

Saraswati Mahila Mahavidyalaya, Palwal

Lesson Plan :

Name of the Assistant/Associate Professor: ^{Dr.} Promila Bhardwaj, Sakshi

Class and Section: B. Com I, 2nd Semester, Section A, B, C.

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)
General Introduction of Business Management its Process, Functions and Principles. Recommending books: Author: D.K. Goel, R.K. Singla and C.B. Gupta.
WEEK 1, DAY 2, DATE : 02/01/2018 (TUESDAY)
Explaining the syllabus unit wise. Suggested reading of Functions of Mgt. Explaining sequence and inter-relationship of diff. functions of mgt.
WEEK 1, DAY 3, DATE : 03/01/2018 (WEDNESDAY)
Chapter 1 <u>Staffing</u> : Meaning, Definitions, Nature and Importance.
WEEK 1, DAY 4, DATE : 04/01/2018 (THURSDAY)
Scope of Staffing and its Process: 1) Man Power Planning, 2) Recruitment, 3) Selection 4) Placement and Orientation 5) Training and Development.
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)

Matching job and People: Job Analysis :-
Job Description and Job Specification

WEEK 2

ASSIGNMENT:

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

Chapter 2: Recruitment : Meaning and its
Nature & Process

Declaration of Presentation at the end of Chapter 2.
regarding both chapters (1+2)

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

Sources of Recruitment : Internal and
External

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

Merits and Demerits of Internal and External
Sources of recruitment

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

Class-room Presentation of Chapters 1 and 2

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

Chapter 3 Selection and Training.
Meaning and significance of Selection
Selection Procedure

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

With Broad discussion of Tests in selection
Procedure : Trade Test and Psychological Tests

WEEK 3

ASSIGNMENT:

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

Importance of Interview in selection and Types of Interviews. Class room interaction on the Preceding matter of selection procedure.

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

Assignment on all the syllabus discussed till now.

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

Training: Meaning, Definitions, Need of training Advantages of training. Difference between Training, Education and Development

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

Methods of Training : On the Job and Off the Job

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

Discussing. Different methods one by one

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

Principles and Policy of Training.
Written Test announced on 2nd Day of Next week.

WEEK 4

ASSIGNMENT:

WEEK 4, DAY 1, DATE : 22/01/2018 (MONDAY)

Holiday on account of Basant Panchmi.
WEEK 4, DAY 2, DATE :23/01/2018(TUESDAY)
Class-room Test Writing.
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)
Chapter 4: <u>Motivation</u> : - Meaning, Definitions and Nature of motivation
WEEK 4, DAY 5, DATE :26/01/2018(FRIDAY)
Holiday on account of Republic Day.
WEEK 4, DAY 6, DATE :27/01/2018(SATURDAY)
Motivation Process And its Importance
WEEK 5
ASSIGNMENT:
WEEK 5, DAY 1, DATE :29/01/2018(MONDAY)
Theories of Motivation: Traditional, and Modern Fess and Punishment, Reward and Carrod and stick theories
WEEK 5, DAY 2, DATE :30/01/2018(TUESDAY)
Maslow's Need Priority Theory
Revision suggested on topics covered 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)
Herzberg's Motivation-Hygiene Theory.

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

Comparison between Maslow and Herzberg Models
Critical Appraisal.

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

McGregor's Theory 'X' and Theory 'Y'
Critical Appraisal.

WEEK 6

ASSIGNMENT:

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

William Ouchi's 'Z'-Theory.

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

Techniques, Types or Methods of Motivation:
Positive and Negative
Financial and Non-Financial.

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

Individual and Group Motivations
Extrinsic and Intrinsic Motivations

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

Steps and Essentials of Sound Motivational System.

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

Hurdles of Motivation.

Revision by interaction and raising questions
Test in Next class

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 : Motivation

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

Holiday on account of Maha Shivaratri.

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

Chapter 5 Leadership: Meaning, Definitions
and Nature of leadership

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

Importance and Functions of Leadership

Assignment on the above topics

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

Qualities of a good leader

Trait Theory of leadership

Situation Theory of leadership

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

Followers' Theory and Behavioural Theory
of Leadership. Group Approach (Functional)
Theory Revision of Topics of Leadership

WEEK 8

ASSIGNMENT:

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

X and Y Theory. Path broad Theory and which one
is Suitable Theory.

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

Leadership Styles : Motivational
Power Based
Result Based
Positive and Negative styles, merits and demerits

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

Power based : Autocratic style, merits, demerits

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

Democratic style : merits and demerits

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

Free-rein leadership style merits and demerits
Difference among power-based style.

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

Result based leadership style
Revision

WEEK 9
ASSIGNMENT:
WEEK 9, DAY 1, DATE :26/02/2018(MONDAY)
Factors Affecting the leadership styles, Problems of leadership
WEEK 9, DAY 2, DATE :27/02/2018(TUESDAY)
Tennebaum - Schmidt Continuum of leader Behaviours, Likerts System of Management leadership Test after vacation of Leadership
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)
Writing Test - On Leadership

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

Chapter 6 Communication : Meaning,
Definitions and Nature

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

Process of Communication and Importance
and Objectives of Communication

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

Types or Channels of Communication :
Formal and Informal

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

Downward, Upward and Horizontal Communication
channels

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

Verbal, Written and Bristured Communication

WEEK 11

ASSIGNMENT:

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

Principles of Effective Communication System

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

Barriers or Hurdles to Communication
Suggestions to Overcome Barriers.

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

Classroom Presentation on Communication

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

Chapter 9 Management of Change
Meaning and Definition of Change
Nature of Change.

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

Types of Change, Reasons for Changes :-
Internal and External Forces/Reasons

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

Meaning and Definition of Management of
Change/Planned change, Objectives of
Planned change

WEEK 12

ASSIGNMENT:

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

Process of Planned Change

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

Human Response to Organisational Change
Acceptance, Indifference, Resistance

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

Reasons for Resistance to Change
Individual and Organisational.

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

Overcoming Resistance to Change
Announced Test of Chapter 9 on next day.

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

Holiday on account of Shahidi diwas.

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

Test writing : Topic Management of
Change.

WEEK 13

ASSIGNMENT:

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

Chapter 7 Control: Nature and Process
Meaning, Definitions and Nature of Control

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

Objectives of Control, Scope of Control

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

Need and Importance of Control
Class-room presentation on Next Day.

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

Holiday on account of Mahavir jayanti.

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

Presentation by Students
Instruction to Prepare Assignment after
completing Chapter.

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

Control Process : 1) Setting Standards
2) Measurement of Actual Work
3) Comparison of Standards and Actual Performance
4) Calculating Deviations (if significant then)
5) Taking Corrective Action

WEEK 14

ASSIGNMENT:

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

Principles of control.
Queries regarding Assignment

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

Submission of Assignment
Limitations/Difficulties in Control.

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

Relationship of Control with Other Functions of Management : Planning, Organising, Directing leadership etc.

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

Chapter 8 Techniques of Control :
Conventional and Contemporary.
Budgetary control : Meaning, Characteristics

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

Merits and Limitation of Budgetary control.
Process of Budgetary control

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

Requisites for success of Budgetary Control.
Types of Budgets : Sales, Production and
Cash Budget

WEEK 15

ASSIGNMENT:

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

Capital Expenditure Budget
Fixed and Variable Budget

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

Break-Even Point Analysis, Statistical Data,
Special Reports and Analysis.

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

Operational Audit and Personal Observation
Zero Based Budgeting (ZBB)

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

ZBB continued and Programme / Performance
Budgeting

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

Responsibility Accounting : Meaning, Definition
and its Process

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)

Classroom Presentation by students on above
control. Techniques

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

Management Audit and its
Procedure

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)

Programme Evaluation and Review Technique
(PERT)

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

Critical Path Method (CPM)

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

Written Test

WEEK 17

ASSIGNMENT:

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

Revision as desired by students

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

"

"

"

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

"

"

"

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

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

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

WEEK 18

ASSIGNMENT:

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

Above lesson Plan is subject to some variations

- 1) In the interest of students
- 2) In the interest of teacher as she may have to take some leave due to some unforeseen reasons