

**Government Polytechnic for Women, Sirsa**  
**Subject: POM (20/08/2024 to 29/11/2024)**  
**Branch: OMCA 1st sem (By. Shivani Pahwa)**

Chapter No.	Chapter/unit Name	Sub Topic	Subject Sub-Topic Name	Weeks
1	Introduction and Planning	1.1	Meaning, features of management	1st week
		1.1	Objectives of management	
		1.2	Management Principles	
		1.3	Functions of management	
		1.4	Levels of management	
			<b>Revision and class test of above topics</b>	2nd week
		1.5	Meaning, features of Planning	
		1.5	Importance of planning	
		1.6	Planning process	
		1.7	types of planning	
			<b>Revision of above topics</b>	3rd week
			<b>Class test of above topics</b>	
			<b>Problem solving session in the class of complete unit</b>	
			<b>Complete test of unit-1</b>	
2	Organizing	2.1	Meaning and features of organizing	4th week
		2.1	importance of organizing	
		2.2	formal and informal organization	
			<b>Revision of above topics</b>	
		2.3	organizational structures (half)	5th week
		2.3	organizational structures (next -half)	
		2.4	Centralization and Decentralization	
		2.5	Delegation of authority	
	<b>Revision and Problem solving session of complete unit</b>			
	<b>Complete test of unit-2</b>			
3	Staffing	3.1	Meaning and needs of staffing	6th week
		3.1	Objectives of staffing	
		3.2	features of staffing	
			<b>Revision of above topics</b>	
			<b>class test of above topic</b>	
		3.3	Steps involved in staffing process	7th week
		3.4	Recruitment Process	
		3.4	Selection Process	
			<b>Revision of above topics</b>	
			<b>class test of above topic</b>	
		3.5	Essentials of effective training	8th week
		3.6	Introduction to On the job training	
3.6	Introduction to Off the job training			
	<b>Revision and Problem solving session of complete unit</b>			
	<b>Complete test of unit-3</b>			
4	Directing	4.1	Introduction of leadership	9th week
		4.1	concept of leadership and its importance	
		4.1	types of Leaders	
			<b>Revision of above topics</b>	
			<b>class test of above topic</b>	
		4.2	qualities of good leader	10th week
		4.3	Introduction and meaning of motivation	
		4.3	types and importance of motivation	
	<b>Revision and Problem solving session of complete unit</b>			
	<b>Complete test of unit-4</b>			

5	Controlling	5.1	Meaning and Importance of controlling	11th week
		5.2	Objectives of controlling	
		5.3	Traditional methods of controlling	
			<b>Revision of above topics</b>	
			<b>class test of above topic</b>	
		5.3	Modern methods of controlling	12th week
			diff b/w traditional and modern methods	
			Steps involved in controlling process	
	<b>Revision and Problem solving session of complete unit</b>			
	<b>Complete test of unit-5</b>			
class presentation	unit 1 to 5	unit1	class presentation of unit-1 in the class (G-1) class presentation of unit-1 in the class (G-2) Written test of unit-1	13th week
		unit-2	class presentation of unit-2 in the class (G-1) class presentation of unit-2 in the class (G-2)	
		unit-3	Written test of unit-2 class presentation of unit-3 in the class (G-1,2) Written test of unit-3	14th week
		unit 4	class presentation of unit-4 in the class (G-1,2)	
		unit-5	class presentation of unit-5 in the class (G-1,2)	