Lesson plan (2021-22)

Name Mrs. Seema Rani Assistant Prof. of: - Commerce

Class B.Com-II SEM Subject:- Bus. Mgmt

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| **Week** | **Dates** | **Topics to be Covered** |
| 1 | March21-March 26 | **Staffing**Concepts,Meaning,Characteristics,importace, Scope, Matching Jobs and People Determining the requirement of man- power, importance of Job Analysis |
| 2 | 28 March-2 April | **Recruitment**Meaning , definition Internal Source of recruitmentMerits and demerits of internal sourceExternal source and its merit and demerits |
| 3 | 4 April – 9 April | **Selection**Meaning, definition, steps involve in selection(types of selection tests and interviews) |
| 4 | 11 April -16 April | **Training**Training and Development introduction, meaning of training, definition, characteristics of trainingDifference between training and development, Importance of training , methods of training(On the job/off The job)Principles of training. |
| 5 | 18 April- 23 April | **Motivation**Meaning, Definition Characteristics of motivationImportance f Motivation, Motivation processTheories of Motivation:-Traditional Theories and Modern theories |
| 6 | 25 April – 30 April | Techniques of MotivationEssentials of Successful Motivation system |
| 7 | 2 May - 7 May | **Leadership**Meaning, Definition, characteristics,importance of leadership, functions of leaderqualities of a leader, Theories of LeadershipThe trait theory,Situation,Follower’s Theory, Behavioral Theory, Group Approach theory, Path Goal theory |
| 8 | 9 May - 14 May | Suitable Theory, Leadership styleSuitable Leadership style, Difference among different leadership styles, choosing a leadership styleLeadership as a ContinuumLikert Management SystemTest of management System |
| 9 | 16 May -21 May | **Communication**Meaning, definition, Nature, communication ProcessImportance of Communication, Type of communicationDifference of Formal and Informal CommunicationMedia of communication |
| 10 | 23 May – 28 May  | Barriers of Effective CommunicationSteps to overcome Barriers in communicationEssential of effective communication**Control**Meaning, Definition, Nature of controlling |
| 11 | 30 May – 4 June | Objective or need of controllingImportance of controllingControlling processLimitation or difficulties of controllingPrinciples of ControllingScope of controllingRelationship b/w planning and controllingControlling and other functions of management |
| 12 | 6 June – 11 June | **Control techniques**Traditional and modern control tech.Process of budgetary controlTypes of budget |
| 13 | 13 June – 18 June | **Management of change**Meaning of change, resistance to changeCauses of ChangeTypes of changes, Process of planned changeChange Agent |
| 14 | 20 June – 25 June | Causes of Resistance to changeOvercoming Resistance to changeEmerging horizons of mgmt in changing environment |
| 15 | 27 June- 2 July | Assignment submission and TestRevision |
| 16 | 4 July -9 July | Revision |
| 17 | 11 July-16 July | Revision |
| 18 | 18 July- 23 July | Revision |