

# LESSON PLAN

Period	Date (Tentative)	Topic	Unit No.	Teaching Methodology	Remarks	Corrective Action Upon Review
	05/12	designing organization				
		structures and				
	06/12	organization Introduction				
	08/12	Basic concepts related				
		to organization				
	09/12	departmentation &				
		decentralization				
	12/12	types of mechanistic				
		organization structures				
	13/12	line & staff org;				
		line & staff org.				
	15/12	Functional organization				
		committee organization				
	16/12	matrix & virtual org;				
		merits & demerits				
	19/12	Cellular organization				
		merits & demerits				
	20/12	Team structure &				
		merits & demerits				

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Period	Date (Tentative)	Topic	Unit No.	Teaching Methodology	Remarks	Corrective Action Upon Review
	22/12	secondary level syllabus				
		main & demands				
	23/12	Integrated pyramid				
		structure & demands				
	25/12	leave first day				
		structure & ad				
	27/12	main & demands -				
	29/12	Introduction to	9			
		Plant layout -				
	30/12	plant location				
		definition				
	02/01	Factors affecting				
		plant location				
	03/01	Comparison of				
		urban & Rural sites				
	05/01	methods for selection				
		of plant -				
	06/01	Markin Approach				



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	9/01	plant layout- definition				
	10/01	objectives and types of production types of layout				
	12/01					
	16/01	Various data analysis forms				
	17/01	Travel Chart				
	19/01	I mid summary				
	20/01	I mid summary				
	23/01	I mid summary				
	24/01	Introduction to work study	III			
	27/01	Definition & objectives				



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Period	Date (Tentative)	Topic	Unit No.	Teaching Methodology	Remarks	Corrective Action Upon Review
	30/01	method study				
		Definitive objectives				
	31/01	Steps involved				
		in method study				
	02/02	various types of				
		organizational charts				
	03/02	man type chart				
		AA				
	06/02	machine type chart				
		process chart				
	07/02	micro motion chart				
		memo motion chart				
	09/02	D.Y.T. process b/w	50			
		micro motion c				
	10/02	memomotion charts				
		and studies				
	13/02	work measurement				
	14/02	definitives of				
		work measurement				



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Period	Date (Tentative)	Topic	Unit No.	Teaching Methodology	Remarks	Corrective Action Upon Review
	16/02	Time Study				
	17/02	Steps involved in				
		Time Study				
	24/02	Equipment				
	21/02	different methods of				
		Time Study				
	23/02	mid section				
		Algebra & Statistics				
	23/02	Time Calculations				
	28/02	Time Sampling				
		definition, steps				
		difference with time study				
	02/03	II mid section				
	03/03	II mid section				
	05/03	materials management				
	09/03	Inventory - Inventory				
	09/03	Inventory types				
	10/03	associated costs				
	13/03	Inventory classification				
	14/03	Inventory management				



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