

Saraswati Mahila Mahavidyalaya, Palwal

Lesson Plan :

Name of the Assistant/Associate Professor: *Ruchika Tuli*

Class and Section: *B.Com I yr. (C.A)*

Name of subject: *Business Management*

Subject Lesson Plan : 18 weeks (from January 2018 to April 2018)

(Note: Prepare as per list of holidays declared by Haryana govt.)

WEEK 1

ASSIGNMENT:

WEEK 1, DAY 1, DATE : 01/01/2018 (MONDAY)

Unit - I Staffing - Introduction, meaning, definition of staffing

WEEK 1, DAY 2, DATE : 02/01/2018 (TUESDAY)

- Importance of staffing
- Nature of staffing
- Process of staffing

WEEK 1, DAY 3, DATE : 03/01/2018 (WEDNESDAY)

- Scope of staffing
- Matching Jobs and people.

WEEK 1, DAY 4, DATE : 04/01/2018 (THURSDAY)

- Oral presentation of staffing by students

WEEK 1, DAY 5, DATE : 05/01/2018 (FRIDAY)

Holiday on account of Guru Govind Singh's Birthday

WEEK 1, DAY 6, DATE : 06/01/2018 (SATURDAY)

• Written test of staffing

WEEK 2

ASSIGNMENT:

WEEK 2, DAY 1, DATE : 08/01/2018 (MONDAY)

Recruitment :- Meaning, Definition
and process of Recruitment

WEEK 2, DAY 2, DATE : 09/01/2018 (TUESDAY)

Sources of Recruitment :- Internal sources
:- External sources

WEEK 2, DAY 3, DATE : 10/01/2018 (WEDNESDAY)

:- Merits of Internal sources
Demerits of Internal sources

WEEK 2, DAY 4, DATE : 11/01/2018 (THURSDAY)

:- Merits of External sources
:- Limitations of External sources

WEEK 2, DAY 5, DATE : 12/01/2018 (FRIDAY)

written test of Recruitment

WEEK 2, DAY 6, DATE : 13/01/2018 (SATURDAY)

Selection :- Meaning, Definition and
process of selection

WEEK 3

ASSIGNMENT:

WEEK 3, DAY 1, DATE : 15/01/2018 (MONDAY)

Training :- Meaning, definition and Benefits of training

WEEK 3, DAY 2, DATE : 16/01/2018 (TUESDAY)

Employee Development :- Meaning, Definition and benefits of development

WEEK 3, DAY 3, DATE : 17/01/2018 (WEDNESDAY)

- Difference between Training, development and Education.
- Methods of training

WEEK 3, DAY 4, DATE : 18/01/2018 (THURSDAY)

- Methods of training

WEEK 3, DAY 5, DATE : 19/01/2018 (FRIDAY)

- PPT by students

WEEK 3, DAY 6, DATE : 20/01/2018 (SATURDAY)

Unit - II :- Motivation :- Introduction, meaning, definition and characteristics of motivation

WEEK 4

ASSIGNMENT:

WEEK 3, DAY 1, DATE : 22/01/2018 (MONDAY)

- Process of motivation
- Need of motivation
- Importance of motivation

Holiday on account of Basant Panchmi.

WEEK 4, DAY 2, DATE : 23/01/2018 (TUESDAY)

- Techniques of motivation
- Theories of motivation :- (1) Maslow's Need Hierarchy Theory

WEEK 4, DAY 3, DATE : 24/01/2018 (WEDNESDAY)

Holiday on account of Sir Chotu Ram Jayanti.

WEEK 4, DAY 4, DATE : 25/01/2018 (THURSDAY)

- Theories of motivation :- Herzberg's Motivation Hygiene Theory
- Comparison of Maslow's Need Hierarchy and Herzberg's maintenance motivation factors

WEEK 4, DAY 5, DATE : 26/01/2018 (FRIDAY)

Holiday on account of Republic Day.

WEEK 4, DAY 6, DATE : 27/01/2018 (SATURDAY)

- William Ouchi's Theory of motivation
- Essentials of a sound motivational system

WEEK 5

ASSIGNMENT:

WEEK 5, DAY 1, DATE : 29/01/2018 (MONDAY)

- Steps in setting up of a motivational system
- Problems of motivation
- Theories of motivation.

WEEK 5, DAY 2, DATE : 30/01/2018 (TUESDAY)

- Oral revision of Theories of motivation

WEEK 5, DAY 3, DATE : 31/01/2018 (WEDNESDAY)

Holiday on account of Guru Ravi Dass Jayanti

WEEK 5, DAY 4, DATE : 01/02/2018 (THURSDAY)

- class-Test of Motivation

WEEK 5, DAY 5, DATE : 02/02/2018 (FRIDAY)

Leadership :- Introduction, meaning, Definition and characteristics of leadership

WEEK 5, DAY 6, DATE : 03/02/2018 (SATURDAY)

- Importance of leadership
- Techniques of leadership

WEEK 6

ASSIGNMENT:

WEEK 6, DAY 1, DATE : 05/02/2018 (MONDAY)

- Qualities of leadership
- Functions of leadership.
- Approaches of leadership

WEEK 6, DAY 2, DATE : 06/02/2018 (TUESDAY)

- Selection of leadership style
- Barriers of leadership

WEEK 6, DAY 3, DATE : 07/02/2018 (WEDNESDAY)

- Tannenbaum Schmidt Continuum of leader behaviour
- Likert's system of management leadership

WEEK 6, DAY 4, DATE : 08/02/2018 (THURSDAY)

- Types of leaders

WEEK 6, DAY 5, DATE : 09/02/2018 (FRIDAY)

- Oral Revision of Leadership

WEEK 6, DAY 6, DATE : 10/02/2018 (SATURDAY)

Holiday on account of Maharshi Dayanand Saraswati Jayanti.

WEEK 7

ASSIGNMENT:

WEEK 7, DAY 1, DATE : 12/02/2018 (MONDAY)

- Written test of Leadership

WEEK 7, DAY 2, DATE : 13/02/2018 (TUESDAY)

Holiday on account of Maha Shivaratri.

WEEK 7, DAY 3, DATE : 14/02/2018 (WEDNESDAY)

UNIT :- III Communication :- Introduction meaning, Definition and characteristics of communication

WEEK 7, DAY 4, DATE : 15/02/2018 (THURSDAY)

- Importance, purpose and process of communication

WEEK 7, DAY 5, DATE : 16/02/2018 (FRIDAY)

- Types of communication
- Essentials of effective communication

WEEK 7, DAY 6, DATE : 17/02/2018 (SATURDAY)

- functions of communication
- Obstacles of communication

WEEK 8

ASSIGNMENT:

WEEK 8, DAY 1, DATE : 19/02/2018 (MONDAY)

- suggestions to overcome barriers in communication

WEEK 8, DAY 2, DATE : 20/02/2018 (TUESDAY)

- Revision of Types, Importance and purpose of communication

WEEK 8, DAY 3, DATE : 21/02/2018 (WEDNESDAY)

- Oral Revision of Communication

WEEK 8, DAY 4, DATE : 22/02/2018 (THURSDAY)

Control :- Introduction, meaning, definition and characteristics of control

WEEK 8, DAY 5, DATE : 23/02/2018 (FRIDAY)

scope of control
Need of control
Importance of control

WEEK 8, DAY 6, DATE : 24/02/2018 (SATURDAY)

- control process
- principles of control

WEEK 9

ASSIGNMENT:

WEEK 9, DAY 1, DATE : 26/02/2018 (MONDAY)

- Objectives of control
- Limitations of control

WEEK 9, DAY 2, DATE : 27/02/2018 (TUESDAY)

- PPT of controlling

WEEK 9, DAY 3, DATE : 28/02/2018 (WEDNESDAY)

VACATION -II

WEEK 9, DAY 4, DATE : 01/03/2018 (THURSDAY)

VACATION -II

WEEK 9, DAY 5, DATE : 02/03/2018 (FRIDAY)

VACATION -II

WEEK 9, DAY 6, DATE : 03/03/2018 (SATURDAY)

VACATION -II

WEEK 10

ASSIGNMENT:

WEEK 10, DAY 1, DATE : 05/03/2018 (MONDAY)

Written Test of Controlling

WEEK 10, DAY 2, DATE : 06/03/2018 (TUESDAY)

Techniques of Control :- Introduction

- Conventional Control technique
- Budgetary Control

WEEK 10, DAY 3, DATE : 07/03/2018 (WEDNESDAY)

- Characteristics of Budgetary Control
- Merits of Budgetary Control

WEEK 10, DAY 4, DATE : 08/03/2018 (THURSDAY)

- Limitation of Budgetary Control
- Process of Budgetary Control

WEEK 10, DAY 5, DATE : 09/03/2018 (FRIDAY)

- Requisites for Success of Budgetary Control
- Types of Budget

WEEK 10, DAY 6, DATE : 10/03/2018 (SATURDAY)

- Break even point analysis
- Statistical Data

WEEK 11

ASSIGNMENT:

WEEK 11, DAY 1, DATE : 12/03/2018 (MONDAY)

- Special Reports and analysis
- Operational Audit or Internal audit

WEEK 11, DAY 2, DATE : 13/03/2018 (TUESDAY)

- Personal observation
- Contemporary (Modern) Control Techniques

WEEK 11, DAY 3, DATE : 14/03/2018 (WEDNESDAY)

- Zero based Budgeting
- Performance Budgeting

WEEK 11, DAY 4, DATE : 15/03/2018 (THURSDAY)

- Responsibility Accounting
- Management Audit

WEEK 11, DAY 5, DATE : 16/03/2018 (FRIDAY)

- Programme Evaluation and Review Technique (PERT)

WEEK 11, DAY 6, DATE : 17/03/2018 (SATURDAY)

- Critical Path Method (CPM)

WEEK 12

ASSIGNMENT:

WEEK 12, DAY 1, DATE : 19/03/2018 (MONDAY)

- Oral Revision of technique of Control.

WEEK 12, DAY 2, DATE : 20/03/2018 (TUESDAY)

- Written Test of Technique of Control

WEEK 12, DAY 3, DATE : 21/03/2018 (WEDNESDAY)

UNIT - IV :- Management of change :-
Introduction, meaning, Definition
and nature of change

WEEK 12, DAY 4, DATE : 22/03/2018 (THURSDAY)

Meaning, Definition and Types of
Management of Change

WEEK 12, DAY 5, DATE : 23/03/2018 (FRIDAY)

Holiday on account of Shahidi diwas.

WEEK 12, DAY 6, DATE : 24/03/2018 (SATURDAY)

- forces of changes
- objectives of Planned change
- The change process

WEEK 13

ASSIGNMENT:

WEEK 13, DAY 1, DATE : 26/03/2018 (MONDAY)

- Human response to organisational change
- Resistance to change

WEEK 13, DAY 2, DATE : 27/03/2018 (TUESDAY)

- Overcoming Resistance to change
- Emerging Horizons of Management in a Changing Environment

WEEK 13, DAY 3, DATE : 28/03/2018 (WEDNESDAY)

Oral revision of Management of Change.

WEEK 13, DAY 4, DATE : 29/03/2018 (THURSDAY)

Holiday on account of Mahavir Jayanti.

WEEK 13, DAY 5, DATE : 30/03/2018 (FRIDAY)

Written Test of Management of Change.

WEEK 13, DAY 6, DATE : 31/03/2018 (SATURDAY)

Assignment of Management of Change.

WEEK 14

ASSIGNMENT:

WEEK 14, DAY 1, DATE : 02/04/2018 (MONDAY)

Solved previous year Question papers

WEEK 14, DAY 2, DATE : 03/04/2018 (TUESDAY)

Solved previous year Question papers

WEEK 14, DAY 3, DATE : 04/04/2018 (WEDNESDAY)

Oral presentation of staffing
by students

WEEK 14, DAY 4, DATE :05/04/2018(THURSDAY)

Oral presentation of staffing by
students

WEEK 14, DAY 5, DATE :06/04/2018(FRIDAY)

Assignment of Recruitment

WEEK 14, DAY 6, DATE :07/04/2018(SATURDAY)

Oral presentation of Recruitment
by students

WEEK 15

ASSIGNMENT:

WEEK 15, DAY 1, DATE :09/04/2018(MONDAY)

Questions of Recruitment from
previous papers are discussed

WEEK 15, DAY 2, DATE :10/04/2018(TUESDAY)

Revision of Training and methods
- of Training

WEEK 15, DAY 3, DATE : 11/04/2018 (WEDNESDAY)

Test of methods of training

WEEK 15, DAY 4, DATE : 12/04/2018 (THURSDAY)

Assignment of selection

WEEK 15, DAY 5, DATE : 13/04/2018 (FRIDAY)

Revision of selection

WEEK 15, DAY 6, DATE : 14/04/2018 (SATURDAY)

Holiday on account of Vaisakhi & Dr B.R. Ambedkar's Jayanti.

WEEK 16

ASSIGNMENT:

WEEK 16, DAY 1, DATE : 16/04/2018 (MONDAY)

Discussed Questions from previous question papers related to selection

WEEK 16, DAY 2, DATE : 17/04/2018 (TUESDAY)

Assignment of motivation and its theories

WEEK 16, DAY 3, DATE : 18/04/2018 (WEDNESDAY)

Holiday on account of Maharshi Pasuram Jayanti

WEEK 16, DAY 4, DATE :19/04/2018(THURSDAY)

written test of Theories of motivation

WEEK 16, DAY 5, DATE :20/04/2018(FRIDAY)

written test of Techniques of leadership

WEEK 16, DAY 6, DATE :21/04/2018(SATURDAY)

written test of types and process of communication

WEEK 17

ASSIGNMENT:

WEEK 17, DAY 1, DATE :23/04/2018(MONDAY)

Questions given on Topic :- leadership communication and motivation to make assignment

WEEK 17, DAY 2, DATE :24/04/2018(TUESDAY)

Questions given on Topic, Management of change to make assignment

WEEK 17, DAY 3, DATE :25/04/2018(WEDNESDAY)

revision

WEEK 17, DAY 4, DATE :26/04/2018(THURSDAY)

Revision

WEEK 17, DAY 5, DATE :27/04/2018(FRIDAY)

Revision

WEEK 17, DAY 6, DATE :28/04/2018(SATURDAY)

Revision

WEEK 18

ASSIGNMENT:

WEEK 18, DAY 1, DATE :30/04/2018(MONDAY)

Revision

Juli
8/12/2017