

**GOVT. POLYTECHNIC BOLANGIR**
**LESSON PLAN**

Discipline : Automobile	Semester: 5th	Name of the Teaching Faculty : Faculty 2	
Subject : EM & ST	No. of Days / per week class allotted : 4	Semester From date : 15.09.2022 to Date :22.12.2022 No. of Weeks : 14	
Week	Class Day	Topics	
15.9 - 17.9	1st	Concept /Meaning of Entrepreneurship and Need of Entrepreneurship	
	2nd	Characteristics, Qualities and Types of entrepreneur, Functions , Barriers in entrepreneurship	
	3rd	Entrepreneurs vs. Manager	
	4th	Forms of Business Ownership: Sole proprietorship, partnership forms and others Types of Industries, Concept of Start-ups	
19.9-24.9	1st	Entrepreneurial support agencies at National, State, District Level( Sources): DIC, NSIC,OSIC, SIDBI, NABARD, Commercial Banks, KVIC etc.	
	2nd	Technology Business Incubators (TBI) and Science and Technology Entrepreneur Parks	
	3rd	Business Planning, SSI, Ancillary Units, Tiny Units, Service sector Units	
	4th	Time schedule Plan, Agencies to be contacted for Project Implementation	
26.9-1.10	1st	Assessment of Demand and supply and Potential areas of Growth	
	2nd	Identifying Business Opportunity , Final Product selection	
	3rd	Project report Preparation , Preliminary project report, Detailed project report, Techno economic Feasibility	
	4th	Project Viability	
10.10-15.10	1st	Definitions of management , Principles of management, Functions of management ( staffing, directing.)	
	2nd	planning, organising,	
	3rd	and controlling etc	
	4th	Level of Management in an Organisation	
17.10-22.10	1st	Production management	
	2nd	Functions,	
	3rd	Productivity	
	4th	Quality control	
24.10-29.10	1st	Production	
	2nd	Activities	
	3rd	Inventory Management	
	4th	Need for Inventory management	
31.10-5.11	1st	Models/Techniques of Inventory management	
	2nd	Functions of Financial management	
	3rd	Management of Working capital	
	4th	Costing (only concept)	
7.11-12.11	1st	Break even Analysis	
	2nd	Brief idea about Accounting Terminologies: Book Keeping, Journal entry, Petty Cash book, P&L Accounts, Balance Sheets(only Concepts)	
	3rd	Concept of Marketing and Marketing Management	
	4th	Marketing Techniques (only concepts)	
14.11-19.11	1st	Concept of 4P s (Price, Place, Product, Promotion)	
	2nd	Functions of Personnel Management	
	3rd	Manpower Planning, Recruitment, Sources of manpower,	
	4th	Selection process, Method of Testing, Methods of Training & Development, Payment of Wages	
21.11-26.11	1st	Leadership and Motivation	
	2nd	Leadership	
	3rd	Definition and Need/Importance	
	4th	Qualities and functions of a leader	
28.11-3.12	1st	Manager Vs Leader	
	2nd	Style of Leadership (Autocratic, Democratic, Participative)	
	3rd	Definition and characteristics	

	4th	Importance of motivation
<b>5.12-10.12</b>	1st	Factors affecting motivation
	2nd	Theories of motivation (Maslow)
	3rd	Methods of Improving Motivation
	4th	Importance of Communication in Business
<b>12.12-17.12</b>	1st	Types and Barriers of Communication
	2nd	Human relationship and Performance in Organization
	3rd	Relations with Peers, Superiors and Subordinates
	4th	TQM concepts: Quality Policy, Quality Management, Quality system
<b>19.12-22.12</b>	1st	Accidents and Safety, Cause, preventive measures, General Safety Rules , Personal Protection Equipment(PPE)
	2nd	Intellectual Property Rights(IPR), Patents, Trademarks, Copyrights
	3rd	Features of Factories Act 1948 with Amendment (only salient points)
	4th	Features of Payment of Wages Act 1936 (only salient points)







