DPG DEGREE COLLEGE GURGAON

 LESSON PLANNER FOR THE SEMESTER II/IV/VI (A.Y. -2017-18)

**NAME OF THE TEACHER: Ms.*Leena Dhawan( Assistant Professor)***

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|  | **CLASS** | **B.Com- 1st year semester**  |
|  | **SUBJECT** | **Management** |
|  |  | **TOPICS COVERED** |
| **Unit 1****WEEK 1****1/1/18** | **WEEK 1 Day 1** **1.1.1** | **Unit 1 staffing**: Concept nature and scope of staffing |
| **2/1/18** | **WEEK 1 Day 2** **1.2.1****1.2.2**  | Matching job and people |
| **3/1/18** | **WEEK 1 Day3****1.3.1** | Recruitment :meaning,internal source of recruitment. |
| **4/1/18** | **WEEK 1 Day 4****1.4.1** | External source of recruitment. |
| **5/1/18** | **WEEK 1 Day 5****1.5.1** | Selection:process of selection |
| **6/1/18** | **WEEK 1 Day 6****1.6.1****1.6.2** | The various types of selection tests |
| **8/1/18** | **WEEK 2 Day 1****2.1.1** | **Training :**Meaning of training,types of training |
| **9/1/18** | **WEEK 2 Day 2****2.2.1** |  The various types of training methods :on the job training and off the job training |
| **10/1/18** | **WEEK 2 Day 3****2.3.1** | Importance of training |
| **11/1/18** | **WEEK 2 Day 4****2.4.1** | Need of training  |
| **12/1/18** | **WEEK 2 Day 5****2.5.1** | Revision of meaning of recruitment and various sources of recruitment. |
| **13/1/18** | **WEEK 2 Day 6****2.6.1** | Revision ofNeed of training |
| **15/1/18** | **WEEK 3 Day 1****3.1.1** | Assignment on selection procedure. |
| **16/1/18** | **WEEK 3 Day 2****3.2.1** | Assignment on the job training methods  |
| **17/1/18** | **WEEK 3 Day 3****3.3.1** | Assignment of the job training methods |
| **18/1/18** | **WEEK 3 Day 4****3.4.1** | Revision of training methods |
| **19/1/18** | **WEEK 3 Day 5** | Revision of selection procedure |
| **20/1/18** | **WEEK 3 Day 6** | Revision of Importance of training |
| **WEEK 4****Unit 2****22/1/18** | **WEEK 4 Day 1****3.5.1** | **UNIT2: motivation** meaning ,nature and types of motivation |
| **23/1/18** | **WEEK 4 Day 2****3.6.1** | Importance of motivation  |
| **24/1/18** | **WEEK 4 Day 3****3.7.1** | Maslow theory |
| **25/1/18** | **WEEK 4 Day 4****3.8.1** | Herzberg theory. |
| **27/1/18** | **WEEK 4 Day 6****3.9.1** | Revision ofHerzberg theory. |
| **WEEK 5****29/1/18** | **WEEK 5 Day 1****4.1.1** | Megregor theory. |
| **30/1/18** | **WEEK 5 Day 2****4.2.1** | quchi theory |
| **31/2/18** | **WEEK 5 Day 3****4.3.1** | Revision of theories of motivation. |
| **1/2/18** | **WEEK 5 Day 4****4.4.1** | Revision of need of motivation. |
| **2/2/18** | **WEEK 5 Day 5****4.5.1** | Revision ofMegregor theory. |
| **3/2/18** | **WEEK 5 Day 6****4.6.1** | Revision ofquchi theory |
| **WEEK 6****5/2/18** | **WEEK 6 Day 1****4.7.1** | Leadership:Meaning ,concepts and definition of leadership. |
| **6/2/18** | **WEEK 6 Day 2****4.8.1** | Various types of leaders theory. |
| **7/2/18** | **WEEK 6 Day 3****4.9.1** | Various type of leader theories |
| **8/2/18** | **WEEK 6 Day 4****4.10.1** | Leadership styles |
| **9/2/18** | **WEEK 6 Day 5****4.11.1** | Leadership styles |
| **10/2/18** | **WEEK 6 Day 6****4.12.1** | Revision of Leadership styles |
| **WEEK 7****12/2/18** | **WEEK 7 Day 1** | Revision of leadership meaning and concepts |
| **13/2/18** | **WEEK 7 Day 2** | Revision of leader theories |
| **14/2/18** | **WEEK 7 Day 3****5.1.1** | Revision of leadership style  |
| **15/2/18** | **WEEK 7 Day 4****5.2.1** | Revision of leadership theories |
| **16/2/18** | **WEEK 7 Day 5****5.3.1** | Revision of leadership meaning and concepts |
| **17/2/18** | **WEEK 7 Day 6****5.4.1** |  |
| **WEEK 8****19/2/18** | **WEEK 8 Day 1****5.5.1** | Communication concept and nature of communication |
| **20/2/18** | **WEEK 8 Day 2****5.6.1** | revision of nature of communication |
| **21/2/18** | **WEEK 8 Day 3****5.7.1** | Importance of communication |
| **22/2/18** | **WEEK 8 Day 4****5.8.1** | need of communication |
| **23/2/18** | **WEEK 8 Day 5****6.1.1** | Barriers of communication  |
| **24/2/18** | **WEEK 8 Day 6****6.2.1** | Revision of Communication concept |
| **WEEK 9****26/2/18** | **WEEK 9 Day 1****6.3.1** | Revision of Importance of communication |
| **27/2/18** | **WEEK 9 Day 2****6.4.1** | Revision of need of communication |
| **28/2/18** | **WEEK 9 Day 3****6.5.1** | Revision of Barriers of communication |
| **1/3/18** | **WEEK 9 Day 4****6.6.1** |  |
| **3/3/18** | **WEEK 9 Day 6** |  |
| **5/3/18** | **WEEK 10 Day 1****7.1.1** | Revision of need of communication |
| **6/3/18** | **WEEK 10 Day 2****7.2.1** | Revision of nature of communication |
| **7/3/18** | **WEEK 10 Day 3****7.3.1** | Remedies of communication |
| **8/3/18** | **WEEK 10 Day 4****7.4.1** | Revision of remedies to communication barriers. |
| **9/3/18** | **WEEK 10 Day 5****7.5.1** | Revision |
| **10/3/18** | **WEEK 10 Day 6****7.6.1** | Revision |
| **WEEK 11****12/3/18** | **WEEK 11 Day 1** | Remedies of communication |
| **13/3/18** | **WEEK 11 Day 2** | Revision of communication types and importance |
| **14/3/18** | **WEEK 11 Day 3** | Revision of process and barriers of communication |
| **15/3/18** | **WEEK 11 Day 4****8.1.1** | Revision of remedies of communication |
| **16/3/18** | **WEEK 11 Day 5****8.2.1** | Revision |
| **17/3/18** | **WEEK 11 Day 6****8.3.1** | Revision |
| **WEEK 12****19/3/18** | **WEEK 12 Day 1****8.4.1** | Revision |
| **20/3/18** | **WEEK 12 Day 2****8.5.1** | Controlling :concepts and meaning of controlling  |
| **21/3/18** | **WEEK 12 Day 3****8.6.1** | Process of controlling  |
| **22/3/18** | **WEEK 12 Day 4****8.7.1** | Techniques of controlling |
| **23/3/18** | **WEEK 12 Day 5****8.8.1** | Techniques of controlling |
| **CHAPTER 9****24/3/18** | **WEEK 12 Day 6****8.9.1** | Effective control system  |
| **WEEK 13****26/3/18** | **WEEK 13 Day 1****9.1.1** | Meaning and concepts of planned change |
| **27/3/18** | **WEEK 13 Day 2****9.2.1** | Nature and process of planned change |
| **28/3/18** | **WEEK 13 Day 3****9.3.1** | Resistance to change |
| **29/3/18** | **WEEK 13 Day 4****9.4.1** | Emerging horizon of management in changing environment. |
| **30/3/18** | **WEEK 13 Day 5****9.5.1** | Revision of Effective control system |
| **31/3/18** | **WEEK 13 Day 6****9.6.1** | Revision of Resistance to change |
| **WEEK 14****2/4/18** | **WEEK 14 Day 1** | Assignment on communication  |
| **3/4/18** | **WEEK 14 Day 2****9.7.1** | Revision of leadership style  |
| **4/4/18** | **WEEK 14 Day 3****9.8.1** | Revision of leadership need and importance |
| **5/4/18** | **WEEK 14 Day 4** | Revision of leadership theories |
| **6/4/18** | **WEEK 14 Day 5** | Revision |
| **7/4/18** | **WEEK 14 Day 6** | Revision |
| **WEEK 15****9/4/18** | **WEEK 15 Day 1** | Revision of recruitment procedure |
| **10/4/18** | **WEEK 15 Day 2** | Revision of types of recruitment. |
| **11/4/18** | **WEEK 15 Day 3** | Revision on selection procedure |
| **12/4/18** | **WEEK 15 Day 4** | Revision on need and importance of selection |
| **13/4/18** | **WEEK 15 Day 5** | Revision of selection test |
| **14/4/18** | **WEEK 15 Day 6** | Examination guidance lecture cont. |
| **WEEK 16****16/4/18** | **WEEK 16 Day 1** | Examination guidance lecture cont. |
| **17/4/18** | **WEEK 16 Day 2** | Examination guidance lecture cont. |
| **18/4/18** | **WEEK 16 Day 3** | Examination guidance lecture cont. |

**REMARKS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGN OF TEACHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . SIGN OF THE PRINCIPAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .**