**TEACHING PLAN 2023-24 (EVEN SEMESTER)**

**(JAN 2024 to April 2024)**

**Name: Ravi Kumar**

**Class:** B.Com. (Pass)

**Subject:** Business Management-2 (2.04)

**Semester:** 2nd

**Department:** Commerce

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| **Month** | **1st Week** | **2nd Week** | **3rd Week** | **4th Week** |
| **JANUARY** | **Unit-1**  Staffing: concept, nature and scope | Matching job and people | Recruitment; Selection and Training of employees | Recruitment; Selection and Training of employees |
| **FEBRUARY** | **Unit-2**  Motivation-concept, Theories-Maslow | Herzberg, Megregor and Quchi | Financial and Non-Financial Incentives | Leadership: concept and Leadership styles, Leadership Theories |
| **MARCH** | **Unit-3**  Communication Concept, Nature | Types and Process, Barriers and Remedies | Control:Concept, Process and Techniques  Effective Control System | **Vacations** |
| **APRIL** | **Unit-4**  Management of Change: Concept, Nature | Process of Planned Change | Resistance to Change | Emerging Horizons of management in a changing environment |

**Teacher Signature**