

Lesson Plan Format
18 weeks (From January 2018 to April 2018)

Name of Assistant / Associate Professor :..... Mrs. Sushila
 Class and Section :..... B. Com 1st year 2nd sem
 Subject :..... Business management.

Week 1(January 1-6)	
Chapter 1	
01/01/2018	Syllabus & Introduction of Bus. mgt
02/01/2018	Staffing - Concept & nature
03/01/2018	Staffing - Importance, Scope
04/01/2018	Determine the Requirement of Manpower, Importance
05/01/2018	Recruitment - Meaning & Sources
06/01/2017	Revision & Discussion of Staffing & Recruitment
Week 2(January 8-13)	
Chapter	
08/01/2018	Selection - Meaning & Definition
09/01/2018	Steps Involved in Selection Process
10/01/2018	Training - Training & Development - Introduction
11/01/2018	Training - Meaning, Definition Characteristics
12/01/2018	Diff in Training & Development, Training & Education
13/01/2018	Importance/Advantage, Methods of Training
Week 3(January 15-20)	
Chapter	
15/01/2018	Principles and Discussion on Training
16/01/2018	Motivation - Meaning, Definition, Nature
17/01/2018	Advantages & Process of Motivation
18/01/2018	Theories of Motivation
19/01/2018	Theories of Motivation
19/01/2018	Techniques of Motivation
20/01/2018	Revision
Week 4(January 22-27)	
Chapter	
22/01/2018	Holiday
23/01/2018	Leadership - Meaning & Definition, Characteristics
24/01/2018	Importance of Leadership, Qualities of a leader
25/01/2018	Theories of Leadership
26/01/2018	Holiday

27/01/2018	Behavioral, Group Approach, X, Y Theory
Week 5 (January 29- Feb 3)	
Chapter	
29/01/2018	Leadership- styles - Motivational, Power based
30/01/2018	Power Based - Autocratic, Democratic, Free rein style
31/01/2018	Diff to Leadership styles, Suitable style
01/02/2018	Result Based, Determinant of leadership style
02/02/2018	Leadership as a Continuum
03/02/2018	Verbal Test
Week 6 (Feb 5-10)	
Chapter	
05/02/2018	Group Discussion
06/02/2018	Communication - Meaning and Definition
07/02/2018	Characteristics & Process
08/02/2018	Importance, Types of Communication
09/02/2018	Difference in formal & Informal Com.
10/02/2018	Holiday
Week 7 (Feb 12-17)	
Chapter	
12/02/2017	Media of Communication
13/02/2017	Holiday
14/02/2017	Barriers of effective communication
15/02/2017	Steps to overcome Barriers in Communication
16/02/2017	Principles of effective communication.
17/02/2017	Presentation.
Week 8 (Feb 19-24)	
Chapter	
19/02/2018	Verbal Interaction
20/02/2018	Controlling: - Meaning & Definition
21/02/2018	Characteristics of Controlling
22/02/2018	Objectives, Advantages
23/02/2018	Controlling Process
24/02/2018	Limitation of Controlling
Week 9 (Feb 26-March 03)	
Chapter	
26/02/2018	Essentials for an effective Control system
27/02/2018	Scope of Controlling
28/02/2018	Hol Break
01/03/2018	Holiday

02/03/2018	Holi Break
03/03/2018	Holi Break
Week 10(March 5-10)	
Chapter	
05/03/2018	Relationships between Planning & Controlling
06/03/2018	Discussion on Controlling
07/03/2018	verbal Interaction
08/03/2018	Test Conduct
09/03/2018	Revise Techniques/Process
10/03/2018	Presentation
Week 11(March 12-17)	
Chapter	
12/03/2018	Control Techniques -
13/03/2018	Traditional Control Techniques
14/03/2018	Modern Control Techniques
15/03/2018	Types of Tradition Techniques
16/03/2018	Budgetary Control - Characteristics,
17/03/2018	Advantages/ Limitation.
Week 12(March 19-24)	
Chapter	
19/03/2018	Process of Budgetary Control
20/03/2018	Types of Budgets
21/03/2018	Traditional Techniques - Break even point
22/03/2018	Analysis Statistical Data
23/03/2018	Holiday
24/03/2018	Special Reports, operational / Internal Audit
Week 13(March 26-31)	
Chapter	
26/03/2018	Personal observation
27/03/2018	Modern Control Techniques
28/03/2018	Zero Based Budgeting, Responsibility
29/03/2018	Holiday
30/03/2018	Management Audit, Management Information
31/03/2018	System MIS
Week 14(April 02-07)	
Chapter	
02/04/2018	Programme Network Analysis
03/04/2018	Two Types of Network Analysis
04/04/2018	Programme Evaluation & Review Technique

05/04/2018	Critical Path methods
06/04/2018	Group Discussion
07/04/2018	Written Test.
Week 15(April 09-14)	
Chapter	
09/04/2018	Management of change - Meaning, Nature Causes of Changes.
10/04/2018	
11/04/2018	Types of Changes
12/04/2018	Change Relating to work
13/04/2018	Holiday
14/04/2018	Holiday
Week 16(April 16-21)	
Chapter	
16/04/2018	Changes Relating to organisation
17/04/2018	Process of Planned change
18/04/2018	Holiday
19/04/2018	Change Agents
20/04/2018	Causes of Resistance to change - Individual organisational factors
21/04/2018	
Week 17(April 23-28)	
Chapter	
23/04/2017	Overcoming Resistance to change.
24/04/2017	Emerging Horizons of mgt in changing Environment verbal Interaction
25/04/2017	
26/04/2017	Group Discussion
27/04/2017	Assignment on these Topics.
28/04/2018	Presentation
Week 18(April 29-30)	
Chapter	
30/04/2018	Revision