

DHABALESWAR INSTITUTE OF POLYTECHNIC

LESSON PLAN

Discipline <u>Diploma</u>	Semester	Name of the Teaching Faculty <u>Ajay Kumar Prich</u>
Subject	No. of days per Week Class Alloted	Semester from Dt. <u>01.10.2021</u> To Dt. <u>08.01.2022</u> No. of Weeks: <u>14</u>
Week	Class Day	Theory / Practical Topics
<u>1st</u>	<u>1st day</u>	<u>Entrepreneurship: -</u> <u>Concept / meaning of Entrepreneurship</u>
	<u>2nd day</u>	<u>Need of Entrepreneurship.</u>
	<u>3rd day</u>	<u>Characteristics, Quality and types of Entrepreneurship</u>
	<u>4th day</u>	<u>Functions, Barriers in Entrepreneurship.</u>
	<u>5th day</u>	<u>Comparison between</u> <u>Entrepreneurs vs Manager.</u> <u>Forms of Business Ownership.</u>
<u>2nd</u>		<u>nil.</u>
<u>3rd</u>	<u>1st day</u>	<u>Sole proprietorship.</u>
	<u>2nd day</u>	<u>Partnership form of Business</u>
	<u>3rd day</u>	<u>Other form of Business.</u>
<u>4th</u>	<u>1st day</u>	<u>Types of Industries and</u> <u>Concept of start up.</u>
	<u>2nd day</u>	<u>Entrepreneurial Support</u> <u>agencies at National state</u> <u>District level (NSIC, OSIC,</u> <u>SIDBI, NABARD, Commercial</u> <u>Bank, KVIC etc.</u>
	<u>3rd day</u>	<u>Technology Business incubators.</u> <u>(TBI) Science and Technology.</u> <u>Entrepreneurs Parks.</u>
	<u>4th day</u>	<u>Market Survey and opportunity</u> <u>Identification:-</u> <u>Business Planning.</u>

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5th	5th day	SSI, Ancillary Units
	1st day	Service Sector Units
		Time schedule plan
		Agencies to be contacted for project implementation
	2nd day	Assessment of Demand and supply and potential areas of growth.
6th	3rd day	Identification of Business Opportunity.
	4th day	Selection of final product.
	5th day	Project Report Preparation
	1st day	Preliminary project Report
	2nd day	Preliminary project Report
7th	3rd day	Preliminary project Report.
	4th day	Preliminary Project Report.
	5th day	Detailed project Report
		Techno Economic Feasibility and Project viability
	1st day	management principles:-
8th	2nd day	Definitions of management
	3rd day	Principles of management.
	4th day	Functions of management
		Level of management in an organisation.
	1st day	Functional Areas of Management :-
		production management
	2nd day	Functions and Activities.
		Productivity, Quality Control.
	3rd day	Production Planning & Control
	4th day	Inventory management.
		Need for inventory management

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9th	5th day 1st day	Techniques of inventory management. Financial management. Functions of financial management.
	2nd day 3rd day 4th day 5th day	management of working capital Costing (only concept) Break Even Analysis. Brief idea about Accounting Terminologies.
10th	1st day 2nd day 3rd day 4th day 5th day	Book keeping. Journal Entry. Petty cash Book. P.L account Balance Sheet Human Resource Management. Functions of Personnel management.
11th	1st day 2nd day 3rd day 4th day	manpower planning Recruitment, sources of man power. Method of Testing methods of Training & Development Payment of wages.
12th	5th day 1st day 2nd day 3rd day 4th day 5th day	Leadership and motivation; Definition of leadership. need or Importance of a leader. Comparison between manager vs Leader. Types of leadership. (Autocratic, Democratic, Participative) Motivation - Definition and characteristics. Importance of motivation.
13th	1st day	Factors affecting motivation, Theories of motivation.

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14th	2nd day	methods of improving motivation Importance of communication in Business.
	3rd day	Types and Barriers of communication.
	4th day	work culture TQM & Safety. Human relationship and Performance in Organisation.
	5th day	Relations with Peers Superiors and subordinates.
	1st day	TQM Concept, Quality policy, Quality management, Quality system.
	2nd day	Accidents and safety, Cause
	3rd day	Preventive measures General Safety Rules, PPE.
	4th day	Legislation :- Intellectual Property Rights Patents Trademarks, Factories Act 1947, wages Act 1946,
	5th day	Smart Technology. IoT components characteristics Categories of IoT. Applications.