training. |
| 31-Jan-18 | | Advantage of on-the-Job Training. |

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Name of the Assistant/ Associate Professor.....

Class and Section:.....

Subject:.....

| Week | Date | Topics |
|------|-----------|--|
| | 1-Feb-18 | Limitations of on-the-Job Training, Suitability |
| | 2-Feb-18 | Main Methods of on-the-Job Training. |
| | 3-Feb-18 | Off-the-Job Training method. |
| | 4-Feb-18 | Sunday |
| 6 | 5-Feb-18 | Principles of Training |
| | 6-Feb-18 | Meaning of Motivation, Definition |
| | 7-Feb-18 | Nature of Motivation |
| | 8-Feb-18 | Importance of Motivation |
| | 9-Feb-18 | Motivation process. |
| | 10-Feb-18 | Maharshi Dayanand Saraswati Jayanti |
| | 11-Feb-18 | Sunday |
| 7 | 12-Feb-18 | Theory of Motivation - Traditional theories. |
| | 13-Feb-18 | Maha Shivratri |
| | 14-Feb-18 | Modern theory - Maslow's need Hierarchy theory |
| | 15-Feb-18 | Herzberg's two factor theory. |
| | 16-Feb-18 | Comparison of Need Hierarchy & two factor theory |
| | 17-Feb-18 | McGregor's X theory. |
| | 18-Feb-18 | Sunday |
| 8 | 19-Feb-18 | McGregor's Y theory |
| | 20-Feb-18 | Relationship among theory of Maslow, Herzberg, McGregor theory |
| | 21-Feb-18 | Ouchi's Z theory. |
| | 22-Feb-18 | Techniques of Motivation: - Positive and Negative |
| | 23-Feb-18 | Financial and non-financial motivators |
| | 24-Feb-18 | Non-financial motivators. |
| | 25-Feb-18 | Sunday |
| 9 | 26-Feb-18 | Difference between financial and non-financial motivators |
| | 27-Feb-18 | Individual motivator, Group motivators |
| | 28-Feb-18 | Extrinsic motivators, Intrinsic motivators |

Lesson Plan

Name of the Assistant/ Associate Professor..... SARITA KUMAR

Class and Section: B.Com 2nd Sem

Subject: Business Management

| Week | Date | Topics |
|------|-----------|--|
| | 1-Mar-18 | Guru Ravidas Birthday |
| | 2-Mar-18 | Holi |
| | 3-Mar-18 | Problems in motivation |
| | 4-Mar-18 | Sunday |
| 10 | 5-Mar-18 | Principles of motivation. |
| | 6-Mar-18 | Meaning of leadership, Definition |
| | 7-Mar-18 | Nature of leadership. |
| | 8-Mar-18 | Importance of leadership |
| | 9-Mar-18 | Functions of a Leader |
| | 10-Mar-18 | Qualities of a leader |
| | 11-Mar-18 | Sunday |
| 11 | 12-Mar-18 | Theory of leadership :- Trait theory. |
| | 13-Mar-18 | The situation theory |
| | 14-Mar-18 | The follower theory, The behavioural theory. |
| | 15-Mar-18 | The Functional theory, X & Y theory. |
| | 16-Mar-18 | Path goal theory, Suitable theory |
| | 17-Mar-18 | Leadership style |
| | 18-Mar-18 | Sunday |
| 12 | 19-Mar-18 | Positive Leadership style, Negative Leadership. |
| | 20-Mar-18 | Power based style: Autocratic style |
| | 21-Mar-18 | Democratic Leadership style |
| | 22-Mar-18 | Free-rein leadership style |
| | 23-Mar-18 | Result based leadership style, (i) Employee Oriented Leadership style |
| | 24-Mar-18 | Determinants of leadership style |
| | 25-Mar-18 | Sunday/ Ram Navami |
| 13 | 26-Mar-18 | Leadership as a Continuum, management system of best |
| | 27-Mar-18 | Communication - meaning, Definition, Characteristics |
| | 28-Mar-18 | Communication process, importance of Communication |
| | 29-Mar-18 | Mahavir Jayanti |
| | 30-Mar-18 | Types of Communication |
| | 31-Mar-18 | Grassroots network |

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Name of the Assistant/ Associate Professor..... SARITA KUMAR

Class and Section:..... B.Com - 2nd Sem 2018

Subject:..... Business Management

| Week | Date | Topics |
|------|-----------|--|
| 14 | 1-Apr-18 | Sunday |
| | 2-Apr-18 | Oral Communication, Limitations, Forms of oral Communication |
| | 3-Apr-18 | Written Communication, Form of Written Communication, Utility |
| | 4-Apr-18 | Gestural Communication, Barriers to Communication |
| | 5-Apr-18 | Steps to overcome Barriers in Communication, Essentials of effective Communication |
| | 6-Apr-18 | Controlling: meaning, Definition, Nature objectives, importance |
| | 7-Apr-18 | |
| | 8-Apr-18 | Sunday |
| 15 | 9-Apr-18 | Controlling process, Deviation Tolerance, limit, limitations of Controlling |
| | 10-Apr-18 | Principles of Control, Control Area. |
| | 11-Apr-18 | Traditional techniques of Controlling |
| | 12-Apr-18 | Budgetary Control. |
| | 13-Apr-18 | Budget policy Guidelines, Types of Budget |
| | 14-Apr-18 | Modern Techniques - Zero based Budgeting |
| | 15-Apr-18 | Responsibility Accounting. Dr Ambedkar Jayanti Vaisakhi |
| 16 | 16-Apr-18 | Sunday |
| | 17-Apr-18 | Management Audit, MIS, PERT |
| | 18-Apr-18 | CPM, |
| | 19-Apr-18 | Parashurama Jayanti |
| | 20-Apr-18 | Meaning of Change, Definition, nature of Change |
| | 21-Apr-18 | Cause of Change, Types of Change. |
| | 22-Apr-18 | Process of planned change |
| | 23-Apr-18 | Sunday |
| 17 | 24-Apr-18 | Change Agent, why people Resist Change |
| | 25-Apr-18 | Factors, overcome to Resistance to change |
| | 26-Apr-18 | Emerging Horizons of Management in Changing Environment |
| | 27-Apr-18 | Revision. |
| | 28-Apr-18 | |