Government Polytechnic Dhangar (Fatehabad)

**Lesson Plan**

Name of the Faculty : Pardeep

**Discipline : Mechanical Engineering**

**Department : Mechanical Engineering**

**Semester :** 6th

**Subject :** EDM

**Lesson Plan Duration :** 15 weeks ( from 15 Feb 2024 to 14 June 2024)

\*\*Work load (Lecture / Practical) per week(in hours): Lectures-03, practicals -Nil

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| **Week** | **Theory** | |
| **Lecture**  **day** | **Topic**  **(Including assignment / test)** |
| 1st | 1st | **SECTION – A ENTREPRENEURSHIP**  **Chapter 1. Introduction** |
| Concept /Meaning and its need, Qualities of  entrepreneur |
| 2nd | Functions of entrepreneur and barriers in  entrepreneurship |
| 3rd | Sole proprietorship and partnership forms of  business organizations |
| 2nd | 4th | Schemes of assistance by entrepreneurial support agencies at National, State, District  –level, organization: NSIC, NRDC |
| 5th | DC, MSME, SIDBI |
| 6th | NABARD, Commercial Banks |
| 3rd | 7th | SFC’s TCO, KVIB, DIC |
| 8th | Technology Business Incubators (TBI) and Science and Technology Entrepreneur Parks |
| 9th | **Revision** |
| 4th | 10th | **Chapter 2. Market Survey and Opportunity**  **Identification** |
| Scanning of the business environment |
| 11th | Salient features of National and State  industrial policies and resultant |
| 12th | Types of market survey |
| 5th | 13th | Conduct of market survey |
| 14th | Assessment of demand and supply in potential  areas of growth |
| 15th | Identifying business opportunity |
| 6th | 16th | Considerations in product selection |
| 17th | **Revision Assignment No.**  **1: 1.** Enterprenuer & its qualities. **2.** Proprietorship & Partnership **3.** SIDBI,  NABARD, KVIC, DIC   1. Market Survey & business opportunities 2. Considerations in product selection |
| 18th | **Test** |
| 7th | 19th | **Chapter 3. Project report Preparation** |
| Preliminary project report |
| 20th | Detailed project report |
| 21st | Technical, economic feasibility |
| 8th | 22nd | Market feasibility |
| 23rd | Common errors in project report preparations |
| 24th | Exercises on preparation of project report |
| 9th | 25th | **SECTION –B MANAGEMENT**  **Chapter 4. Introduction to Management** |
| Definitions and importance of management, Principles of management (Henri Fayol, F.W.  Taylor) |

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| **Week** | **Lecture day** | **Topic**  **(Including assignment / test)** |
|  | 26th | Functions of management: Importance and process of planning, organizing, staffing,  directing and controlling |
| 27th | Concept and structure of an organization, Types of industrial organizations a) Line organization |
| 10th | 28th | b) Line and staff organization c)  Functional Organization |
| 29th | **Chapter 5. Leadership and Motivation** |
| **a) Leadership** Definition and Need, Qualities and functions of a leader |
| 30th | Manager Vs leader, Types of leadership  **b) Motivation**  Definitions and characteristics |
| 11th | 31st | Factors affecting motivation, Theories of motivation (Maslow, Herzberg, Douglas, McGregor)  **Assignment No. 2: 1.**  Types of project report   1. Management & its functions 2. Types of industrial organizations 3. Leadership qualities 4. Motivation & its theories |
| 32nd | **Revision** |
| 12th | 33rd | **Test** |
| 34th | **Chapter 6. Management Scope in Different**  **Areas** |
| **a) Human Resource Management** Introduction and objective, Introduction to Man power planning, |
| 35th | Recruitment and selection, introduction to  performance appraisal methods |
| 36th | **b) Material and Store Management**  Introduction functions, and objectives |
| 13th | 37th | ABC Analysis and EOQ **c)**  **Marketing and sales**  Introduction, importance, and its functions |
| 38th | Physical distribution, Introduction to  promotion mix, Sales promotion |
| 39th | **d) Financial Management**  Introduction, importance and its functions, |
| 14th | 40th | Elementary knowledge of income tax, sales tax, excise duty, custom duty and VAT |
| 41st . | **Chapter 7. Miscellaneous Topics** |
| **a) Customer Relation Management (CRM)**  Definition and need, Types of CRM |
| 42nd | **b) Total Quality Management (TQM)** Statistical process control, Total employees Involvement, Just in time (JIT) |
| 15th | 43rd | Introductions, definition and its importance, Infringement related to patents, copy right, trade mark |
| 44th | **Revision Assignment**  **No. 3: 1.** Recruitment & selection **2.** ABC and EOQ  Analysis **3.** Income tax, sales tax, excise duty, custom duty and VAT   1. CRM & types of CRM, JIT 2. Patents, copy right, trade mark |
| 45th | **Test** |

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| **Week** | **Lecture day** | **Topic**  **(Including assignment / test)** |
| **16 Week** | **46th** | **Revision** |
|  | **47th** | **Revision** |
|  | **48th** | **Revision** |