

Diploma in Business Management
Sem -IV Lesson Plan

Subject: Business Laws & Banking Practice

Week	Lectures	Topic
Week 1	1	UNIT-1: Concept & Meaning of company law
	2	Characteristics of company law
	3	Its Nature
	4	Types of company
	5	Joint stock company & Partnership firm
Week 2	1	Promoters- rights & duties
	2	Promoters- liabilities & remunerations
	3	Registration of company
	4	Brief description of MOA
	5	Brief description of AOA
	6	Prospectus- meaning & objectives
Week 3	1	Meetings- Annual General Meeting & Statutory Meeting
	2	Extra Ordinary General Meeting
	3	Revision of UNIT-1
	4	Written Test of UNIT-1
	5	UNIT-2: Meaning of bank & customer
	6	Process of account opening
Week 1	1	Partnership firm- meaning & function
	2	Joint stock company- meaning & function
	3	Trust- meaning & concept
	4	Clubs & associations- meaning & concept
	5	Joint Hindu Family- meaning & function
	6	NRI Banking- Function
Week 2	1	Revision of UNIT-1
	2	Sessional-1
	3	Sessional-1
	4	Sessional-1
Week 3	1	Foreigners & foreign companies- Objectives
	2	Farmers- How they work
	3	Online trading platform- concept
	4	OTP- objectives & functions
	5	Revision of UNIT- 2
	6	Written Test of UNIT-2
Week 4	1	UNIT-3: Meaning of cash credit

	2	Meaning of term loan & its functions
	3	Over drafts- meaning
	4	Demand loans- concept
Week 1	1	Bill discounted- concept
	2	Letter of credits- concept
	3	Revision of cash credit, term loans.
	4	Revision of over drafts & demand loans
	5	Revision of Bills discounted & letter of credits
	6	Written Test of UNIT-3
Week 2	1	UNIT-4: Concept & function of Mortgage
	2	Concept & function of retail lending
	3	Concept & function of housing loan
	4	Car loans- brief description
	5	Education loan- meaning & need.
	6	Personal loan- meaning & need
Week 3	1	Meaning & function of consumer loan
	2	Revision of UNIT- 4
	3	Sessional-2
	4	Sessional-2
	5	Sessional-2
Week 4	1	Revision of UNIT- 1
	2	Revision of UNIT- 2
	3	Revision of UNIT- 3
	4	Revision of UNIT- 4
Week 1	1	UNIT-5: Meaning & function of locker facility
	2	ATM- Meaning & function
	3	ATM- Objectives & advantages
	4	Internet banking- concept & function
	5	Internet banking- advantages & objectives
	6	Demat Account- concept
Week 2	1	Credit cards- meaning & functions
	2	Advantages of credit card
	3	Tele banking- concept
	4	Advantages & disadvantages of tele banking
	5	Revision of UNIT- 5
	6	Written test of UNIT-5
Week 3	1	Sessional-3
	2	Sessional-3
	3	Sessional-3

	4	Revision of UNIT- 1
	5	Revision of UNIT- 2,3
	6	Revision of UNIT- 4,5

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Subject: ED&TQM

Week	Lectures	Topic
Week 1	1	UNIT-1: Entrepreneurship Concept of Entrepreneurship
	2	Introduction & meaning of an entrepreneur
	3	Need of Entrepreneurship
	4	Scope of Entrepreneurship
	5	Objectives
Week 2	1	Importance of Entrepreneurship
	2	Competencies of an entrepreneur
	3	Qualities of an entrepreneur
	4	Revision of UNIT-1
	5	Oral Test of UNIT-1
	6	Written Test of UNIT-1
Week 3	1	UNIT-2: District Industry Centres(Introduction, Objectives & Functions)
	2	Commercial banks
	3	State financial corporations
	4	Small industry service institutes
	5	Small industries development bank of India
	6	Functions of SIDBI
Week 1	1	National bank for agriculture & rural development
	2	National small institute corporation
	3	Revision of DISC & commercial bank
	4	Revision of state financial corporations & SISIs
	5	Revision of SIDBI, NABARD & NSIC
	6	Written Test of UNIT-2
Week 2	1	Revision of UNIT-1
	2	Sessional-1
	3	Sessional-1
	4	Sessional-1

Week 3	1	UNIT-3: Introduction to Business Planning
	2	Concept of small scale industry
	3	How to start a small scale industry
	4	Potential areas of growth
	5	Assessment of demand & supply in potential areas of growth
	6	How to increase the growth
Week 4	1	Concept of product selection
	2	Considerations in product selection
	3	Revision of UNIT-3
	4	Written Test of UNIT-3
Week 1	1	UNIT-4: Concept of project report
	2	Purpose of project report
	3	Guidelines for preparing the project report
	4	Business description & Market analysis
	5	Implementaion of project report
	6	Suggestions & recommendations
Week 2	1	UNIT-5: Indroduction of Quality
	2	Introduction of total quality & total quality management
	3	Customers perception of quality
	4	feedback from customers
	5	Theories of TQM
	6	Improvement in Quality
Week 3	1	Revision of UNIT- 5
	2	Revision of UNIT- 3 & 4
	3	Sessional-2
	4	Sessional-2
	5	Sessional-2
Week 4	1	UNIT-6: Concept of cost of quality
	2	Failure cost & appraisal cost
	3	Prevention cost & Maintenance Cost
	4	Revision of UNIT-6
Week 1	1	UNIT-7: Concept of Quality planning & improvemnet tools.
	2	How to plan & do
	3	How to check & Act cycle
	4	Test in time
	5	Revision of UNIT-7
	6	Written test of UNIT-7
Week 2	1	UNIT-8: Concept of KAIZEN
	2	Elementary knowledge of KAIZEN

	3	Juran's Quality Circle(Concept & Theory)
	4	Toatl Employee Involvement(Concept & Programs)
	5	Benchmarking(Concept, Benefit, Uses)
	6	Revision of UNIT-8
Week 3	1	Sessional-3
	2	Sessional-3
	3	Sessional-3
	4	Revision of UNIT-1,2,3
	5	Revision of UNIT-4,5,6
	6	Revision of UNIT-7,8

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Subject: Human Resource Management- II

Week	Theory	
	Lecture Day	Topic (including assignment / test)
1st	1	Introduction to HRM
	2	Meaning of HRM
	3	Concepts of HRM-II
	4	Features of HRM
2nd	1	Features of HRM
	2	Importance of HRM
	3	Importance of HRM
	4	Role of HRM in Organisations
	5	Role of HRM in Organisations
	6	Limitations of HRM
3rd	1	Limitations of HRM
	2	Impact of Technology on HRM
	3	Assignment & Revision of Unit-1
	4	Unit-II Introduction
4th	1	Meaning of Job Description
	2	Concept of Job Description
	3	Objectives of Job Description
	4	Meaning of Job Specification
5th	1	Concept of Job Specification
	2	Objectives of Job Specification
	3	Meaning of Job Analysis
	4	Concept and objectives of Job Analysis
	5	Process of Job Analysis

	6	Process of Job Analysis
6th	1	Sessional Test
	2	
	3	
	4	Unit-III Introduction
	5	Recap of Recruitment
	6	Meaning of Selection
7th	1	Concept of Selection
	2	Process of Selection
	3	Process of Selection
	4	Methods of Selection
	5	Methods of Selection
	6	Interviews
8th	1	Interviews
	2	Psychological Tests
	3	Psychological Tests
	4	Intelligence Test
9th	1	Meaning of Induction
	2	Importance of Induction
	3	Process of Induction
	4	Meaning of Placement
	5	Concept of Placement
	6	Process of Placement
10th	1	Techniques of Placement
	2	Assignment & Revision of Unit-III
	3	Unit-IV Introduction
	4	Meaning of Job Enlargement
	5	Concept of Job Enlargement
	6	Techniques of Job Enlargement
11th	1	Meaning of Job Enrichment
	2	Concept of Job Enrichment
	3	Techniques of Job Enrichment
	4	Sessional Test
	5	
	6	
12th	1	Meaning of Job Satisfaction
	2	Concept of Job Satisfaction
	3	Job Satisfaction & Work Behaviour
	4	Quality of Work Life
13th	1	Revision of Unit-IV
	2	Unit-V Meaning & Concept of Absenteeism

	3	Causes & effects of Absenteeism
	4	Measures to control Absenteeism
	5	Meaning of Labour Turnover
	6	Concept of Labour Turnover
14th	1	Controls of Labour Turnover
	2	Measurement of Labour Turnover
	3	Exit Interviews
	4	Importance of Exit Interviews
	5	Assignment
	6	Revision
15th	1	Sessional Test
	2	
	3	
	4	Revision
	5	Revision
	6	Revision

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Subject: Human Resource Planning

Week	Theory	
	Lecture Day	Topic (including assignment / test)
1st	1	Introduction to HRP
	2	Meaning of HRP
	3	Concepts of HRP
	4	Features of HRP
2nd	1	Features of HRP
	2	Importance of HRP
	3	Objectives of HRP
	4	Scope of HRP
	5	Meaning and Concept of Job Evaluation
	6	Meaning and Concept of Job Evaluation
3rd	1	Need of HRP
	2	Factors kept in mind while doing HRP
	3	Assignment & Revision of Unit-1
	4	Unit-II Introduction
4th	1	Meaning of Organisational growth and HRP
	2	Concept of Organisational growth and HRP

	3	Process of Organisational growth
	4	Stage 1
5th	1	Stage 2
	2	Stage 3
	3	Stage 4
	4	Stage 5
	5	Factors of HRP
	6	Factors of HRP
6th	1	Sessional Test
	2	
	3	
	4	Unit-III Introduction
	5	Forecasting Techniques
	6	Managemeny Judgement
7th	1	Ratio analysis
	2	Trade analysis
	3	Regression analysis
	4	Work study Technique
	5	Machine learning
	6	Revision
8th	1	Revision
	2	Unit-4 Job Evauation
	3	Introduction and Meaning
	4	Methods and Technique of a job
9th	1	Analytical Method
	2	Non-Analytical
	3	Factor comparision
	4	Pair comparision
	5	Job Grading
	6	Market Pricing
10th	1	Assignment & Revision of Unit -3
	2	Assignment & Revision of Unit-4
	3	Unit-V Introduction
	4	Meaning of Human Resource Information System
	5	HR research
	6	Objectives of HR research
11th	1	HRIS applications in different areas of Organisation
	2	Methods and tools of HR research
	3	Revision
	4	Sessional Test
	5	

	6	
12th	1	Meaning of Human Resource Records
	2	Concept of Human Resource Records
	3	Nature
	4	Types
13th	1	Revision of Unit-5
	2	Essentials
	3	Factors Effecting Organisational Effectiveness
	4	Financial Records
	5	Certificate of Incorporation
	6	Revision of Unit-5
14th	1	Revision of Unit-6
	2	Factors
	3	Factors
	4	Class Discussion
	5	Assignment
	6	Revision
15th	1	Sessional Test
	2	
	3	
	4	Revision
	5	Revision
	6	Revision

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Subject: Labour Welfare & Social Security

Week	Theory	
	Lecture Day	Topic (including assignment / test)
	Unit 1 Introduction of Labour Welfare	
1st	1	Meaning & Definition
	2	Meaning & Definition
	3	Concept
	4	Concept
2nd	1	Nature
	2	Importance
	3	Importance
	4	Objectives
	5	Objectives

	6	Objectives
3rd	1	Elements
	2	Elements
	3	Meaning & Definition of Social Security
	4	Concept
4th	1	Nature
	2	Importance
	3	Importance
	4	Objectives
5th	1	Objectives
	2	Elements
	3	Elements
	4	Unit-2 Introduction of Statutory Welfare Provisions
	5	Introduction of Statutory Welfare Provisions
	6	Introduction of Statutory Welfare Provisions
6th	1	Sessional Test
	2	
	3	
	4	Meaning & Definition of Social Security
	5	Concept
	6	Nature
7th	1	Introduction of The Factories Act 1948
	2	Introduction of The Factories Act 1948
	3	Introduction of The Factories Act 1948
	4	Importance
	5	Importance
	6	Benefits
8th	1	Functions
	2	Functions
	3	The contract Labour Act 1970(Regulation and Abolition)
	4	Introduction
9th	1	Introduction
	2	Importance
	3	Functions
	4	Benefits
	5	Objectives
	6	Elements
10th	1	Revision
	2	Unit -3 introduction of Social Security
	3	Introduction
	4	Importance

	5	Evaluation
	6	The Employee's State Insurance Act 1948(The ESI Act)
11th	1	Importance
	2	Benefits
	3	Functions
	4	Sessional Test
	5	
	6	
12th	1	Functions
	2	The Maternity Benefits Act 1961
	3	Introduction
	4	Importance
13th	1	Benefits
	2	Functions
	3	The Employee's Provident Fund and miscellaneous provisions Act 1952
	4	Introduction
	5	Importance
	6	Benefits
14th	1	Functions
	2	The Payment of Gratuity Act 1972
	3	Introduction
	4	Importance
	5	Benefits
	6	Functions
15th	1	Sessional Test
	2	
	3	
	4	Revision
	5	Revision
	6	Revision

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Subject: Organisational Change & Development

Week	Theory	
	Lecture Day	Topic (including assignment / test)
	Unit 1 Introduction of Organisational Change	
1st	1	Concept
	2	Nature

	3	Forces of change
	4	Internal forces
2nd	1	External forces
	2	Resistance to change
	3	Internal resistance:
	4	External resistance:
	5	Overcoming resistance to change
	6	Overcoming resistance to change
3rd	1	Overcoming resistance to change
	2	Management of change
	3	Management of change
	4	Unit-2 Introduction of Organisational Development
4th	1	Concept
	2	Characteristics
	3	Characteristics
	4	Benefits
5th	1	Limitations
	2	Limitations
	3	Techniques of organisational development
	4	Techniques of organisational development
	5	Revision
	6	Revision
6th	1	Sessional Test
	2	
	3	
	4	Unit-3 Introduction of Organizational Climate
	5	Meaning & Definition
	6	Characteristics
7th	1	Functions
	2	Components of organisational climate
	3	Components of organisational climate
	4	Unit-4 Introduction of Organizational Culture
	5	Meaning & Definition
	6	Characteristics
8th	1	Influencing factors
	2	Types of culture
	3	Functions
	4	Unit-5 Introduction of Organizational effectiveness
9th	1	Meaning & Definition
	2	Factors affecting organisational effectiveness
	3	Factors affecting organisational effectiveness

	4	Impact of organisational climate on effectiveness
	5	Impact of organisational climate on effectiveness
	6	Revision
10th	1	Unit-6 Introduction of Group Behaviour & Conflicts
	2	Meaning & Definition
	3	Inter group Behaviour
	4	Conflict Management
	5	Meaning & Definition
	6	types of group
11th	1	Formal group
	2	Informal group
	3	Group cohesiveness
	4	Sessional Test
	5	
	6	
12th	1	Classification of conflict management
	2	Classification of conflict management
	3	Remedies of conflict management
	4	Remedies of conflict management
13th	1	Revision
	2	Revision
	3	Unit-7 Introduction of Team Building
	4	Meaning & Definition
	5	Principles
	6	Principles
14th	1	Qualities of a Team builder
	2	Qualities of a Team builder
	3	Elements
	4	Importance
	5	Importance
	6	Revision
15th	1	Sessional Test
	2	
	3	
	4	Revision
	5	Revision
	6	Revision