



**NSCB Memorial Govt. Degree College
Hamirpur
District Hamirpur (H.P.)**



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Lesson Plan

Session (2024-2025)

Class: B.C.A (3rd SEM)

Name of the Teacher: Prof. Shilpa Soni

Subject: Business Practices & Management

Room No: 262

Course Code: BCA -0302

S. No	Dates	Topics to be covered
Admissions of B.C.A	16-05-2024 to 10-06-2024	Counseling/Admissions
Week 1	15-07-2024 to 17-07-2024	Orientation program
Week 2	18-07-2024 to 21-07-2024	Concepts of Business: Commerce and Industry, Business Environment.
Week 3	22-07-2024 to 26-07-2024	Macro and Micro Environment, Business System, Forms of Business Organization.
Week 4	27-07-2024 to 31-07-2024	Management: Meaning, definition and importance.
Week 5	01-08-2024 to 08-08-2024	Management concept, functions, Principles of management
Week 6	09-08-2024 to 12-08-2024	Principles of management and Management Process , Planning: concepts.
Week 7	13-08-2024 to 16-08-2024	Planning types, Decision making concept
Week 8	17-08-2024 to 27-08-2024	Management by objectives (M.B.O.). Motivation Concepts.
Week 9	28-08-2024 to 31-08-2024	Motivation theories, Leadership.
Week 10	02-09-2024 to 07-09-2024	Leadership Concepts and styles , Organizing: Concepts, Nature and Significance.
Week 11	09-09-2024 to 14-09-2024	Organizing significance ,Authority and responsibility.
Week 12	16-09-2024 to 21-09-2024	Centralization and Decentralization , Communication Nature, Process.
Week 13	23-09-2024 to 27-09-2024	Communication types.
Week 14	28-09-2024 to 30-09-2024	Types of communication networks. Managerial control.
Week 15	4-10-2024 to 08-10-2024	Leadership types.
Week 16	09-10-2024 to 19-10-2024	SESSIONALS

Week 17	21-10-2024 to 25-10-2024	Control concepts and Process, Techniques of control.
Week 18	29-10-2024 to 03-11-2024	Diwali Break
WEEK 19		FINAL Practicals and EXAM