

# LESSON PLAN

Period	Date (Tentative)	Topic	Unit No.	Teaching Methodology	Remarks	Corrective Action Upon Review
		<u>DESIGNING ORGANIZATIONAL STRUCTURE:</u>	i			
2	5/12	Basic concepts				
1	6/12 (2)	Departmentation & Decentralization				
1	7/12	Types of Mechanistic & organic structures.				
1	12/12 (2)	Line & staff org.				
1	13/12	Functional org.				
1	14/12	Committee org.				
1	19/12 (2)	Matrix, virtual org.				
1	20/12	Virtual org. Cellular org.				
1	21/12	Team structure, Boundaryless org.				
1	26/12 (2)	Inverted pyramid str.				
1	27/12	Lean & flat org. str. Merits, demerits & suitability.				
12						
		<u>PLANT LAYOUT</u>	ii			
1	(A) 2.1.17	<u>PLANT LOCATION:</u> Def. Factors affecting				
1	3.1 (2)	Comparison of rural & urban sites.				
1	4.1	Methods for selection of plant.				
1	9.1	Matrix approach.				
		(B) <u>PLANT LAYOUT:</u>				
1	10.1 (2)	Def. obj., Types of products.				

# LESSON PLAN

Period	Date (Tentative)	Topic	Unit No.	Teaching Methodology	Remarks	Corrective Action Upon Review
1	11.1	Types of plant layout				
2	16.1	Various data analysis forms				
2	17.1	Travel charts				
11/						
		<u>WORK STUDY</u>	iii			
		(a) Work study:				
1	18.1	Def. obj				
1	23.1	Method study, def. obj steps involved.				
1	24.1	Various types of charts				
2	25.1	Def. but Micro Motion				
		and memo-motion studies				
		(b) Work Measurement:				
1	30.1	Def. Time Study				
1	31.1	steps involved - Equipment				
1	01.02	Different Methods of rating.				
1	02.02	Allowances.				
1	03.02	Standard time calculations				
		(c) Work Sampling:				
1	6.02	Def. steps involved,				
2	7.02	Std. time calculations and time studies				



## LESSON PLAN

Period	Date (Tentative)	Topic	Unit No.	Teaching Methodology	Remarks	Corrective Action Upon Review
		<u>MATERIALS MANAGEMENT</u>	iv			
1	8.02	Obj, Inventory				
1	13.02	Functions & types				
1	14.02 (2)	Associated costs				
1	15.02	Inventory classification Techniques				
1	20.02	ABC analysis				
1	21.02 (2)	VED "				
1	22.02	Inventory control system				
1	27.02	Continuous review "				
1	28.02 (2)	periodical " "				
1	01.03	store mgt & store layout				
1	06.03	Purchase mgt.				
2	07.03 (2)	supplier mgt. Associated terms				
3						
		<u>QUALITY MANAGEMENT</u>	v			
1	8.3	Inspection & qty mgt.				
1	13.3	Types of inspections				
1	14.3	Statistical QC Techniques				
2	15.3	Variables & Attributes				
1	20.3	Assignable & non-Assignable Causes				

# LESSON PLAN

Period	Date (Tentative)	Topic	Unit No.	Teaching Methodology	Remarks	Corrective Action Upon Review
1	21.3 (U)	Variable Control charts R-charts				
1	22.3	Attributes Control. n				
1	27.3	P-charts & C-charts				
1	28.3 (U)	Acceptance Sampling Plan				
1	29.3	Single sampling plan				
1	3.4	Double " "				
1	4.4 (U)	OC curves				
1	5.4	Introduction to				
1	10.4	T&N				
1	11.4 (U)	BCIRDS				
1	12.4	ISO 9000 series				
17						
Tentatively total number of periods: 65						

*[Signature]*