

# KIIT POLYTECHNIC, BHUBANESWAR

Session (2023-2024)

## LESSON PLAN

<b>Discipline :</b> Civil/Electrical/Etc/Mechanical/Metallurgy	<b>Semester: 5<sup>th</sup>,</b> Winter/2023	<b>Name of the Faculty: Mr. Lalita Mohan Lenka,</b> Asst.Professor  <b>Email-ID : lalitalenkafhu@kp.kiit.ac.in</b>
Subject: Entrepreneurship & Management & Smart Technology, Theory-1	No. of Days/Week: 04	<b>Start Date :</b> 01/08/2023  <b>End Date :</b> 30/11/2023
<b>Week</b>	<b>Class Day</b>	<b>Theory Topics</b>
<b>1st</b>	1st	Concept /Meaning of entrepreneurship and Need of Entrepreneurship
	2nd	Characteristics, Qualities and Types of entrepreneur
	3rd	Functions and Barriers in entrepreneurship
	4th	Entrepreneurs vs Manager Forms of Business Ownership: Sole proprietorship
<b>2nd</b>	1st	Partnership forms, Cooperative society business
	2nd	joint Hindu family business , joint stock company
	3rd	types of Industries, Concept of Start-ups
	4th	Entrepreneurial support agencies at National, State, DistrictLevel( Sources): DIC, NSIC,OSIC, SIDBI
<b>3rd</b>	1st	NABARD, Commercial Banks, KVIC etc.
	2nd	Technology Business Incubators (TBI) and Science andTechnology Entrepreneur Parks
	3rd	<b>Doubt clearing class &amp; Practice</b>
	4th	Business Planning, SSI, Ancillary Units, Tiny Units, Service Sector Units
<b>4th</b>	1st	Time schedule Plan, Agencies to be contacted for ProjectImplementation
	2nd	Assessment of Demand and supply, Potential areas of Growth
	3rd	Identifying Business Opportunity
	4th	Final Product selection
<b>5th</b>	1st	Preliminary project report
	2nd	Detailed project report
	3rd	Techno economic Feasibility, Project Viability
	4th	<b>Doubt clearing class and practice</b>

<b>6th</b>	1st	Definitions of management ,Principles of management
	2nd	Functions of management : planning
	3rd	organizing , Staffing
	4th	directing and controlling
<b>7th</b>	1st	Level of Management in an Organization
	2nd	<b>Quiz test</b>
	3rd	Production management :Functions, Activities and Productivity, Quality control
	4th	Production Planning and control, Inventory Management
<b>8th</b>	1st	Need for Inventory management .Models/Techniques of Inventory management
	2nd	Financial Management :Functions of Financial management,management of Working capital
	3rd	Costing (only concept),Break even Analysis,
	4th	Brief idea about Accounting Terminologies: Book Keeping,Journal entry, Petty Cash book
<b>9th</b>	1st	P&L Accounts, Balance Sheets(only Concepts)
	2nd	Marketing Management : Concept of Marketing and MarketingManagement
	3rd	Marketing Techniques (only concepts) Concept of 4P s (Price,Place, Product, Promotion)
	4th	Human Resource Management : Functions of Personnel Management, Manpower Planning,
<b>10th</b>	1st	Recruitment, Sources of manpower, Selection process
	2nd	Method of Testing, Methods of Training & Development, Payment of Wages
	3rd	<b>Doubt Clearing Class and practice</b>
	4th	Leadership: Definition and Need/Importance qualities of a leader
<b>11th</b>	1st	Leadership: qualities of a leader
	2nd	Functions of a leader and Manager Vs Leader
	3rd	Style of Leadership (Autocratic, Democratic, Participative)
	4th	Motivation : Definition and characteristics and Importance of motivation
<b>12th</b>	1st	Factors affecting motivation and Theories of motivation(Maslow)
	2nd	Methods of Improving Motivation, Importance of Communication in Business, Types and Barriers of Communication
	3rd	<b>Practice test</b>
	4th	Work Culture, TQM & Safety :Human relationship and Performance in Organization, Relations with Peers, Superiors and Subordinates
<b>13th</b>	1st	TQM concepts: Quality Policy, Quality Management

	2nd	Quality system, Accidents and Safety, Causes of accident
	3rd	Preventive measures, General Safety Rules , Personal Protection Equipment(PPE)
	4th	Legislation: Intellectual Property Rights(IPR) ,Patents, Trademarks and copyrights
<b>14th</b>	1st	Features of Factories Act 1948 with Amendment (onlysalient points) ,Features of Payment of Wages Act 1936 (only salient points)
	2nd	Smart Technology : Concept of IOT, How IOT works
	3rd	Components of IOT, Characteristics of IOT, Categories of IOT
	4th	Applications of IOT: Smart Cities, Smart Transportation, Smart Home
<b>15th</b>	1st	Smart Healthcare, Smart industry, Smart Agriculture, Smart Energy Management etc
	2nd	<b>Doubt Clearing Class and Practice</b>
	3rd	<b>Quiz test</b>
	4th	<b>Practice Test</b>