



**“PVCNSSK” GOVT. POLYTECHNIC BILASPUR,
AT KALOL**

Academic Lecture Plan (w.e.f 22.09.2021)

Name of the course teacher:	Er. SandeepKumar
Course	Diploma in Electrical Engg.
Semester/ Branch	5th/EE
Course Title	Basic of Management

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week	THEORY		Tutorial day	Tutorial Topic
	Lecture Day	Topic (including assignment/test)		
1	1	Definitions and concept of Management.	1	Understanding Self-Management and Development (Related to Chapter 02); through examples, cases, exercises, panel discussions, seminars, meditation and yoga techniques.
	2	Functions of management-planning, organizing.		
	3	staffing, coordinating and controlling.		
	4	Various areas of management.		
2	1	Structure of an Organization.	2	SWOT Analysis.
	2	Life Long Learning Skills.		
	3	Concept of Personality Development.		
	4	Ethics and Moral values.		
3	1	Concept of Physical Development.	3	Team Management (Related to chapter 03); through examples, cases, role plays, group discussions and panel discussions.
	2	Significance of health.		
	3	hygiene, body gestures.	4	Market Study and Opportunity Identification (Related to Chapter 07); through literature reviewing, making questionnaires, conducting mock interviews and analyzing data for product/service identification and demand assessment.
	4	Time Management Concept and its importance.	5	Market Study and Opportunity Identification (Related to Chapter 07); through literature reviewing, making questionnaires, conducting mock interviews and analyzing data for product/service identification and demand assessment.
4	1	Intellectual Development.	6	Project Management and Project Report Preparation through exercises on making project reports on micro and

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				small enterprises. Case studies and SWOT analysis of projects can be taken.
	2	Reading skills, speaking, listening skills.	7	Project Management and Project Report Preparation through exercises on making project reports on micro and small enterprises. Case studies and SWOT analysis of projects can be taken.
	3	writing skills (Note taking.)		do
	4	rough draft, revision, editing and final drafting.		
5	1	Concept of Critical Thinking and Problem Solving.		do
	2	Psychological Management.		
	3	stress, emotions.		
	4	anxiety and techniques to manage these.		
6	1	ICT & Presentation skills.		do
	2	; use of IT tools for good and impressive presentations.		
	3	Concept of Team Dynamics.		
	4	Team related skills, managing cultural, social and ethnic diversity in a team.		
7	1	Effective group communication and conversations.		do
	2	Team building and its various stages like forming.		
	3	storming, norming.		
	4	performing and adjourning.		
8	1	Leadership, Qualities of a good leader.		do
	2	Motivation, Need of Motivation, Maslow's theory of Motivation.		
	3	Stages of Project Management.		
	4	initiation, planning, execution.		
9	1	closing and review.		do
	2	SWOT analysis concept.		
	3	Entrepreneurship.		
	4	Need of entrepreneurship, and its concept.		
10	1	Qualities of a good		do

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		entrepreneur.		
	2	Business ownerships and its features.		
	3	sole proprietorship, partnership.		
	4	joint stock companies.		

11	1	cooperative, private limited, public limited, PPP mode.		do
	2	Types of industries: micro, small, medium and large.		
	3	District Industry Centers (DICs).		
	4	State Financial Corporations (SFCs).		
12	1	NABARD,		do
	2	MSME (Micro, Small, Medium Enterprises) – its objectives & list of schemes.		
	3	Types of market study: primary and secondary.		
	4	product or service identification.		
13	1	assessment of demand and supply.		do
	2	types of survey and their important features.		
	3	Project Report Preparation.		
	4	Techno-Economic Feasibility Report, Detailed Project Report (DPR).		

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