

Lesson Plan

Name of the Assistant/ Associate Professor: - Mrs. Pinky

Class: - B.Com 2nd sem

Subject: - Business Management

Session:- 2021-2022

Week	Topics
1	Staffing:Concept,Meaning,Defination
	Staffing:Nature,Importance.
	Staffing:Scope.
	Staffing:Requirement of Manpower
	Recruitment: Concept,Meaning,Defination,Process
	Recruitment:Sources,Internal
2	Recruitment:External Source
	Selection: Concept,Meaning,Defination,Process
	Training: Concept,Meaning,Defination,Nature
	Training:Importance
	Training:Methods,On the Job
	Training:Methods,Of the Job
3	Motivation: Concept,Meaning,Defination,Nature,Advantages
	Motivation:Process
	Motivation: Theories, Maslow's
	Motivation: Theories, Hygiene
	Motivation: Theories X,Y
	Motivation: Theories, Z
	Motivation: Techniques(Positive and Negative)
	Motivation: Technique(Financial)
	Motivation: Technique(Non Financial)
4	Motivation: Technique(Individual and Group)
	Motivation: Principal of Motivation
	Leadership: Concept,Meaning,Defination,Nature,

Week	Topics
	Leadership: Importance
	Leadership: Functions of a Leader
	Leadership: Qualities of Leader
5	Leadership: Theories (Trait Theory)
	Leadership: Theories (Situation Theory)

	Leadership: Theories (Follower Theory)
	Leadership:Theories (Behavior Theory)
	Leadership:Theories (Group Approach Theory)
6	Leadership:Theories (X and Y Theory)
	Leadership:Theories (Path Goal Theory)
	Leadership: Suitable Theories
	Leadership: Styles(Motivational)
	Leadership: Styles(Autocartic)
7	Leadership: Styles(Democratic)
	Leadership: Styles(Free Rein)
	Leadership: Styles(Result Based)
	Leadership: Styles(Suitable)
	Leadership: Styles(Leader as a Continuum)
	Leadership: Styles(Likert)
8	Leadership: Styles(Test Of Management System)
	Communication: Concept,Meaning,Defination,Nature
	Communication: Process, Importance

Week	Topics
9	Communication : Types (Formal)
	Communication : Types (Informal)
	Communication : Types (Grap0evine)
	Communication : Media(Oral)
	Communication : Media(Written)
	Communication : Media(Gestural)
	Communication : Barriers(Semantic, Psychological)
10	Communication : Barriers(Organizational, Personal)
	Communication : Steps to Overcome Barriers ,Principal of Effective Communication
	Controlling: Concept,Meaning,Defination,Nature
	Controlling: Objective, Importance
	Controlling: Process
	Controlling: Limitations, Principal of Controlling
11	Controlling: Scope
	Controlling: Relation between Planning and Controlling
	Controlling: An Other Function

	Control Technique: Budgetary Control
	Control Technique: Process of budgetary Control
12	Control Technique: Types of budget
	Control Technique: BEP Analysis , Statistical data, Special Report,
	Control Technique: Internal Audit, Personal Observation, ZBB
	Control Technique: Responsibility Accounting
	Control Technique: Management Audit ,MIS

Week	Topics
13	Control Technique: PERT
	Control Technique: CPM, evolution of PERT
	Management of Change: Concept,Meaning,Defination,Nature
	Management of Change: Causes of change
	Management of Change: Types of Change
	Management of Change:Process of Planned change
14	Management of Change: Change Agent
	Management of Change: Causes of Resistance to change
	Management of Change:Personal Factors
	Management of Change: Organizational Factor ,Overcoming Resistance to change
	Management of Change :At Individual level, At Group Level
	Management of Change: Other Measures
	Management of Change: Emerging horizon of Management in Changing Environment
	Assignment and presentation given to students Class test