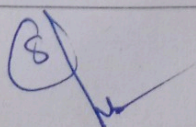


**“PVCNSSK” GOVT. POLYTECHNIC BILASPUR at KALOL**  
**PLANNED THEORY SYLLABUS COVERAGE**

PTSC-7.

GP Bilaspur		Department: Mech. Engg.		Subject: BOM & ED		Remarks
SYLLABUS COVERAGE		Course : Diploma		Duration: 3 Yrs.		
		Total Periods: 56		Theory : 56		
Sr No.	Period Nos	Topic	Details	Instruction Reference	Additional Study Recommended	
1.	5	Introduction to Management	Definitions and concept of Management 1.2 Functions of management- planning, organizing, staffing, coordinating and controlling. 1.3 Various areas of management 1.4 Structure of an Organization	Generic Skill Development Manual, MSBTE, Mumbai	A Handbook of Entrepreneurs hip, Edited by B S Rathore and Dr. J S Saini	
2.	8	Self-Management and Development	2.1 Life Long Learning Skills, Concept of Personality Development, Ethics and Moral values 2.2 Concept of Physical Development; Significance of health, hygiene, body gestures 2.3 Time Management Concept and its importance 2.4 Intellectual Development: Reading skills, speaking, listening skills, writing skills (Note taking, rough draft, revision, editing and final drafting), Concept of Critical Thinking and Problem Solving (approaches, steps and cases). 2.5 Psychological Management: stress, emotions, anxiety and techniques to manage these. 2.6 ICT & Presentation skills; use of IT tools for good and impressive presentations.	Lifelong Learning, Policy Brief( <a href="http://www.oecd.org">www.oecd.org</a> )  Towards Knowledge Society, UNESCO Publication, Paris		
3.	8	Team Management	3.1 Concept of Team Dynamics. Team related skills, managing cultural, social and ethnic diversity in a team. 3.2 Effective group communication and conversations. 3.3 Team building and its various stages like forming, storming,			





4.	4	<b>Project Management</b>	<p>norming, performing and adjourning</p> <p>3.4 Leadership, Qualities of a good leader</p> <p>3.5 Motivation, Need of Motivation, Maslow's theory of Motivation</p> <p>4.1 Stages of Project Management; initiation, planning, execution, closing and review (through case studies), SWOT analysis concept.</p>		
5.	9	<b>Introduction to Entrepreneurship</b>	<p>5.1 Entrepreneurship, Need of entrepreneurship, and its concept, Qualities of a good entrepreneur</p> <p>5.2 Business ownerships and its features; sole proprietorship, partnership, joint stock companies, cooperative, private limited, public limited, PPP mode.</p> <p>5.3 Types of industries: micro, small, medium and large</p>	<p>Entrepreneurship Development by CB Gupta and P Srinivasan: Sultan Chand and sons: New Delhi</p>	
6.	07	<b>Entrepreneurial Support System (Features and Roles in Brief)</b>	<p>6.1 District Industry Centers (DICs), State Financial Corporations (SFCs), NABARD,</p> <p>6.2 MSME (Micro, Small, Medium Enterprises) – its objectives &amp; list of schemes</p>		
7.	07	<b>Market Study and Opportunity Identification</b>	<p>Types of market study: primary and secondary, product or service identification, assessment of demand and supply, types of survey and their important features</p>		
8.	08	<b>Project Report Preparation</b>	<p>8.1 Preliminary Report, Techno-Economic Feasibility Report, Detailed Project Report (DPR).</p>		

Approved	HOD Sign.
Date: 30/08/22	