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| Discipline – **MECHANICAL ENGG.** | Semester – **6th** | Name of Teacher – **BISWAJIT MISHRA** |
| **Subject – ENTREPRENEURSHIP & MANAGEMENT** | No. of days/week class allotted --- **5** | Semester from date **02.01.19** to date**15.04.2019**No. of weeks - **15** |
| **Week** | **Class Day** | **Theory/Practical Topics** |
| 1st | 1st | 1. Concept of Organization & Enterprise Management: |
| 2nd | Meaning, features and components of Business |
| 3rd | Different forms of Business Organizations with features |
| 4th | Meaning, definitions and importance of management |
| 5th | Difference between Management & Administration |
| 2nd | 1st | Functions of management Planning, |
| 2nd | Organizing, Staffing |
| 3rd | Directing |
| 4th | Motivation, Leadership & Communication |
| 5th | Coordinating |
| 3rd | 1st | Controlling |
| 2nd | Principles of Scientific Management. |
| 3rd | 2. Entrepreneurship & Management of MSME:Meaning & Need of Entrepreneurship |
| 4th | Qualities of an Entrepreneur |
| 5th | Relevance of Entrepreneurship of Socio-economic gain |
| 4th | 1st | Generating national wealth, creating wage & self-employment, |
| 2nd | Developing MSME enterprises |
| 3rd | Optimizing human and nationalresources, building enterprising personalities and society |
| 4th | Micro, Small and Medium Enterprises. (investment limits of MSME) |
| 5th | Project Report- PPR & DPR. (Preparation of a PPR) |
| 5th | 1st | Incentives available to MSME as per the latest IPR |
| 2nd | Role of DIC, OSFC, OSIC, IDCO, SIDBI, IPICOL  |
| 3rd | Commercial Banks in the context of MSME. |
| 4th | 3. Financial Accounting & Cost Control |
| 5th | Double- entry System of Book –keeping and types of accounts |
| 6th | 1st | Journal |
| 2nd | Ledger |
| 3rd | Cash Book (different types) |
| 4th | Trial balance |
| 5th | Components of Final Accounts- Trading A/c |
| 7th | 1st | Profit & Loss A/c |
| 2nd | Balance Sheet |
| 3rd | Elements of Cost |
| 4th | Preparation of Cost Sheet |
| 5th | Break-even Analysis |
| 8th | 1st | 4. Financial Management:Meaning & Importance |
| 2nd | Finance Functions |
| 3rd | Types of Capital- Fixed & Working Capital |
| 4th | Components of Working Capital, Working Capital Cycle |
| 5th | 5. Stores & Purchase Management: |
| 9th | 1st | Inventory Control : Importance & Techniques |
| 2nd | Purchase management-Principles |
| 3rd | Procedures for purchase management |
| 4th | Important Store Records (Bin Card, Stores Ledger & GRN) |
| 5th | 6. Production Management: |
| 10th | 1st | Production & Productivity |
| 2nd | Production |
| 3rd | Planning & Control- (meaning & steps) |
| 4th | 7. Sales & Marketing Management:Sales & Marketing Management- Meaning & Importance |
| 5th | Selling Methods |
| 11th | 1st | Product Policy- (Branding,) |
| 2nd | Packaging, Labeling |
| 3rd | Product-mix |
| 4th | Pricing methods  |
| 5th | Sales Promotion including itsTechniques. |
| 12th | 1st | Advertising & its media |
| 2nd | 8. Human Resource Management: |
| 3rd | Need & Importance |
| 4th | Recruitment & its sources |
| 5th | Selection- Methods |
| 13th | 1st | Training- Need, & Methods |
| 2nd | Need of Performance Appraisal |
| 3rd | 9. Industrial Sickness: |
| 4th | Meaning & Symptoms of Sickness |
| 5th | Causes of Industrial Sickness |
| 14th | 1st | Remedial measures of Sickness |
| 2nd | 10. Industrial Legislation: |
| 3rd | Major Provisions of Factories Act relating to Health |
| 4th | Welfare, Safety |
| 5th | Accidents, Hours of Work |
| 15th | 1st | employment of Women |
| 2nd | Duties and Power of Factory Inspector |
| 3rd | Major Provisions of Employee’s Compensation Act. |
| 4th | Revision and previous year questions |
| 5th | Revision and previous year questions |

Books Recommended

1. Industrial Engineering &Management: O.P.Khanna

2. Entrepreneurship for Engineers: B.Badhai

3. Principles & Practice of Management: L.M.Prasad

4. Industrial Engineering & Management: Banga & Sharma