

	27th	Concept and structure of an organisation, Types of industrial organisations Line organisation	a)	N/A	N/A
10th	28th	b) Line and staff organisation Functional Organisation	c)	N/A	N/A
	29th	Chapter 5. Leadership and Motivation		N/A	N/A
		a) Leadership Definition and Need, Qualities and functions of a leader		N/A	N/A
		30th	Manager Vs leader, Types of leadership b) Motivation Definitions and characteristics		N/A
11th	31st	Factors affecting motivation, Theories of motivation (Maslow, Herzberg, Douglas, McGregor) Assignment No. 2: (including Unit 3,4 & 5)		N/A	N/A
	32nd	Revision		N/A	N/A
	33rd	Test		N/A	N/A
12th	34th	Chapter 6. Management Scope in Different Areas		N/A	N/A
		a) Human Resource Management Introduction and objective, Introduction to Man power planning,		N/A	N/A
	35th	Recruitment and selection, introduction to performance appraisal methods		N/A	N/A
	36th	b) Material and Store Management Introduction functions, and objectives		N/A	N/A
13th	37th	ABC Analysis and EOQ Marketing and sales Introduction, importance, and its functions	c)	N/A	N/A
	38th	Physical distribution, Introduction to promotion mix, Sales promotion		N/A	N/A
	39th	d) Financial Management Introduction, importance and its functions,		N/A	N/A
14th	40th	Elementary knowledge of income tax, sales tax, excise duty, custom duty and VAT		N/A	N/A
	41st .	Chapter 7. Miscellaneous Topics		N/A	N/A
		a) Customer Relation Management (CRM) Definition and need, Types of CRM		N/A	N/A
42nd	b) Total Quality Management (TQM) Statistical process control, Total employees Involvement, Just in time (JIT)		N/A	N/A	
15th	43rd	Introductions, definition and its importance, Infringement related to patents, copy right, trade mark		N/A	N/A
	44th	Revision Assignment No. 3: (including Unit 7 & Unit 8)		N/A	N/A
	45th	Test		N/A	N/A