

LESSON PLAN FOR ODD SEMESTER

NAME - MANGAL SAIN, AIP IN COMMERCE

CLASS - BROWIST SUBJECT - PRINCIPLES OF MGT.

Month - Sep. 2022

Ist week

Introduction about Arts, Commerce and Science, Economic and Non Economic Activities, Concept of Business and Commerce Profession, Employment, Types of Industries, Trade and Auxiliaries to trade, Scope of Commerce

2nd week

What is Management, various Definitions, Nature and Scope of Mgt Functions of Management, Importance of Mgt., Concept of Co-ordination - Mgt as Science, Art and Profession.

3rd week

- Approaches to Mgt - Diagrammatically Presentation.
- Classical Approaches - Scientific Mgt. Approach - Taylor
 - Administrative Mgt Approach - F-10
 - Bureaucratic Approach - Max Weber
- Modern and neo classical various Approaches.

IVth week

- Planning, meaning, concept, nature, process, benefits, Limitations, Requisites of effective planning.
- Types of Plans in Detail - Vision, mission, objectives
 - Policies - Procedure, Rules - Standards
 - Strategies, Programs, Budget.

Month - OCT - 2022

Ist week

- What is organisation and organising, process of organising
- Formal and Informal organisation, Types of organisational structure
- Presentation of the students
- Providing topic of Assignment to the students.

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2nd week - what is Delegation of Authority, Difference between Authority and

- Responsibility.
- Process of Delegation - Responsibility - Authority - Accountability.
- obstacles in Delegation and suggestions to overcome.
- Just as authority is the key to manager's job, delegation of Authority is the key to organization.
- Concept of centralisation and Decentralisation

Third week - what is staffing, nature and characteristics, guideline

- Recruitment
- Selection
- Placement & Induction
- Retention
- Training
- Performance Appraisal
- Promotion
- Transfer and Separation.

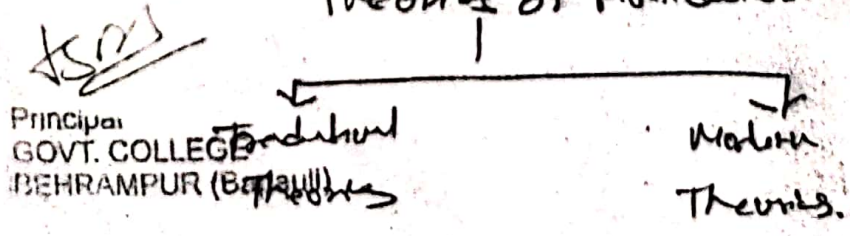
4th week - what is Directing, Principles of Directing, elements of Directing

- Supervision - communication, leadership, motivation.
- checking of Assignments of the students
- Presentation of various topics of the students.

NOV. 2022

1st week - Motivation, meaning, types, importance, objectives

- Motivation Process
- Monetary incentives and Non Monetary Incentives
- Theories of Motivation.



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10 marks

(3)

1st week

- what is leadership, Definition, Nature, substance
- Function of a good leader, qualities of a good leader
- various Approaches, Theories of leadership.
- leadership styles.

IInd week

- Assign and checkup of the students.
- Test of the students.
- Presentation of the students.

IVth week

- Group discussion in the class of various topics of the text.
- Presentation of the students
- Role playing technique will be used in the class.

Month - Dec - 2022

Ist week

- what is controlling, Nature and characteristics of controlling
- Controlling Process in Detail.

IInd week

- Control Techniques - Traditional and Modern
- Budgetary control, B.E.P. Analysis, Statistical Data, Reports, Audit, Observation, 0 Base Budgeting, Propensity Analysis, Mgt. Audit, MIS, P.N. Analysis, PERT and CPM.

IIIrd week

Review and Revision of the syllabus by presentation of the students on certain topics of the text.

JSB
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निर्वाचन मंडल :-

- 1. Mr. Manju Devi
- 2. Sh. Khushnandan
- 3. Abhishek Moga

प्रतिभा

B.A. Ist
 B.A. IInd
 B.A. IInd

1st
 2nd
 3rd

Playing Instruments

- Sandeep B.A. Ist
- Sakshi B.A. IInd
- Khushboo B.Com. IIIrd

Ist
 IInd
 IIIrd

निर्वाचन मंडल :-

- Mr. Parvesh Ranga
- Sh. Rampal
- Ritu Mann

प्रतिभा

B.Com. IIIrd
 B.A. IInd
 B.A. Ist

1st
 2nd
 3rd

Mimicry

- Komal B.A. Ist
- Bhumika B.A. Ist
- Rohit B.A. IInd

Ist
 IInd
 IIIrd

निर्वाचन मंडल :-

- Manju devi
- Khushnandan
- Abhishek Moga

प्रतिभा

B.A. Ist
 B.A. IInd

1st
 2nd

• Sangeta

Amrjast

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