

| GOVT. POLYTECHNIC BOLANGIR | | LESSON PLAN |
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| Discipline : Mechanical | 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 Weeeks : 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 |
| 5.12-10.12 | 1st | Factors affecting motivation |
| | 2nd | Theories of motivation (Maslow) |
| | 3rd | Methods of Improving Motivation |
| | 4th | Importance of Communication in Business |
| 12.12-17.12 | 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 |
| 19.12-22.12 | 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) |