

## LESSON PLAN

<b>Name of Faculty</b>	:	<b>Dr. Manoj Kumar</b>
<b>Discipline</b>	:	<b>B.Tech.</b>
<b>Semester</b>	:	<b>Mech. 6<sup>th</sup> sem</b>
<b>Subject</b>	:	<b>Fundamental of Management</b>
<b>Lesson plan duration</b>	:	<b>15 Weeks (from Jan., 2018 to April 2018)</b>
<b>Work load (Lecture)</b>	:	<b>3 lecture</b>

Week	Theory	
	Lecture day	Topic (Including assignment and test)
1 <sup>st</sup>	1	Introduction of Financial Management
	2	Meaning nature and scope of financial management
	3	Objectives of Financial Decisions,
2 <sup>nd</sup>	4	Status and duties of Financial Executives
	5	Financial Planning – Tools of financial planning
	6	Management of working capital
3 <sup>rd</sup>	7	Factors affecting requirements of working capital.
	8	Sources of finance
	9	Use of financial ratios for analyzing performance of company
4 <sup>th</sup>	10	Personnel Management – Meaning, Nature and Importance;
	11	Functions of Personnel Management – (a) Managerial functions
	12	(b) Operative functions
5 <sup>th</sup>	13	Job Analysis: Meaning and Importance
	14	Process of Job Analysis
	15	Job Description
6 <sup>th</sup>	16	Job specification
	17	Job rotation
	18	Job enlargement
7 <sup>th</sup>	19	Job enrichment
	20	Human Resource Development-Meaning and concept
	21	Production Management: Definition and Objectives
8 <sup>th</sup>	22	Plant location: Ideal plant location
	23	Factors affecting plant location
	24	Plant Layout: Ideal plant layout
9 <sup>th</sup>	25	Factors affecting plant layout
	26	Work Measurement: Meaning, Objectives
	27	Essentials of work measurement

<b>10<sup>th</sup></b>	28	Sessional Test
	29	Sessional Test
	30	Sessional Test
<b>11<sup>th</sup></b>	31	Sessional Test
	32	Production Control: Meaning and importance of production control
	33	Steps involved in production control
<b>12<sup>th</sup></b>	34	Inventory management
	35	ABC analysis
	36	Just in Time
<b>13<sup>th</sup></b>	37	Economic order quantity
	38	Sessional Test
	39	Sessional Test
<b>14<sup>th</sup></b>	40	Sessional Test
	41	Sessional Test
	42	Modern Marketing concepts. Role of marketing in economic development Marketing Mix
<b>15<sup>th</sup></b>	43	Marketing Information System
	44	Meaning, nature and scope of International Marketing
	45	Supply chain management