

# Govt. Polytechnic for Women, Sirsa

## Lesson Plan

Name of the Faculty : Sh. Ravinder Singh

Discipline : Computer Engg.

Semester : 6th

Subject : EDM

Lesson Plan Duration : 15 weeks (From 15 Feb 2024 to 14 June 2024)

**\*\*Work load (Lecture / Practical) per week (in hours): Lectures-03, practical's -Nil**

Week	Theory		Practical	
	Lecture day	Topic (Including assignment / test)	Practical Day	Topic
1st	1st	<b>SECTION – A ENTREPRENEURSHIP Chapter 1. Introduction</b>	N/A	N/A
		Concept /Meaning and its need, Qualities of entrepreneur	N/A	N/A
	2nd	Functions of entrepreneur and barriers in entrepreneurship	N/A	N/A
	3rd	Sole proprietorship and partnership forms of business organizations	N/A	N/A
2nd	4th	Schemes of assistance by entrepreneurial support agencies at National, State, District –level, organization: NSIC, NRDC	N/A	N/A
	5th	DC, MSME, SIDBI	N/A	N/A
	6th	NABARD, Commercial Banks	N/A	N/A
3rd	7th	SFC's TCO, KVIB, DIC	N/A	N/A
	8th	Technology Business Incubators (TBI) and Science and Technology Entrepreneur Parks	N/A	N/A
	9th	<b>Revision</b>	N/A	N/A
4th	10th	<b>Chapter 2. Market Survey and Opportunity Identification</b>	N/A	N/A
		Scanning of the business environment	N/A	N/A
	11th	Salient features of National and State industrial policies and resultant	N/A	N/A
	12th	Types of market survey	N/A	N/A
5th	13th	Conduct of market survey	N/A	N/A
	14th	Assessment of demand and supply in potential areas of growth	N/A	N/A
	15th	Identifying business opportunity	N/A	N/A
6th	16th	Considerations in product selection	N/A	N/A
	17th	<b>Revision</b> <span style="float: right;"><b>Assignment No. 1: (including Unit 1 &amp; Unit 2)</b></span>	N/A	N/A
	18th	<b>Test</b>	N/A	N/A
7th	19th	<b>Chapter 3. Project report Preparation</b>	N/A	N/A
		Preliminary project report	N/A	N/A
	20th	Detailed project report	N/A	N/A
	21st	Technical, economic feasibility	N/A	N/A
8th	22nd	Market feasibility	N/A	N/A
	23rd	Common errors in project report preparations	N/A	N/A
	24th	Exercises on preparation of project report	N/A	N/A
9th	<b>SECTION –B MANAGEMENT Chapter 4. Introduction to Management</b>		N/A	N/A
	25th	Definitions and importance of management, Principles of management (Henri Fayol, F.W. Taylor)	N/A	N/A
	26th	Functions of management: Importance and process of planning, organizing, staffing, directing and controlling	N/A	N/A

	27th	Concept and structure of an organization, Types of industrial organization's Line organization	a)	N/A	N/A	
10th	28th	b) Line and staff organization Functional Organization	c)	N/A	N/A	
	29th	<b>Chapter 5. Leadership and Motivation</b>		N/A	N/A	
		a) <b>Leadership</b>	Definition and Need, Qualities and functions of a leader		N/A	N/A
		30th	Manager Vs leader, Types of leadership b) <b>Motivation</b> Definitions and characteristics		N/A	N/A
11th	31st	Factors affecting motivation, Theories of motivation (Maslow, Herzberg, Douglas, McGregor) <b>Assignment No. 2: (including Unit 3,4 &amp; 5)</b>		N/A	N/A	
	32nd	<b>Revision</b>		N/A	N/A	
	33rd	<b>Test</b>		N/A	N/A	
12th	34th	<b>Chapter 6. Management Scope in Different Areas</b>		N/A	N/A	
		a) <b>Human Resource Management</b> Introduction and objective, Introduction to Man power planning,		N/A	N/A	
	35th	Recruitment and selection, introduction to performance appraisal methods		N/A	N/A	
	36th	b) <b>Material and Store Management</b> Introduction functions, and objectives		N/A	N/A	
13th	37th	ABC Analysis and EOQ <b>Marketing and sales</b> Introduction, importance, and its functions	c)	N/A	N/A	
	38th	Physical distribution, Introduction to promotion mix, Sales promotion		N/A	N/A	
	39th	d) <b>Financial Management</b> Introduction, importance and its functions,		N/A	N/A	
14th	40th	Elementary knowledge of income tax, sales tax, excise duty, custom duty and VAT		N/A	N/A	
	41st	<b>Chapter 7. Miscellaneous Topics</b>		N/A	N/A	
		a) <b>Customer Relation Management (CRM)</b> Definition and need, Types of CRM		N/A	N/A	
42nd	b) <b>Total Quality Management (TQM)</b> Statistical process control, Total employees Involvement, Just in time (JIT)		N/A	N/A		
15th	43rd	Introductions, definition and its importance, Infringement related to patents, copy right, trade mark		N/A	N/A	
	44th	<b>Revision</b>	<b>Assignment</b> <b>No. 3: (including Unit 7 &amp; Unit 8)</b>	N/A	N/A	
	45th	<b>Test</b>		N/A	N/A	

(Signature of the teacher concerned with date)