

Government Polytechnic for Women, Sirsa Subject: POM (30/07/2026 to 23/11/2026) Branch: OMCA 1st sem (By. Shivani Pah			
Chapter No.	Chapter/unit Name	Sub Topic	Subject Sub-Topic Name
1	Introduction and Planning	1.1	Meaning, features of management
		1.1	Objectives of management
		1.2	Management Principles
		1.3	Functions of management
		1.4	Levels of management
			Revision and class test of above topics
		1.5	Meaning, features of Planning
		1.5	Importance of planning
		1.6	Planning process
		1.7	types of planning
		1.8	effective planning
			Revision of above topics
			Class test of above topics
			Problem solving session in the class of complete unit
			Complete test of unit-1
2	Organizing	2.1	Meaning and features of organizing
		2.1	importance of organizing
		2.2	formal and informal organization
			Revision of above topics
			Class test of above topics
		2.3	organizational structures (half)
		2.3	organizational structures (next -half)
		2.4	Centralization and Decentralization
		2.5	Delegation of authority
			Problem solving session in the class of complete unit
			Revision and Problem solving session of complete unit
3	Staffing		Complete test of unit-2
		3.1	Meaning and needs of staffing
		3.2	Objectives of staffing
		3.3	features of staffing
			Revision of above topics
			class test of above topic
		3.4	Steps involved in staffing process
		3.5	Recruitment Process
		3.6	Selection Process
			Revision of above topics
			class test of above topic
		3.7	Essentials of effective training
		3.8	Introduction to On the job training
		3.9	Introduction to Off the job training
4	Directing		Revision and Problem solving session of complete unit
			Complete test of unit-3
		4.1	Introduction of leadership
		4.2	concept of leadership
		4.3	Importance of Leadership
		4.4	types of Leaders
		4.5	Problem solving session
		4.6	qualities of good leader
			Revision of above topics

			class test of above topic
5	Controlling	4.7	Introduction and meaning of motivation
		4.8	Types of motivation
		4.9	Importance of motivation
			Revision and Problem solving session of complete unit
			Complete test of unit-4
		5.1	Meaning and Importance of controlling
		5.2	Objectives of controlling
		5.3	Traditional methods of controlling
			Problem solving session
			Revision of above topics
			class test of above topic
		5.4	Modern methods of controlling
		5.5	diff b/w traditional and modern methods
		5.6	Steps involved in controlling process (Half)
		5.6	Steps involved in controlling process (2nd Half)
	class presentation		Revision session of complete unit
			Revision session of complete unit
			Problem solving session of complete unit
			Group Discussion
			Complete test of unit-5
	class presentation		Revision
			Revision of above topics
			Problem solving session of complete unit
			Class Test of Unit 1 to 3
			Class Test of Unit 4 to 5

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Weeks
1st week
2nd week
3rd week
4th week
5th week
6th week
7th week
8th week
9th week
10th week

11th week
12th week
13th week
14th Week
15th Week

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