Govt. College for Women Gurawara Lesson Plan

Name of the Assistant/ Associate Professor: Rajni

Class and Section: B.Com 2nd semester

Subject: Business Management

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| Week | | Topics |
| 1 | | **Chapter 1: Staffing: Concept and Scope**   * Concept * Meaning |
| * Characteristics |
| * Importance |
| * Scope or Steps |
| * Matching Job and People |
| * Determining the requirement of Man-power |
| 2 | | * Importance of Job Analysis |
| * Short Answer Type Questions |
| * Group Discussion |
| **Chapter 2: Recruitment: Meaning and Sources**   * Introduction * Meaning and Definations |
| * Process |
| * Sources: Internal |
| 3 | | * Sources: External |
| * Short Answer Type Question |
| * Verbal Test |
| **Chapter 3: Selection: Meaning and Process**   * Introduction * Meaning and Definitions |
| * Process of Selection |
| * Process of Selection (cont.) |
| * Short Answer Type Questions |
| * Long Answer type Questions |
| * Written Test |
| 4 | | **Chapter 4: Training: Importance and Methods**   * Introduction: Training and Development |
| * Characteristics of Training |
| * Training vs. Development |
| * Training and Education |
| * Advantages of Training |
| 5 | * Methods: On the Job Training | | |
| * Methods: Off the Job Training | | |
| * Methods: Off the Job Training (cont.) | | |
| * Principles of Training | | |
| * Short Answer Type Questions | | |
| * Long Answer Type Questions | | |
| 6 | **Chapter 5: Motivation: Nature and Theories**   * Introduction | | |
| * Characteristics | | |
| * Importance | | |
| * Theories: Tradional | | |
| * Theories: Modern * Maslow’s Need Hierarchy Theory | | |
| * Herzberg’s Motivation-Hygiene Theory | | |
| * Comparison between Maslow and Herzberg theory | | |
| * McGregor’s X and Y Theory | | |
| 7 | * Ouchi’s Z theory | | |
| * Ouchi’sZ theory( cont. ) | | |
| * Techniques of Motivation: Positive and Negative | | |
| * Techniques of Motivation: Financial and Non Financial | | |
| * Techniques of Motivation: Individual and Group   Extrinsic and Intrinsic | | |
| * Short Answer Type Question | | |
| * Long Answer Type Questions | | |
| 8 | **Chapter 6: Leadership: Styles and Theories**   * Introduction * Meaning and Definitions | | |
| * Characteristics of Leadership | | |
| * Importance of Leadership | | |
| * Functions of a Leader | | |
| * Qualities of a Leader | | |
| * Theories: Trait theory | | |
| * Theories: Situational , Follower and Behavioural Theory | | |
| 9 | * Theories: Functional or Group, X and Y, Path Goal | | |
| * Suitability of Theory | | |
| * Leadership Styles | | |
| * Determinants of Leadership Style * Leadership as a Continuum | | |
| * Management System of Likert | | |
| 10 | **Chapter 7: Communication: Process, Network and Barriers**   * Meaning and Definitions * Characteristics | | |
| * Communication Process | | |
| * Importance in Management | | |
| * Formal Communication | | |
| * Informal Communication | | |
| 11 | | * Oral Communication |
| * Written Communication * Gestural Communication |
| * Barriers of Effective Communication |
| * Steps to Overcome Barriers |
| * Principles of Effective Communication |
| 12 | | **Chapter 8: Controlling: Concept and Process**   * Introduction * Characteristics |
| * Objectives * Importance * Scope |
| * Controlling Process |
| * Limitations of Controlling * Principles |
| 13 | | * Relationship between Planning and Controlling * Controlling and other functions of Management |
| * Controlling Techniques: Traditional and Modern |
| **Chapter 10: Management of Change**   * Introduction * Nature * Cause |
| 14 | | * Types * Process * Change Agent |
| * Cause of Resistance to Change * Overcoming Resistance to Change |
| * Emerging Horizons of Management in Changing Environment |
| 15 | | Assignment with Presentation |