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 recruitment  Merits and demerits of internal source  External 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 training  Difference 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 motivation  Importance f Motivation, Motivation process  Theories of Motivation:-  Traditional Theories and Modern theories |
| 6 | 25 April – 30 April | Techniques of Motivation  Essentials of Successful Motivation system |
| 7 | 2 May - 7 May | **Leadership**  Meaning, Definition, characteristics,  importance of leadership, functions of leader  qualities of a leader, Theories of Leadership  The trait theory,Situation,Follower’s Theory,  Behavioral Theory, Group Approach theory,  Path Goal theory |
| 8 | 9 May - 14 May | Suitable Theory, Leadership style  Suitable Leadership style, Difference among different leadership styles, choosing a leadership style  Leadership as a Continuum  Likert Management System  Test of management System |
| 9 | 16 May -21 May | **Communication**  Meaning, definition, Nature, communication Process  Importance of Communication, Type of communication  Difference of Formal and Informal Communication  Media of communication |
| 10 | 23 May – 28 May | Barriers of Effective Communication  Steps to overcome Barriers in communication  Essential of effective communication  **Control**  Meaning, Definition, Nature of controlling |
| 11 | 30 May – 4 June | Objective or need of controlling  Importance of controlling  Controlling process  Limitation or difficulties of controlling  Principles of Controlling  Scope of controlling  Relationship b/w planning and controlling  Controlling and other functions of management |
| 12 | 6 June – 11 June | **Control techniques**  Traditional and modern control tech.  Process of budgetary control  Types of budget |
| 13 | 13 June – 18 June | **Management of change**  Meaning of change, resistance to change  Causes of Change  Types of changes, Process of planned change  Change Agent |
| 14 | 20 June – 25 June | Causes of Resistance to change  Overcoming Resistance to change  Emerging horizons of mgmt in changing environment |
| 15 | 27 June- 2 July | Assignment submission and Test  Revision |
| 16 | 4 July -9 July | Revision |
| 17 | 11 July-16 July | Revision |
| 18 | 18 July- 23 July | Revision |