

अध्यापक दैनन्दिनी
Teacher's Diary

सत्र 2022 - 2023
Session

विद्यालय का नाम
School's Name

Shri Pragya Mahavidyalaya

शिक्षक का नाम
Teacher's Name

Ashutosh Joshi

पद
Designation

Assistant Professor

वर्तमान पता
Present Address

स्थायी पता
Permanent Address

Joshi Bhawan, Beawar Road
Bijainagar

२ रस्तोगी, अजमेर
दूरभाष : ०१.२६४.२६२.६

Shri Pragya Mahavidyalaya
Bijainagar-305624

Director

वैयक्तिक विवरण
Personal Particulars

कार्यकर्ता / कर्मचारी
(Officer / Employee) Ashutosh Joshi

पत्नी का नाम
(Wife's / Husband's Name) Ratnakar Joshi

जन्म तिथि
(Date of Birth) 22-09-1983

जिला
(District) Ajmer

वर्तमान संस्था में कार्य ग्रहण दिनांक
(Date in the present institution) 1 July 2022

वर्तमान पद
(Present Post)

स्थान
(Place)

वर्तमान पद पर नियुक्ति दिनांक
(Date on the Present Post)

वर्तमान वेतन
(Present Pay) तथा वेतन श्रृंखला
(And Pay Scale)

वर्तमान पद पर स्थायीकरण दिनांक
(Date on the present Post)

शैक्षणिक योग्यता
(Academic Qualification) Post Graduate

वर्तमान पद पर कार्य दिनांक
(Date on the present Post)

वर्तमान पद पर कार्य दिनांक
(Date on the present Post)

वर्तमान पद पर कार्य दिनांक
(Date on the present Post)

11. आई. डी. नं.
(I.D. Number)

12. आधार कार्ड नं.
(Adhar Card Number) 9107 2736 9484

13. वरिष्ठता क्रमांक
(Seniority Number)

14. राज्य बीमा पॉलिसी संख्या
(State Insurance Policy No.)

15. जी.पी.एफ. खाता संख्या
(G.P.F. A/c. No.)

16. एन.पी.एस. खाता संख्या
(New Pension Scheme A/c. No.)

17. हितकारी संघ निधि खाता संख्या
(Welfare fund A/c No.)

18. भारतीय जीवन बीमा पॉलिसी संख्या
(Life Insurance Policy No.)

19. पी.एम.एफ. कटौती
(P.M.F. Deductions)

20. बैंक का नाम
(Name of Bank) Punjab National Bank

खाता संख्या
(Account No.) 6883000100017246

21. आयकर खाता संख्या
(Income Tax No. (PAN)) A1PPJ4703Q

अन्य
(Others)

दिनांक Date 01 07 2022

कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
1 st	L-1	<p>Concept and Significance of Management Lecture On - :- Concept of Management Meaning of Concept Introduction to Management.</p> <p>Explanation of Drucker's Definition of Management.</p> <p>Figure 1.1 Explained.</p>	/

दिनांक Date 02 07 2022

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA Sem 1 st	1 st	L-1	<p>Lecture On - :- Classification of concepts of Manage- ment.</p> <p>Explanation the Concepts as Noun and Concepts as Verb.</p> <p>Figure 1.2 Explained</p>	Nil

दिनांक Date 04 07 2022
D D M M Y Y Y Y

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA Sem I	1 st	L-1	Lecture On-: Defination of F.W Taylor of Scientific Management Explained.	
			Meaning and Defination of Management or Managing	Nil
			Definations Explained. * Mary Parker Follet. * Harold Koontz * Krietner * Hitt et al. Figure 1.3 Explained Comprehensive Management Process.	

दिनांक Date 05 07 2022
D D M M Y Y Y Y

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA Sem I	1 st	L-1	Lecture On-: Characteristics and Nature of Management	
			Research and studies of-: Terry and Franklin Carlisle	
			Mary Parker Follet. Kreitner's Management Activity Explained.	
			Figure 1.4 Process of Management Explained.	

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दिनांक Date 06 07 2022
D D M M Y Y Y Y

तथा कालांश Unit/Section Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
A P-1 st	L-1	Lecture On - : Managerial Hierarchy System: Figure 1.5 Explained Difference and theory of Management and Administration Figure 1.6 Explained American school of thought British School of thought discussed on Management and Administration.	/

Director
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA Sem-I st	P-1 st	L-1	Lecture On - : Figure 1.7, The meaning of terms 'Management and Administration' according to British School of Thought, Explained. R.C Davis's Classification of Management * Administrative - Management and * Operative Management Conclusion, Management and administration are overlapping functions.	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A. sem-I M-2	L-1	L-1	Lecture On- Detailed Difference between Management and administration. Other Important - Terminology: Organization Discussed. Definition of Louis. A. Allen. Distinguished - Administration; Management and Organisation by Oliver Sheldon. Difference between a Manager and Non-Manager.	Nil

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A sem-I	P-I	L-1	Lecture On - Explanation of the term Resources and Classification of Resources. Explanation of the Productivity i.e. - Efficiency and Effectiveness. Importance/Significance of Management - * Importance for Business Institutions * Importance for Society, * Importance for Nation.	/

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA SEM-I	1 st	L-1	Lecture On - Special Significance of Management in Indian Context. All 20 Points of Significance of Management in Indian Context Discussed. Revision from Exhibit 1.6 Classification of Definitions of Management.	/ /

Shri Prayga Mahavidyalaya
Director

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA SEM-I	1 st	L-2	Management - Process, Skills & Roles. Lecture On - Introduction and Process of Management. The main Characteristics of Management Process discussed. Figure 2.1 Integrated Process of Management Explained.	Will

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A SEM-I	P-1 st	L-2	<p>Functions of Management.</p> <p>Explanation of the four Functions of Management.</p> <ul style="list-style-type: none"> * Planning * Organising * Directing * Controlling <p>Sub-functions of Directing Explained</p> <ul style="list-style-type: none"> * Leadership * Motivation * Communication * Supervision 	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A SEM-I	P-1 st	L-2	<p>Lecture On - :</p> <p>The Other functions of Management.</p> <ul style="list-style-type: none"> * Decision-Making * Staffing * Innovation * Representation <p>Figure 2.2 Explained. Distribution of a Manager's time according Managerial level.</p> <p>Ernest Dale's studies on other functions of Management Discussed.</p>	/

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दिनांक Date 15 07 2022
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A Sem-I	P-1 st	L-2	Lecture On - : Coordinating - The essence of Management Managerial Skills * Technical Skills * Human Skills * Conceptual Skills * Design Skills * Analytical Skills * Administrative Skills Figure 2-3 Explanation Degree of Skills required at Different Managerial Levels	/

Shri Pragya Mahavidyalaya
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दिनांक Date 16 07 2022
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P-1 st	L-2	Lecture On - : Managerial Roles * Interpersonal Roles * Informational Roles * Decisional Roles Figure 2.4 Explained Interpersonal Role * The figurehead Role * The Leader Role * The Liaison Role Informational Role * The Nerve Centre Role * Disseminator Role * Spokesperson Role	/

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दिनांक Date 19 07 2022
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P-1	L-2	Lecture On - Decisional Roles of a Manager. * The Entrepreneurial Role. * The disturbance handler role. * The Resources allocator role. * The Negotiator - Role. Relative Importance of Roles Discussed.	Will

Shri Prayya Mahavidyalaya
Director

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P-1 st	L-3	Management - Nature levels and areas. Lecture On - Management as an Art or a Science. Explanation of - * Whether Management is an art? * Whether Management is a science? * Management is a combination of both Art and Science.	/

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दिनांक Date 21 07 2022
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A Sem-I	P-1	L-3	Lecture On - Introduction to the Management as Profession. Conclusion about the state of Professionalisation of Management. * Management is advancing towards Professionalisation. * Management is not a Full-fledged Profession.	/

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दिनांक Date 22 07 2022
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A Sem-I	P-1	L-3	Lecture On - Professionalisation of Management in India. Management as Universal Concept Explanation of Arguments in favour of the Concept. Arguments against the Concept.	/

Director
Mahavideyalaya

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दिनांक Date 25 07 2022
D D M M Y Y Y Y

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A Sem-I st	P-1 st	L-3	Lecture On - Management as a system. Advantages of system approach to management of a business organisation. Management as a Social Responsibility Studies of Keith Davis and M.R. Bowen of Social Responsibility Explained.	/

Director

Shri Pragna Mahavidyalaya
Pragna-305624

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दिनांक Date 26 07 2022
D D M M Y Y Y Y

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A Sem-I st	P-1 st	L-3	Lecture On - Management is the Development of people not directions of the things. * Explanation of the Management is not direction of things - according to the studies of Lawrence A. Appley. * Management is the Development of people according to the studies of George Elton Mayo and Maslow, Herzberg.	Will

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A. Sem-I	P-1 st	L-3	Lecture On - Levels of Management Detailed Explanation of three levels of the Management from the studies of Urwick for the moderate-organisation * Top Management * Middle Management * First-line or the Supervisory Management	/

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A. Sem-I	P-1 st	L-3	Lecture On - Areas and scope of Management Detailed Explanation of - * Production Management * Marketing Management * Financial Management * Personnel Management * Purchasing Management * Office Management * Research and Development Management	/

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दिनांक Date 01 08 2022
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA M-J th	P-1 st	L-3	Lecture On - Other Emerging Area of Management. Detailed Explanation of * Transport Management * Maintenance Management. * Time Management. * Environment and Social Responsibility Management * Crisis Management * International Business Management	/

Director
Mahavidyalaya

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दिनांक Date 02 08 2022
D D M M Y Y Y Y

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA Sem-I st	P-1 st	L-4	Principles of Management. Lecture On - Meaning and definition of Principles Management Principles Definition Explained * Herbert G. Hicks. * Weirnich and Koontz Need and Importance of Management Principles.	/

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दिनांक Date 04 08 2022
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA P-I st Sem-I	2.4		<p>Lecture On - Some Important Principles of Management * Fayol's Principles of Management * Other Important Principles of Management Universality of Management Principles</p>	Nil

Director
Maharaja Pratap Singh

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दिनांक Date 05 08 2022
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA P-I st Sem-I	2.5		<p>Development of Management Thought. Lectures On - Historical stages in the Evolution of Management. Management in the ancient Civilisations. Management during the medieval period.</p>	

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P-1 st	L-5	Lecture On :- Industrial Revolution and Management The Period of Systematised Management Introduction to Scientific Management Dr Frederick Winslow Taylor's Definitions and Theory of Scientific Management Meaning of Scientific Management	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P-1 st	L-5	Lecture On :- Contribution of Taylor's and Mechanism of Scientific Management Figure 5.1 Taylor's Functional Formanship Explained Benefits of Scientific Management Criticism & Limitations of Scientific Management	Will

Director
K. S. Chaudhary

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वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A m-1	P-1	L-5	Lecture On - Explanation of theories & Studies of other - contributors such as - * Henry. L. Gantt * Frank. B. Gilbreth * Harrington Emerson. The Era of functional Administrative thought Henri Fayol's theory of administrative or functional thought of Management.	/

Chri Pragna Mahavidyalaya

Director

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दिनांक Date 16 08 2022
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वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A sem-2	P-1	L-5	Lecture On - Appraisal of Fayol's Contribution Similarities and Dis- similarities of Taylor and Fayol's in Mana- gement thought. Other Contributors / Thinker of the Era. * Lyndall Urwick. * James. D. Mooney & Allen. C. Reiley. * Ralph. C. Davis * Max Weber.	/

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B-A SEM-I	P-1 st	L-5	Lecture On - Era of Behavioural Science thought. Introduction & Stages Emergence of Industrial Psychology Hawthorne Studies & HR Movement Emergence of Behavioural Sciences	/ /

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B-B-A SEM-I	P-1 st	L-5	Lecture On - Hawthorne Experiments Conclusions and Contributions of Hawthorne Studies Criticism of Hawthorne Studies Introduction to — Modern Era of Management thought.	Nil

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B-B.A Sem-I	P-1 st	L-6	Approches to/Schools of Management Thought.	
			Lecture On - Introduction to - approaches of - management major school of Management	/
			* The Classical School of Management Thought.	
			The Scientific Management school / Approach	/
			* Characteristics	
			* Principles	
			* Contributions	
			* Criticism.	

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B-B.A Sem-I	P-1 st	L-6	Lecture On - The administrative or functional Approach	
			* Characteristics	/
			* Assumption	
			* Beliefs	
			* Contributions	
			* Limitations and Criticism.	
			The Organisational School / Approach	/
			* Characteristics	
			* Advantages.	
			* Limitations and Criticism	

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BBA Sem-I	P-1	1.6	Lecture On- The Neo-Classical or Human Resource School.	/
			* The Human Relation approach * Characteristics * Contributions * Criticism	/
			The Behavioural - Science Approach.	/
			* Assumptions and Beliefs. * Contributions * Criticisms	

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BBA Sem-I	P-1	1.6	Lecture On- Modern Schools of Management thought.	/
			Quantitative Management Science approach. * Assumptions * Contributions * Limitations	/
			System Approach to Management.	/
			* Definition of System. a) Bertalanffy b) John A. Beckett.	

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P1	L.6	Lecture On - System Approach to Management. * Types of Systems. Figure 6.1, A General System Process Explained Open and Closed system Explained and their Characteristics. Organisation System * Inputs * Transformation Process * Outputs * Feedback	Nil

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B.B.A Sem-I	P1	L.6	Lecture On - Figure 6.2 Systems View of Business Organisation and Management Explained System Approach * Characteristics * Contribution * Criticism Contingency Approach Stoner & Wankel words Explained. * Characteristics * Procedure * Contributions * Limitations.	/

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B.B.A Sem-I	P-1	L-6	Lecture On - Manerials Roles - Approach. * Interpersonal Roles. * Informational Roles. * The Decisional Roles. Assumptions, Criticisms & Contributions Excellent Companies Approach - * Contribution * Criticisms	/ /

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Pravin Varma

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B.B.A Sem-I	P-1	L-7	Objectives, MBO & MBE Lecture On - Meaning & Definition of Objectives, Explaination of Definition of Objective by - * L.A. Allen * McFarland. * Terry & Franklin * Wehrlich & Koontz Characteristics and nature of Objectives.	Will

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B.A sem I	P-1	L-7	Lecture On-: Importance of Objective Peter Drucker Objver- vation about objectives. Classification of Object- ives. * On the basis of Importance. a) Primary Objective b) Secondary Objective c) Social Objective	/

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B.A sem I	P-1	L-7	Lecture On-: Objective Classification On the basis of- Hierarchy or levels of Organisation. * Top level or corporate Objectives. * Departmental Objectives * Sub-Departmental or Sectional Objectives. * Employee Objectives Figure 7.1 Explained Hierarchy of Objectives	/

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B.B.A Sem-I	P-1	L-7	Lecture On - Hierarchy of Objectives as the Means-end Chain. Classification of Objectives On the basis of Time - Period. * Short - range * Medium - range * Long - range Figure 7.2 Means-End Chain, Hierarchy of	Vij

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B.B.A Sem-I	P-1	L-7	Lecture On - Classification of Objective on the basis of disclosure. * Quantitative and Qualitative Objectives. * Stated/official and real Objectives. Scope or Areas or types of Objectives.	/ /

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BBA Sem-I	P-1	L-7	Lecture On - Criteria for/Essentials of effective objective. Management - By - Objectives / MBO Meaning and Definitions of MBO by * Peter Drucker * George R. Odionne * Boone & Koontz * Mondy * Carlisle	N/A

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BBA Sem-I	P-1	L-7	Lecture On - : Characteristics of MBO Assumptions of MBO Objectives of MBO Process of MBO Figure 7.3 MBO Process Explained	/

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B.B.A Sem-I	P1	L:7	Lecture On - Advantages/Benefits strengths of M.B.O Limitation/Criticisms Weakness of M.B.O Suggestions for the effectiveness of M.B.O Requisites for the success of M.B.O Programme.	/

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B.B.A Sem-I	P1	L:7	Lecture On - Management - By-Exception / M.B.E F.W Taylor principle of Management by-Exception. * Assumptions for M.B.E * Advantages of M.B.E. * Limitations of M.B.E. Difference between M.B.O and M.B.E.	Will

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BBA Sem-I	P-1	L-8	Coordination Lecture On - Meaning & Definitions of Coordination - Definitions by - * James Mooney * Mc Farland * Henri Fayol Nature/Features Characteristics of Coordination	/

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BBA Sem-I	P-1	L-8	Lecture On - Coordination and Cooperation, Meaning Difference between Cooperation and Coordination Coordination as the essence of Management.	/

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B.A. I st	1-1	L-8	Lecture On - Need and Importance of Coordination. Types and Scope of Coordination * Internal Coordination * External Coordination Vertical & Horizontal Coordination Procedural & Substantive Co-ordination	/

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B.B.A. I st	1-1	L-8	Lecture On - Principles of Coordination or essentials of effective Co-ordination. * Mary Parker Follett. Other Principles by * Fayol * Mt. Farland. * Rensis Likert * James Mooney.	/

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B.A Sem-I	P-1	d. 8	Lecture On - Techniques & Means of Coordination Obstacles / Limitation of Coordination.	/

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B.A Sem-I	P-1	d. 9	PLANNING Lecture On - Meaning of Planning Defination of Planning Explained - * Wehrich & Koontz * Robert Albanese. * Gray & Smeltzer. * Robbins & Coulter. * Michael A. Hitt. Characteristics/Nature of Planning	Will

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B.A. Sem-I	P-1	L-9	Lecture On-: Need, Importance, Advantages of Planning Limitations/Obstacles in Planning	/

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B.A. Sem-I	P-1	L-9	Lecture On-: Essentials/Criteria of effective Planning or Plan. Principles of Planning Process/Technique of or steps in Planning Figure 9.1 Planning Process Explained	/

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B-B-A Sem-I	P-1	L-9	Lecture On - :- Types/Dimensions of planning / Plan PLAN - Meaning Definations by Kreitner Types of Plan * Standing Plan or Multi-Use Plans * Single Use or ad hoc Plans Figure 9.2 Types of Plan, Explained.	/

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B-B-A Sem-I	P-1	L-9	Lecture On - :- Components of Planning * Objectives * Strategies * Policies * Procedures * Methods * Rules * Standards * Programmes * Schedules * Budgets * Projects * Tactics Explained.	Nil

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B-B-A Sem-F	P-1	L-9	Lecture On - Tools & Techniques of Planning, Explanation * Forecasting * Budgeting * Break-Even Analysis * Marginal Analysis * Linear Programming * Waiting line or Queuing theory * P.E.R.T / C.P.M * Theory of Probability	/

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B-B-A Sem-F	P-1	L-10	Corporate Planning Lecture On - Meaning of Corporate Planning Definition, Explained * David Hussey * G.A. Steiner * R.G Anderson Characteristics of Corporate Planning Need & Importance of Corporate Planning	/

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BBA P-I u-I	2/10	Lecture On - Factors affecting Corporate Planning/ Plans. Corporate Planning Process. Strategy Meaning & Definitions explanation by * Alfred Chandler * Glueck. * Stoner et al. * Robert Albanese		Nil

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BBA P-I Sem-I	2/10	Lecture On - Characteristics of Strategy. Objectives & Importance of Strategy. Levels of Strategies. Types of Strategies Strategy Formulation.		

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BBA Sem-I	P-1	L-10	Lecture On - Meaning of Environment Analysis Factors affecting Environment Analysis SWOT or WOTS-UP Analysis. Preparing ETOP	/ /

Director
Pragya Mahavidyalaya
Bhainagar-305624
Ph: 305624

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BBA Sem-I	P-1	L-11	Decision-Making Lecture On - Decision Making Meaning, and definitions by - * Wehrlich & Koontz * Terry & Franklin * Trevaltha & Newport Characteristics/Nature of Decision Making. Importance/Significance of Decision Making.	/ /

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B.A P-1 Sem-I	L-11	Lecture On-:	Classification of the Decisions	/
			Decision Making - Process.	/
			Figure 11.1 Decision Making Process - Explained.	/
			Four Criteria of - evaluating alternative by Peter Drucker - Explained.	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A P-1 Sem-I	L-11	Lecture On-:	Rationality in Decision Making.	/
			Meaning of Rational Decision.	/
			Types of Rationality.	/
			Assumptions of Perfect Rationality.	/
			Limits of Rationality/ Bounded Rationality	/

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B.B.A Sem I	P-1	L-11	Lecture On - Principles of Decision Making or Essentials of sound Decision-Making Various Techniques of Decision Making	Nil

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B.B.A Sem I	P-1	L-12	Organising: Nature, Principles & Theories. Lecture On - Meaning & Definitions * As a group of persons ie institutions * As a structure of Relationships * Organisation as a function or process ie: Organising Characteristics / Nature of Organisation	/

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B.A P-1 I	L-12	Lecture On - Importance of Organisation / Organising Social Significance of Organisation Process of Organising Principles of Organising Organisation or Essentials of Sound Ideal Organisation	/	/

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B.B.A P-1 Sem-I	L-12	Lecture On - Theories of Organisation * Classical Organisation Theory Characteristics of the Classical Organisation Theory Criticisms & Limitations of Classical Organisation Theory Neo-Classical Organisation Theory Characteristics and Criticisms of Neo-Classical Theory	/	/

शिक्षण तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A. P-1	L:12		Lecture On - Modern Organisation Theory. Characteristics and Criticisms of Modern Organisation's Theory. Formal Organisation Meaning Definitions by -: * Bernard * Wehrich & Koontz Characteristics of Formal Organisation	Nil

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शिक्षण तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A. P-1	L:12		Lecture On - Informal Organisation Meaning Definitions Explained * Mondy et al * Keith Davis Characteristics of Informal Organisation. Advantages of Informal Organisation Advantages to Members & Management. Disadvantages of Informal Organisation Difference between - Formal & Informal Organisation.	

क्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A P1 M.S	P1	L-13	<p>Organisation Structures and Departments.</p> <p>Lecture On -</p> <p>Organisation Structure Meaning, Definitions Explanation by * Fred Luthans. * Robbins & Coulter * Carlisle</p> <p>Characteristics of Organisation Structure.</p> <p>Factors Affecting Organisation Structure</p>	/

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Mehandi jalaya

क्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A P1 M.S	P1	L-13	<p>Lecture On -</p> <p>Authority Relationships Forms of Organisation Structure * Line Organisation * Line & Staff Organisation * Functional Organisation * Project Organisation * Matrix Organisation * Committee Organisation</p> <p>Types of line Organisation</p> <p>Characteristics, Merits & Demerits of line-Organisation.</p> <p>Figure 13.2 Departmental line Organisation Structure Explained.</p>	/

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BBA Sem-I	P-1	L-18	Lecture On - Line and Staff Org- anisation. Figure 13.3 Line & Staff Organisation Structure Explained. Characteristics, Advantages Disadvantages and Suitability of Line & Staff Organisation Difference between Line and Line & Staff Organisation	Nil

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BBA Sem-I	P-1	L-13	Lecture On - Functional Organisation Figure 13.4 Functional Organisation Structure. Explanation. Characteristics of - Functional Organisation Merits and Demerits of Functional Organisation Distinction between Line and Functional Organisation.	/ /

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B-A Sem-I	P-1	L-13	Lecture On:- Project Organisation * Characteristics * Meaning * Advantages and Disadvantages * Suitability Figure 13.5 Project Organisation Structure Explained. Matrix or Grid Organisation Meaning of Matrix or Grid Organisation	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B-A Sem-I	P-1	L-13	Lecture On:- Characteristics, Merits Demerits & Suitability of Matrix or Grid Organisation Figure 13.6 Matrix or Grid Organisation - Explanation Committee Organisation * Meaning * Characteristics * Advantages * Disadvantages * Suggestions for making Committee - effective.	N/A

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P1	L-13	Lecture On-: Departmentation / Departmentalisation Meaning & Introduction to Departmentation Bases or Types of Departmentation Departmentations by Functions * Advantages * Disadvantages * Suitability Figure 13.7 Functional Departmentation Explained	/

Smt. Pragya Mahandiyalaya
Director
Ph: 995624

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B.B.A Sem-I	P1	L-13	Lecture On-: * Departmentation by Products. Meaning & Introduction Figure 13.8 Product- Departmentation Explained Advantages, Disadvant- ages and Suitability of Product Departmentation * Departmentation by Customers or Market. Advantages, Disadvantages & Suitability of Departm- entation by Customers or Market.	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A sem-I	P-1	L:13	Lecture On - : Figure 13.9 Departmentation by Customers Explanation * Departmentation by Geographical Territory Figure 13.10 Geographical Departmentation Meaning & Introduction Advantages, Disadvantages & Suitability of Departmentation by Geographical Territory.	

Director

Dr. Anurag Mahapatra

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B.B.A sem-I	P-1	L:13	Lecture On - : Departmentation by Process/Equipment Meaning & Introduction Figure 13.11 Process Departmentation Explanation * Advantages * Disadvantages * Suitability of Process Departmentation	Nil

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BBA Sem-I	P-1	L:13	Lecture On - : Figure 13.9 Departmentation by Customers Explanation * Departmentation by Geographical Territory Figure 13.10 Geographical Departmentation Meaning & Introduction Advantages, Disadvantages & Suitability of Departmentation by Geographical Territory.	

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K. V. Prasad

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BBA Sem-I	P-1	L:13	Lecture On - Departmentation by Process/Equipment Meaning & Introduction Figure 13.11 Process Departmentation Explanation * Advantages * Disadvantages * Suitability of Process Departmentation	Nil

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A P-1 sem-I	L:13		Lecture On - Combination Departmentation Meaning and Introduction to Combination Departmentation Figure 13.12 Combination Departmentation Explanation	/

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A P-1 sem-I	L:14		Authority: Delegation, Centralisation, Decentralisation and Span of Control. Lecture On - Authority Meaning and Definition by - * Henri Fayol * Wehrlich & Koontz * Albanese * Robbins & Coulter Main Characteristics of Authority	/

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R.B.A sem-I	P-1	L:14	Lecture On - Power. Meaning & Introduction of Power. Distinction between Authority & Power. Responsibility and accountability Definitors Discussed * Hairmann * Mondy et al * McFarland. Accountability Definitors by. * Mondy. Et al * Boedeker.	

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R.B.A sem-I	P-1	L:14	Lecture On - Sources of Authority * The formal theory of Authority * The acceptance theory of authority * The Competence theory of Authority Scope and Extent of Authority Figure 14.1 Scope and Limits of Authority Explanation Limitations/Restriction on Authority	

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BBA sem-I	P-1	L-14	Lecture On-: Delegation of Authority Meaning and Introduction Definitions Explained * Wehrlich & Koontz * Haimman * Terry & Franklin Characteristics of Delegation Importance and Significance of Delegation.	/

Nil

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA sem-I	P-1	L-14	Lecture On-: Process of Delegation * Determining the results expected. * Assigning Tasks. * Delegating Authority * Creation of Responsibility Principles of Delegation 11 Principles Discussed. Obstacles to Delegation * Obstacle on part of superior or delegator. * Obstacle on the part of subordinate * Obstacle on the part of Organisation	/

Nil

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sec-I	1st	L-14	Lecture On-2 Guidelines for effective Delegation Centralisation of Authority Meaning & Introduction Definitions Explained of * Allen * Henry Fayol * Weick & Kootz * Mondy et al. Characteristics of Centralisation of Authority	

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B.B.A Sec-I	1st	L-14	Lecture On Advantages & Dis-advantages of Centralisation. Decentralisation of Authority Meaning Definitions Explained of *McFarland * Henri Fayol * Allen * Gray & Smeltzer Characteristics of Decentralisation.	

Director
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B.B.A Sem-I	P1	L-14	Lecture On - Distinction between Delegation and De- Centralisation Advantages of De- Centralisation. Factors Determining Degree of Decentrali- sation or Conting- ency factors in - Decentralisation.	/

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B.B.A Sem-I	P1	L-14	Lecture On - Span of Control / Management. Meaning and Intro- duction. Ideal or Appropriate Span: Graicunas Theory of Relationships Criticism of Graicunas Theory. Factors Determining Span of Control.	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A. Sem-I	P1	L.15	Organisational Environment Lecture On -: Meaning of Organisational Environment Definitions Explanation * Robert Albanese. * Robbins. * Prof. Keith Davis Nature & Characteristics of Organisational Environment. Need for Study of Organisational Environment.	Nil

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B.B.A. Sem-I	P1	L.15	Lecture On -: Classification of - Organisational Environment * Internal Environment Meaning & Components * External Environment Meaning External Environment & its Components. * Micro, Direct-action or Task Environment * Macro, Indirect - Action or General Environment. Meaning & Introduction	

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BBA Sem-I	P-1	L-15	Lecture On -: Components of Macro Environment. * Economic Environment * Competitive or Market Environment * Technological Environment * Political Environment * Legal or Regulatory Environment * Socio-Cultural Environment	/

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BBA Sem-I	P-1	L-16	Directing Lecture On -: Directing Meaning & Definitions Explained * Haimann * Koontz & O. Donnell. * Ernest Dale * Urwick & Brech. * Marshall E. Dimock.	
			Characteristics/Features of Directing	
			Importance & Significance of Directing	

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R.B.H. sem-I	P-1	L.16	Lecture On - Principles of Directing or Essentials for effective Directing. Scope/Elements/Components / Techniques of Directing * Issuing Orders & Instruction. * Supervising * Motivating * Reading * Communicating	/

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R.B.H. sem-I	P-1	L.17	MOTIVATION Lecture On - Meaning of Motivation Definitions Explained of * McFarland. * Robert Dubrin * Steers & Porter. * Michael A. Hitt et al. * Dale S. Beach * Mondy et al. * E.F.L Brech * William G. Scott * Robbins & Coulter. Characteristics and Nature of Motivation.	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA sem-I	P-1	L:17	Lecture On-: Need & Importance of Motivation Theories of Motivation * Maslow's need hierarchy theory, * ERG Theory * McGregor's theory X & theory Y * Herzberg two-factor theory * William Ouchi's theory * Z * McClelland's achievement theory, * Adam's equity theory.	/

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA sem-I	P-1	L:17	Lecture On-: Maslow's need Hierarchy Theory Figure 17.1 Maslow's need hierarchy theory Explained. Maslow's Need Hierarchy Theory * Assumptions, * Advantages, * Disadvantages.	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA Sem 1	P-1	L-17	Lecture On - E-R-G Theory Categories of Needs Assumptions of Theory Merits & Demerits of E-R-G Theory. Figure 17.2 Comparison of Maslow's Need Hierarchy theory and Alderfer's Need Categories. Similarities and Dissimilarities of Maslow & Alderfer's Theory.	Nil

दिनांक Date 13/12/2022
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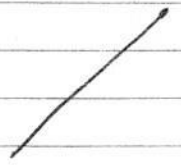
कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA Sem 1	P-1	L-17	Lecture On - Difference between Maslow's & Alderfer's Theories. Herzberg's two factor Theory, Detailed Meaning Table: Herzberg's Hygiene factor and Motivators. *Merits or Contributors *Limitations or Weakness Figure 17.3, Herzberg's two factor theory - showing Influence of Hygiene & Motivation Explained.	

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B.B.A sem-I	P-1	L.17	Lecture On - Similarities between Maslow's & Herzberg's Model. Figure 17.4 Relationship between Herzberg & Maslow's Model. Explained. Distinction between Maslow's & Herzberg Models Mc.Gregor's theory X and theory Y Meaning of Theory X and assumptions.		P-1 L.17	Lecture On - Meaning of Theory Y & Contributions Criticisms of Mc.Gregor's Theory Y. Distinction between Theory X & Theory Y William Ouchi's Theory Z Meaning & Introduction Definitions Explained * Mondy et al * Weibrich & Koontz	

Nil



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Teacher's Daily Diary

दिनांक Date 17/12/2022

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P-1 & 17		Lecture On - Features of Theory Appraisal of Theory VROOM'S EXPECTANCY Theory / Model * Components of Vroom's Model * Effort / Action / Behaviour * Expectancy * Outcomes * Instrumentality * Valence	/

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P-1 & 17		Lecture on - Expectancy Theory in Action. Figure 17.5 Components of Vroom's Expectancy Theory of Work Motivation Assumptions about the causes of behaviour Evaluation of Theory * Advantages * Criticisms * Disadvantages Factors Determining Motivation	/

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B.B.A Sem I	P-1	L:17	Lecture On - Theory in practice by Managers, Types/Classification of Motivation * Positive & Negative Motivation * Extrinsic & Intrinsic Motivation * Financial and Non-Financial Motivations Explained	

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem I	P-1	L:17	Lecture On - Techniques of Motivation or Financial and Non-Financial Incentives Essentials of a sound Motivation System. Meaning & Definition of Koontz & O'donnelle Explained	

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	P-1	L-18	Leadership Lecture On -> Meaning & Definition of Leadership Definitions by * Keith Davis * Stoner et al * Keys and Case * Weibrich & Koontz Nature/Characteristics of Leadership	

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कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
P-1	L-18	Lecture On -> Distinction between Leadership and the Management. Importance and Functions of Leadership Leadership Qualities or Traits	

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A sem I	P-1	L-18	Lecture On - Leadership Style / Types of Leadership * Autocratic or Authoritarian Style. * Participative or Democratic Style. * Free-rein or laissez-jaire style. * Paternalistic Style. Choosing a leadership Style Explained	

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A sem I	P-1	L-18	Lecture On - Tannenbaum and Schmidt's Situational Leadership Continuum Fig 18.1 Continuum of Leadership Behaviour by Robert Tannenbaum and Warren H. Schmidt Explained Likert's Four systems of Leadership * Exploitative - Authoritative. * Benevolent - Authoritative * Consultive Leadership * Participative group Leadership.	

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दिनांक Date 03/01/2023
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A. sem I	P-1	L-18	Lecture on -: Table: Likert's Four Systems of Leadership Explained. Theories of leadership * Personality Theories * Behavioural Theories * Situational or Contingency theories.	/

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A. sem I	P-1	L-19	Communication Lecture on -: Meaning of Communication Definitions by -: * Keith Davis * Newman and Summer * Robbins and Coulter. * McFarland, * Robert Albanese. Nature/ Characteristics of Communication Purpose of Communication	/

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3066274

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B.B.A sem I	P-1	L-19	Lecture On -: Need and Importance of Communication Haimann and Dale Yoders Communication studies Explained Communication Process Meaning and Steps Involved in Process Explained Figure 19.1 Communication Process Explained. The Rule of Five in Communication	/

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दिनांक Date 05/01/2023
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A sem I	P-1	L-19	Lecture On -: Communication Network Meaning. Types of Communication Network. * Chain Network. * Circular Network * Wheel Network. * Free-flow Network. Figure 19.2 Network of Communications Explained.	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A- Sem I	P-1	L:19	Lecture On - Classification of the Communication. * On the basis of the organisation structure Formal Communication Informal Communication Merits & Demerits Figure 19.3 Types of Grapevine Chains Explained Distinction between Formal and Informal Communication	/

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A- Sem I	P-1	L:19	Lecture On - Communication on the basis of direction * Downward Communication * Upward Communication * Horizontal Communication * Diagonal Communication Advantages and Disadvantages.	/

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D D M M Y Y Y

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA Sem-I	P-1	L:19	Lecture On - On the basis of mode of Expression * Written Communication * Oral or Verbal Communication * Gestural or non-verbal Communication Meaning, advantages & Disadvantages. Selecting Mode of Communication.	Vij

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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
BBA Sem-I	P-1	L:19	Lecture On - Principles of Communication or Essentials of Effective Communication Commandments by The American Management Association Barriers and Gateways to Communication Measures to overcome Communication Barriers.	Vij

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A Sem-I	1-20	CONTROLLING		
		Lecture On -		
		Control/Controlling Meaning & Definitions of.		
		* Massie		
		* Philip Kotler		
		* Henri Fayol		
		* Terry & Franklin		
		* Robbins & Coulter.		
		* Robert Albanese		
		Characteristics/Nature of Controlling		
		Objectives of Control.		

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B.B.A Sem-I	P-1	1-20	Lecture On -	
			Need and Importance of Control.	
			Process of Control. Control Cycle.	
			* Establishment of Standards.	
			* Measurements of Performance	
			* Comparison of Perform ance with Standards	
			* Taking Corrective Act -ions.	
			Figure 20.1 The Control Process Explained.	

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B.B.A. Sem-I	P-1	1.20	Lecture On :- Principles of Control, Prof. Koontz. Essentials of Effective Control Systems. Characteristics of the effective Control.	/

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B.B.A. Sem-I	P-1	1.20	Lecture On :- Tools & Techniques of Control. * Traditional Techniques. * Modern Techniques. Return on Investment Management Audit Management Information System Zero-base budgeting PERT/CPM Limitations and the Difficulties in Control.	Vij

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B.B.A Sem-I	P-1	L-21	Managing Organisational Change. Lecture On - :- Organisational Change. Meaning & Introduction Definitions Explained. * Invanerich et al. * Albanese Characteristics / Nature of Organisational Change. Causes / Forces of the Organisational Change. * External Causes * Internal Causes	/

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B.B.A Sem-I	P-1	L-21	Lecture On - :- Process of Planned Change. Resistance to Change. * Resistance by the Employees. * Resistance by the Management. Reasons for acceptance to change. * Personal Gains * Other Factors. Overcoming Resistance to Change.	/

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B.B.A Sem-I	P-1	L-22	<p>Organisation Development</p> <p>Lecture On - :-</p> <p>Meaning of Organisation Development.</p> <p>Definitions Explained</p> <ul style="list-style-type: none"> * Harold Rush * Warren Bennis * Dale S. Beach * French & Bell. * Richard Beckhard. * Robert Albanese. 	Will

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B.A Sem-I	P-1	L-22	<p>Lecture On - :-</p> <p>Characteristics and Nature of Organisation Development.</p> <p>Distinction between Organisation Development & Management Development.</p> <p>Value/ Assumptions of Organisation Development.</p>	/

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दिनांक Date 21/01/2022
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B.B.A P-1 sem-I	L-22		Lecture On - : Need for / Objectives Benefits of Organisation Development. Purpose / Objectives of Organisation Development. Limitations of Organisation Development. Process of Organisation Development.	

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दिनांक Date 23/01/2023
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कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.B.A P-1 sem-I	L-22		Lecture On - : Organisational Develop ments Interventions / Techniques. French and Bell studies of Organisational Development Inter- ventions Conditions for the success of Orgnise- tional Development.	

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दिनांक Date 25 01 2023
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B.B.A Sem I	P-1	L-23	Emerging Horizons of Management. Lecture On -: Factors Responsible for New Horizons * Demographical Forces * Social and Cultural Forces * General Economic Forces * Market Forces	

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B.B.A Sem I	P-1	L-23	Lecture On -: Factors Responsible for new horizons * Technological Forces * Political Forces * Legal Forces * Physical Environmental forces * International Forces	

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B.B.A. P-1 Sem-I	L.23		Lecture On - : Factors Responsible for new horizons. * Internal Forces. * Obsolescence of certain Managerial Practises & Experience John Naisbitt's Megatrends. Emerging Horizons of Management or Tasks before the Management.	/

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B.A. P-1 Sem-I	L.24		STAFFING Lecture On - : Staffing, Meaning & Definitions by - : * Koontz & O'Donnell * McFarland * Mondy and Noe Characteristics / Features of Staffing Need and Importance of Staffing.	

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B.B.A. sem-II	P-1	L:24	Lecture On - : Causes: Increasing the Need and Importance of Staffing. Elements of staffing functions. Manpower/ Human Resource Planning Meaning and Definition Explained * Mondy and Noe * Dale. S. Beach. * Coleman Bruce * Greisler	/

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B.B.A. sem-II	P-1	L:24	Lecture On - : Features/Characteristics of Manpower Planning Objectives of Manpower Planning Significance/ Advantages of Manpower Planning Manpower Planning Process * Review of the Organisat -ional Plan Figure 24.1 The Man- Power Planning Process Explained.	/

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Singh
Gwalior
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R.B.A. Sem-I	P-1	L-29	Lecture On Manpower Planning Process. Forecasting Manpower Requirements Forecasting Manpower Availability or Supply Forecasting Forecasting Surplus or Deficiency of Man-Power. Taking action deal with surplus or Deficiency.	/

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R.B.A. Sem-I	P-1	L-24	Lecture On-: Manpower Planning Process Formulating Manpower Plans. Follow-Up. Job Analysis Meaning and Definitions of *Edwin B. Flippo * Mondly & Noe * M-B Curing	Vill

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B.B.A. Sem I	P-1	L-24	Lecture On - Components of Job - Analysis * Job Description * Job or Man Specification Figure 24.2 Components of Job Analysis Explained Need and Importance of Job Analysis	

कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
A.P-1	L-24	Lecture On - Recruitment, Meaning & Definitions Explained * B. Flippo * Mondy and Noe * Bohlander et al Facts/ Features of Recruitment Process Sources of Recruitment * Internal Sources * External Sources Advantages and Dis-advantages.	Will

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BBA P-1 Sem-I	1:24		Lecture On - Methods of Recruitment Locating Candidates * Internal Method. * External Method. Selections Definitions Explained * Bohlander * Mondy & Noe * Dale Yoder 4on Process ement/Select es & Dis - es	Nil

Director
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BBA P-1 Sem-I	1:24		Lecture On - Placement Meaning & Definition by * Pigors and Myers. Principles/Guidelines of Placement Process. Induction/Orientation Meaning and Definition by * Billimoria * Armstrong Training and Develop- ment.	Nil

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B.BA Sem-I	P-1	d.24	Lecture On - : Training, Meaning & Definitions Explained * Edwin. B. Flippo * M.J. Tucioles * Mondy & Noe * Bohlander & Snell * Wayne Cascio	/
			Distinction between Training and Education	/
			Training & Development. * Draft * Decenzo & Robbins	/

कक्षा तथा वर्ग Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name	मुख्य बिन्दु/अध्यापन बिन्दु Main Point / Teaching Point	गृह कार्य Home Work
B.A Sem-I	P-1	d.24	Lecture On - : Distinction Between Training & Development Need and Objectives of Training Advantages/Importance of Training Methods of Training & Development. * Methods for non-managerial employees. * Methods for Managerial employees.	/

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B.B.A. Part-I	L-24	

B.B.A. Part-I
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Class & Section	कालांश Period	इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name
B.B.A. Part-I	L-24	

मुख्य बिन्दु/अध्यापन बिन्दु
Main Point / Teaching Point

Lecture On -
Methods of training & Development for Non-Managerial Employees

- * On-the-Job Training
- * Job Instruct Training
- * Apprenticeship Training
- * Internship Training
- * Classroom Training
- * Vestibule Training
- * Computer-Based Training
- * E-Learning

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गृह कालांश
Home Period

इकाई/उप इकाई/पाठ का नाम Unit/Sub Unit/Lesson's Name
P-I L-25

मुख्य बिन्दु/अध्यापन बिन्दु
Main Point / Teaching Point

Lectures On -
Methods of training & Development for Managerial Employees.

- * On the job experience method.
- * Coaching & Mentoring
- * Programmed Instructions.
- * Job Rotation
- * Role Playing.
- * Assistant to assignments.
- * Understudy Assignments.

गृह का
Home W

Director
Dr. Mahendra Prasad

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B.B.A sem-I	P-1	L-24	Lecture On-: Methods, Training & Development of Managerial Employees. * Special Projects and Taskforce. * Committee Assignments * Junior Board. * Conferences & Seminars. * Simulation Method. * In-Basket Training * Case Studies * Management Games * Sensitivity Training	

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B.B.A sem-I	P-1	L-25	Modern Management Techniques Lecture On-: Introduction to Business Process Re-engineering by Michael Hammer Business Process Re-Engineering, Meaning Definitions by. * Davenport * Hammer & Champy * Sotiris Zigiariis Characteristics of BPR	

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B.B.A. P-1 Sem-I	L-25		Lecture On - Figure 25.1 The - Business System - Diamond Explained Objectives of Business Process Re-Engineering Pre- Requisites for Business Process Re- Engineering Principles of Business Process Re-Engineering Possible Outcomes of Business Process Re-engineering	

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B.B.A. P-1 Sem-I	L-25		Lecture On - Implementation of - Business Process Re- Engineering. Benefits of Business Process Re-Engineering Causes of failure of Business Process Re- Engineering Factors affecting - success of Business Process Re-Engineering	

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B.B.A. P-1 Sem-I	L-25	Lecture On - :		
			Total Quality Management.	
			Meaning & Definitions by	
			* Wehrlich, Carnice & Koontz	
			* Indian Statistical Institute	
			* Department of Defence USA	
			* Thompson & Strickland	
			* Robbins & Coulter.	
			Characteristics of Total Quality Management.	

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B.B.A. P-1 Sem-I	L-25	Lecture On - :		
			Objectives of Total Quality Management.	
			Difference between Business Process Re-Engineering & Total Quality Management.	
			Difference between Total Quality Management and Traditional Management.	
			Principles of Total Quality Management.	

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B.B.A. Sem-I	P-1	L-25	Lecture On - Total Quality Management Techniques. Six SIGMA Meaning & Definitions of Six Sigma by * Plunkett et al * Robins & Coulter. * John A. Pearce, II et al Characteristics/Features of Six Sigma	Vill

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B.B.A. Sem-I	P-1	L-25	Lecture On - Key Concepts of Six Sigma. Benefits of Six Sigma Six Sigma Methodologies. DMAIC Methodology DMADV Methodology	/