

NBGSM College

Lesson Plan November 2020- February 2021

Name of Assistant Professor :	DR S.P. MONGA			
Class :	B.COM PASS			
Semester:	3RD			
Subject:	HRM			
		Day	Date	Topic
1st week	Sunday		01-Nov-20	
		1	02-Nov-20	Introduction of HRM
		2	03-Nov-20	Features of Human resource Management
		3	04-Nov-20	HOLIDAY
		4	05-Nov-20	Scope of Human resource Management
		5	06-Nov-20	Importance of Human resource Management
		6	07-Nov-20	PRESENTATION
	Sunday		08-Nov-20	
2nd week		1	09-Nov-20	Evolution of HRM
		2	10-Nov-20	Barriers to the Development of HRM
		3	11-Nov-20	Future of Human Resource Management in india
		4	12-Nov-20	Test conduct
		5	13-Nov-20	Diwali Vacation
		6	14-Nov-20	
	Sunday		15-Nov-20	
3rd week		1	16-Nov-20	
		2	17-Nov-20	Revision lesson 1
		3	18-Nov-20	Recruitment and Selection
		4	19-Nov-20	Introduction of Recruitment
		5	20-Nov-20	Features of recruitment
		6	21-Nov-20	Factors Affecting Recruitment
	Sunday		22-Nov-20	
4th week		1	23-Nov-20	Process of Recruitment
		2	24-Nov-20	Importance of Recruitment
		3	25-Nov-20	Situational Factors Affecting Recruitment
		4	26-Nov-20	Meaning of selection
		5	27-Nov-20	Barriers of Effective Selection
		6	28-Nov-20	Test Conduct
	Sunday		29-Nov-20	
5th week			30-Nov-20	HOLIDAY

		1	01-Dec-20	Revision of lesson 2
		2	02-Dec-20	Revision of lesson 2
		3	03-Dec-20	Introduction of Training
		4	04-Dec-20	Meaning and Definition of Training
		5	05-Dec-20	Introduction of Training
	Sunday		06-Dec-20	
6th week		1	07-Dec-20	Objective of Training
		2	08-Dec-20	Training Policy
		3	09-Dec-20	Principles of Training
		4	10-Dec-20	Methods of training
		5	11-Dec-20	Test conduct
		6	12-Dec-20	Features of Training
	Sunday		13-Dec-20	
7th week				
		1	14-Dec-20	Introduction of wage admistration
		2	15-Dec-20	Theory of Wages
		3	16-Dec-20	Meaning and definition of Wages
		4	17-Dec-20	Characteristics of a Wages
		5	18-Dec-20	Factors affecting Wages -rate
		6	19-Dec-20	Objectives of Wages
	Sunday		20-Dec-20	
8th week				
		1	21-Dec-20	How Wages are determined?
		2	22-Dec-20	Theory of Wages
		3	23-Dec-20	Theory of Wages
		4	24-Dec-20	Theory of Wages
		5	25-Dec-20	HOLIDAY
		6	26-Dec-20	Theory of Wages
	Sunday		27-Dec-20	
9th week				
		1	28-Dec-20	Methods of wages Payment
		2	29-Dec-20	Time wage system
		3	30-Dec-20	Piece wage system
		4	31-Dec-20	Balance or Debt Method
		1	01-Jan-21	Revision
		2	02-Jan-21	Revision
	Sunday		03-Jan-21	
10th week				
		1	04-Jan-21	Concept of Wages
		2	05-Jan-21	Difference between Wages and Salary
		3	06-Jan-21	Wages Concept
		4	07-Jan-21	Minimum Wages
		5	08-Jan-21	Principles of Minimum Wages rate

		6	09-Jan-21	Difficulties in Determining the Minimum Wages
	Sunday		10-Jan-21	
11th week		1	11-Jan-21	Concept of Fair Wages
		2	12-Jan-21	Concept of Living Wages
		3	13-Jan-21	Evolution of wages Policy in India
		4	14-Jan-21	Minimum Wages act in india 1948
		5	15-Jan-21	Objective of Act
		6	16-Jan-21	Provisions of Minimum Wages act
	Sunday		17-Jan-21	
12th week		1	18-Jan-21	Implementation of the minimum wages act
		2	19-Jan-21	REVISION
		3	20-Jan-21	Evaluation of the Minimum Wages act
		4	21-Jan-21	Special Incentives
		5	22-Jan-21	Meaning of types of Incentives
		6	23-Jan-21	PRESENTATION
	Sunday		24-Jan-21	
13th week		1	25-Jan-21	TEST
		2	26-Jan-21	HOLIDAY
		3	27-Jan-21	Financial incentives and Non- Financial
		4	28-Jan-21	Financial incentives and Non- Financial
		5	29-Jan-21	Financial incentives and Non- Financial
		6	30-Jan-21	Test conduct
	Sunday		31-Jan-21	
14th week				
			01-Feb-21	Industrial Relation
		1	02-Feb-21	Definition of Industrial Relations
		2	03-Feb-21	Objectives of industrial Relations
		3	04-Feb-21	Parties to Industrial Relations
		4	05-Feb-21	Factors influencing industrial Relations
		5	06-Feb-21	Revision
	Sunday		07-Feb-21	
15th week				
		1	08-Feb-21	Principles of Industrial Relations
		2	09-Feb-21	Effects of Bad Industrial Relations
		3	10-Feb-21	Rise and Growth of Industrial Relations
		4	11-Feb-21	Scope of Industrial Relations
		5	12-Feb-21	Conditions for Good Industrial Relations
		6	13-Feb-21	Industrial Relations and five year Plans
	Sunday		14-Feb-21	
16th week				
		1	15-Feb-21	Test conduct
		2	16-Feb-21	HOLIDAY

		3	17-Feb-21	Test conduct
		4	18-Feb-21	Presentation
		5	19-Feb-21	Revision
		6	20-Feb-21	Revision
	Sunday		21-Feb-21	
17th week				
		1	22-Feb-21	Revision
		2	23-Feb-21	Revision
		3	24-Feb-21	Revision
		4	25-Feb-21	Revision
		5	26-Feb-21	Revision
		6	27-Feb-21	Revision
	Sunday		28-Feb-21	

Name of Assistant Professor	Dr S.P . Monga			
Class	M.COM			
Semester:	1ST			
Subject	Principles of Management			
Lecture	Topic			
1	Introduction & definition of management			
2	Nature of management			
3	Purpose & objectives of management			
4	Scope or branches of management			
5	Functions of Management			
6	Role of management			
7	Qualities of a manager			
8	Managerial levels			
9	Development of Management thought			
10	Classical theory of management			
11	Scientific management			
12	Administrative management			
13	Comparative study of Taylor & Fayol			
14	Comparative study of Taylor & Fayol			
15	Neo-classical theory of management			
16	Contribution to management thought			
17	Modern management techniques			
18	Introduction of Planning			
19	Nature & Characteristics of Planning			
20	Relationship b/w planning & controlling			
21	Relationship b/w planning & controlling			
22	Types of plans			
23	Introduction & features of M.B.O			

24	Benefits & weaknesses of M.B.O
25	Characteristics of a sound policy
26	Types of policies
27	Introduction of Organizing
28	Nature of Business organization
29	Formal & informal organization
30	Principles & importance of Organization
31	Organization theory
32	Designing organization structure
33	Types of organizational charts
34	Types of organizational charts
35	Traditional organization structure
36	Advantages of Line & staff organization
37	Committee Organization
38	Modern organizational design
39	Determinants of organizational structure
40	Meaning, features of Departmentation
41	Span of management
42	Introduction of Authority & Responsibility
43	D/f between authority & responsibility
44	Principles & features of delegation
45	Types of delegation
46	Difficulties involved in delegation
47	Advantages & disadvantages of centralization
48	Introduction of Decentralization
49	Introduction of staffing
50	Nature of staffing
51	Process of staffing
52	Area of Human resource management
53	Functions of human resource management
54	Human resource planning
55	Steps in human resource planning
56	Nature & scope of directing
57	Principles of effective direction
58	Techniques of directing
59	Introduction & meaning of Control
60	Pre-requisites of control system
61	Steps in controlling process
62	Techniques & importance of controlling
63	Limitations of controlling
64	Introduction & meaning of Motivation
65	Nature & importance of motivation
66	Techniques to boost motivation
67	Theories of motivation
68	Theories of motivation
69	Motivation techniques
70	M.B.O

71	Job satisfaction
72	Job enrichment
73	Job enlargement
74	D/f between Job enrichment & enlargement
75	Introduction & meaning of Leadership
76	Nature & characteristics of Leadership
77	Leadership styles
78	Managerial grid
79	Theories of leadership
80	Introduction & meaning of Communication
81	Nature & process of communication
82	Types of communication
83	Principles of communication
84	Barriers to communication
85	Introduction & meaning of Transactional analysis
86	Principles of change in awareness
87	Analysis of ego states
88	Analysis of Transactions
89	Script analysis
90	Benefits & utility of T.A



