

LESSON PLAN 2020 (SUMMER)

Discipline: MOM	Semester :6th	Name of the Teaching faculty: Rajani Kanta Choudhury
Subject :Entrepreneurship & Management.	No.of Days/per week class allotted : 05	Semester from date : 09/12/2019 to 31/03/2020 No. of weeks : 15
Week	Class Day	Theory / Practical Topics
1 st	1 st	Meaning, features
	2 nd	components of Business
		Different forms of Business Organizations with features
	3 rd	Meaning, definitions
	4 th	importance of management
	5 th	Difference between Management & Administration
2 nd	1 st	Functions of management- Planning, Organizing
	2 nd	Staffing, Directing (including Motivation, Leadership & Communication)
	3 rd	Continued...
	4 th	Coordinating and Controlling
	5 th	Principles of Scientific Management.
3 rd	1 st	Meaning & Need of Entrepreneurship
	2 nd	Qualities of an Entrepreneur
	3 rd	Relevance of Entrepreneurship of Socio-economic gain
	4 th	Generating national wealth, creating wage & self employment
	5 th	developing MSME enterprises, Optimizing human and national resources
4 th	1 st	Continued...
	2 nd	Building enterprising personalities and society
	3 rd	Micro, Small and Medium Enterprises. (investment limits of MSME)
	4 th	Continued...
	5 th	Project Report- PPR & DPR. (Preparation of a PPR)
5 th	1 st	Incentives available to MSME as per the latest IPR
	2 nd	Role of DIC, OSFC
	3 rd	OSIC, IDCO, SIDBI
	4 th	IPICOL and Commercial Banks in the context of MSME
	5 th	Continued...
6 th	1 st	Double- entry System of Book –keeping and types of accounts
	2 nd	Continued...
	3 rd	Journal, Ledger, Cash Book (different types), Trial balance
	4 th	Continued...
	5 th	Components of Final Accounts- Trading A/c, Profit & Loss A/c and Balance Sheet
7 th	1 st	Continued...
	2 nd	Elements of Cost and Preparation of Cost Sheet
	3 rd	Continued....

Rajani Kanta Choudhury
Sr Lect I/C MOM

	4 th	Break-even Analysis
	5 th	Continued....
8 th	1 st	Meaning & Importance
	2 nd	Finance Functions
	3 rd	Types of Capital- Fixed & Working Capital
	4 th	Components of Working Capital, Working Capital Cycle
	5 th	Inventory Control : Importance & Techniques
9 th	1 st	Continued...
	2 nd	Purchase management-Principles & Procedures
	3 rd	Continued....
	4 th	Important Store Records (Bin Card, Stores Ledger & GRN)
	5 th	Continued..
10 th	1 st	Production & Productivity
	2 nd	Continued...
	3 rd	Production , Planning & Control- (meaning & steps)
	4 th	Continued....
	5 th	Sales & Marketing Management- Meaning & Importance
11 th	1 st	Continued..
	2 nd	Selling Methods
	3 rd	Product Policy- (Branding, Packaging, Labeling)
	4 th	Continued....
	5 th	Product-mix, Pricing methods and Sales Promotion including its techniques.
12 th	1 st	Continued...
	2 nd	Advertising & its media
	3 rd	Need & Importance
	4 th	Recruitment & its sources
	5 th	Selection- Methods
13 th	1 st	Training- Need, & Methods
	2 nd	Continued...
	3 rd	Need of Performance Appraisal
	4 th	Meaning & Symptoms of Sickness
	5 th	Causes of Industrial Sickness
14 th	1 st	Remedial measures of Sickness
	2 nd	Major Provisions of Factories Act relating to Health
	3 rd	Hours of Work,
	4 th	Accidents, Welfare, Safety,
	5 th	employment of Women
15 th	1 st	Duties and Power of Factory Inspector
	2 nd	Continued..
	3 rd	Major Provisions of Employee's Compensation Act.
	4 th	Continued....
	5 th	Revision..

