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 |