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Micro Lesson

Lesson No. - 1

Date _____ Duration of the Period _____
Pupil/Teacher's Name _____ Pupil/Teacher's Roll No. _____
Class - VIIIth _____ Average Age of the Pupils _____
Subject - Commerce _____ Topic - Levels of management

Skill of Narration -

The term of management value refers to a line of demarcation between various management position in an organisation. Levels of mgt. is divided into 3 parts: -

Levels of management -

1. Top level
2. Middle level
3. Lower level

Top level - Top level management include the board of directors and the chief executive officers. They can be a single person or a group of person.

Middle level - middle level management is placed below the top level & lower level management. It includes the departmental manager & the deputy departmental managers. It further divided into

1. Upper level middle mgt.
2. Lower level middle mgt.

Pupil Teacher
Activity
management is divided
into two many levels

What do you mean by
Top level management

What is the second level of
management?

Who are include in lower
level management

Pupil Activity

management is divide
into 3 levels

Top level mgt. includ
Board of directors
& the chief executive
officer. It lay down
the objectives of
organisation.

middle level

various supervision

Observation Cum rating scale		0	1	2	3	4	5	6
S.No	Components							
1.	Language associati- -ve to							
2.	Learn							
3.	Language associative in situation							
4.	change in voice							

Lesson No. 2

Date _____ Duration of the Period _____
Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
Class XIth Average Age of the Pupils _____
Subject Commerce Topic Sources of Finance

Skill of Probing Questions

Pupil Teacher Activities	Student's Activities
What do you mean by business organization	An organization where so many people work together to earn profit.
Who invest money in Business	owner of the Business
very good	not good
only one person	more than one person
Can invest money in business	Can invest money in Business
The credit money is known	Borrowed Capital
The money invested by the owner	Owner's Capital

Pupil teacher's Activities	Students Activity
for what purpose money is required in business program	To purchase land, machinery
money required for the program of business	middle Term
money required for full-time day to day requirement is known as	Short term
money required for purchase fixed assets	long Term

S.No.	Observation Components	Cum Rating scale						
		0	01	1	3	31	5	6
1	Prompting							
2	Relocussing							
3	Re-direction							
4	seeking further							
5	information							

Lesson No. 3

Date - _____ Duration of the Period _____
 Pupil Teacher's Name _____ Pupil Teacher's Sign No. _____
 Class - XIth Average Age of the Pupils _____
 Subject - Commerce Topic - sole proprietorship

Skill of Stimulus Variation Pupil Teacher Activities	Students Activity
What is the sole proprietorship (movement pause)	A Business owned by a single person
A Business owned, managed and controlled by a single individual is known as sole proprietorship	students listen carefully
What are merits of sole proprietorship?	It is easy to form
yes, cheaten you tell (Focussing)	Full Control
Very good (change in inter- -action) There is a full control over its business	Student listen carefully

P.T's Activities	Students
In this chart, (Audio video AID). There are the merits of sale prospectus ship	Easy to form freedom of operation, flexible of operation
Is there freedom of operation in sale prospectus ship	Yes
yes, there is minimum rules & regulations.	

OBSERVATION		Cum RATING SCALE						
S.No.	Components	0	1	2	3	4	5	6
1.	movement					✓		
2.	Gesture						✓	
3.	Change in Voice					✓		
4.	Focussing					✓		
5.	Audio video AID					✓		
6.	Pause						✓	

Lesson No. - 4

Date _____
Pupil Teacher's name _____
Class - XIIth _____
Subject - Commerce Topic - _____
Duration of the period _____
Pupil Teacher's Roll No. _____
Average Age of the Pupils _____
Wages _____

Skill of Probing
Pupil Teacher Activities

Student Activities

A Person do some work to get some money in return for his work what is it ?

Salary or wages

What is method of paying wages.

Wages are paid on basis of month, days or weeks.

It is time wages payment method. what is another method ?

wages are paid on basis of their work.

What did mgt do to improve the working capacity of workers.

By motivating them

What are the method of motivation or how they are motivated

By giving money or bonus.

Lesson No: 5

Date - _____ Duration of the Period _____
Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
class - XIth Average age of the Pupils _____
Subject - Commerce Topic - Types of incentives

Skill of stimulus Variations	
Pupil Teacher Activities What are incentives (movement, pause)	Students Activities No Answer
Incentive creates desire to work in a person through the person starts working with his full capability (change invoice)	students write in notebook
By using chart	students look at chart
They are of 2 types 1. monetary incentives 2. Non-monetary incentives	
(Using Black-Board) monetary incentives are those incentives which are evaluated in terms of money	Students write in notebook

P.T's Activity	students Activities
What do you understand by monetary incentives? (Clare)	These incentives which can be evaluated in terms of money.
Very Good, sit down	
Non-monetary incentives is not directly related with money e.g. job, security, promotion, guarantee of justice	Students writes in their notebook.

OBSERVATION			Cum RATING SCALE					
S.No.	Components	0	1	2	3	4	5	6
1.	movement							
2.	gesture							
3.	change in voice							
4.	processing							
5.	Audio - Video Aid							
6.	Paye							

Lesson No. - 1.

15.

Date - _____
Pupil Teacher's Name _____
Class - XIth
Subject - Commerce
Duration of the period _____
Pupil Teacher's Roll No. _____
Average Age of the pupils _____
Topic - Types of Insurance

Instructional objectives

- students will be able to define the different types of insurance.
- students will be able to categorize the different types of insurance.
- students will be able to analyze them.

Instructional Aids -

General aids - chalk, Blackboard, Duster

Specific aids - Chart (showing difference types of insurance)

Previous Knowledge Assumed -

Pupil teacher assumes that - students have knowledge about insurance.

Previous Knowledge Testing

P.T's Activities	Student Activity
Define Insurance.	An agreement under which one party agree in return another party to make good a loss damage or injury to something.
who is called Assured	The person which insures the loss is known as insurance.
Why is insurance needed	Insurance is needed to minimize the impact of uncertainty.

Announcement of Topic →

The answer of the last question given by students is unsatisfactory then pupil teacher announced the topic that today we will discuss about different types of insurance.

Presentation of Topic —

Pupil's teacher present the "Type of insurance" with active participation of students.

Teaching Point →	P.T's Activities	Students Activity	Chalk Board
	The most common & most widely practised insurance business is divided into following branches.	students listen carefully	
	Life insurance is a contract under which one person is consider of Premium paid either in sum or by month-ly or years.		

Teaching Point	P.T's Activities	Student Activity	Chalk Board
	The Person who agree to identify is called insurance		
	Types of insurance		
	1. whole life insurance		
	2. Endowment insurance		
	Define Premium		
Health Premium	It is a insurance adjust the health of insurance. It bears the burden of the cost of illness or accidents.		

Teaching Point	P.T's Activities	Student Activities	Chalk Board
Fidelity Insurance:	It is used to protection of employee from the dishonesty of an employee	Types of Insurance Life Insurance Health " Fire " Fidelity " Marine "	Chalk Board
Fire Insurance:	Under this contract the insurance is return for the undertake to pay or make goods loss suffered by the insurance as a result of damage		Chalk Board
Ques :-	What type of losses are covered by fire insurance	Damage caused by fire is covered by fire insurance.	Chalk Board

Evaluation

- What is the meaning of co-operative organisation
- What is process co-operative organisation
- What is Co-operative Housing Societies

Home work

Explain Co-operative insurance with its types in your frame work Notebook & learn it

Lesson No. -

31.

Date -

Duration of the Period

Pupil Teacher's name

Pupil Teacher's Roll No.

Class -

Average Age of the Pupils

Subject -

Topic

Instructional Objectives -

- students will be able to define the meaning of organisations.
- students will be able to give definition of organisations.
- students will be able to classify characteristics of organisations.

Instructional Aids :-

General Aids :- chalk, duster, Black Board, Pointer etc.

Specific Aids :- chart showing characteristics of organisation

Previous Knowledge Assumed :-

Pupil teacher assumes that students have knowledge about mgt. & its first function planning.

P.T's Activities
What is management?

Pupil Activity
It enforces of planning, organising, directing, staffing & controlling.

Define Planning

Planning is deciding in advance what to do, to do it, when to do it & who is to do it.

What is second function of mgt.?

Organisation is the second function of mgt.

Define organisation

Unsatis factory

Announcement of Topic

23

The answer of the last question given by the student is unjati's factory then the pupil teacher announces the topic that today we will discuss.

Presentation of Topic

Pupil teacher present the lesson organisation with the active participation of students.

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
Meaning	Organisation means deciding about the various department and the relationship b/w them	students listen carefully & write in note book	
Defination	Organisation is adjustment of specialised parts for accomplishment of tasks.		

Teaching Point	P.T's Activities	Student Activity	Chalk Board
Characteristics or Nature of organisation	<p>It follows as!</p> <p>Division of work</p>		
	<p>It is based on the basis of organisation. There can be no organisation without division of work.</p>		
	<p>Coordination : Under this department different persons are assigned different works but the aim of all these persons happens to be the same attainment of objectives.</p>		

Content	Pupil Teacher Activity	Student Activity	Chalk Board
	What is the meaning of division of work?	means the entire work is divided into many departments.	

Organisation is a group of many persons who assemble to fulfill a common purpose.

A single individual can't create an organisation

- Nature of organisation
1. Division of work
 2. Coordination
 3. Hierarchy of work
 4. Common objective

Evaluation →

- What is meaning of organisation
- Write a list of different characteristics of organisation.
- How can you say that organisation is an universal process.

Home Work :-

Write the meaning of organisation with its characteristics your homework note book.

Lesson No. 4.

27

Date: _____ Duration of the Period: _____
Pupil Teacher's Name: _____ Pupil Teacher's Roll No. _____
Class - XIth Average Age of the pupils _____
Subject - Commerce Topic - Delegation of Authority

Instructional Objectives :-

- Students will be able to explain the meaning of Delegation of Authority.
- Students will be able to define the meaning of Delegation of Authority.
- Students will be able to explain the meaning of authority & Responsibility.

Instructional Aids :-

General Aids :- Chalk, Blackboard, duster, pointer.

Specific Aids :- chart showing process of delegation.

Previous Knowledge Assumed :-
Pupil teacher assumed that the students have knowledge about functions of mgt.

Previous Knowledge Testing

P.T's Activities

Students Activity

What are different function of management ?

Planning, organisation, staffing, directing, controlling are main fun of management.

What do you mean by organisation

Organisation means deciding what about

What type of steps are take when the work of management is over loaded.

work is distribute among ppl to reduce work loads

Define delegation of Authority

Unsatisfactory

Announcement of Topic

The answer of last Question given by the students is unsatisfactory then the pupil teacher announce the topic that today we will discuss about delegation of Authority.

Presentation of Topic:-

Pupil teacher presents the lesson delegation of Authority with active participation of students.

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
	Delegation of an important part of organisation process. It is needed when a manager is not a position to perform his function himself because of the bad work.	Students listen Carefully	

Teaching
Point

Pupil
Activity

Chalk
Board

Dividing of work
and giving the
necessary authority
for work per-
-formance is
known as

Students
listen
care fully

Delegation of
Authority

It is important
to clearly under-
-stand the meaning
of responsibility
with reference
to authority.

meaning
of
Authority

Power of
taking decision

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
	Authority has following three inherent element		
	<u>1.</u> To use one's wisdom & take decision	students listen care fully	
	<u>2.</u> To get the decisions implemented		
	<u>3.</u> To influence conduct of subordinate		
	When a superior issues orders it becomes the responsibility of subordinate to carry it out.		

→ What do you understand by delegation of Authority.

→ What is P.G. Mouru says about responsibility.

→ What is meaning of authority.

Write a note on Delegation of authority in your homework & learn it.

Date _____ Duration of the Period _____
 Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
 Class XIth Average Age of the Pupils _____
 Subject Commerce topic Source of Recruitments

Instructional objectives

- Students will be able to define the meaning of recruitments.
- Students will be able to explain the meaning of recruitments.
- Students will be able to classify the different methods source of recruitment.
- Students will be able to analyse the source of recruitment.

Instructional Aids -

General Aids - Chalk, Black Board, Duster, pointer etc.

Specific Aids - Chart (showing source of recruitments)

Previous Knowledge Assumed

Pupil teachers assumes that student have knowledge about staffing.

Previous Knowledge Assumed

P.T's activities	students Activity
What is kind of third function of management	staffing is the third func.

Define Recruitment

Recruitment refers to process by which different source of prospective employee are search and they are motivated to apply for in the organisation.

Announcement of Topic
 Pupil teacher Activity
 what are source of Recruitment

Pupil Activity
 Unsatisfactory

Content	Pupil teacher Activity	Pupil Activity	chalk board
Defination of Recruitment	It is the process of searching for prospective employee and stimulate them to apply.	Unsatisfactory answer	
Source of Recruit. ment	To attract emp- - loyees to business organi- - sation usually two kinds of sources of recruitment are	Sources of Recruitment 1. External source 2. Internal source	
	1. External 2. Internal		

Teaching Point	P.T's Activity	Students Activity	Chalk Board
Internal source	<p>Promotion is process by which an employee working in the lower rank where his responsibility increases his salary and salary are changed</p>		
Transfer	<p>Transfer :-</p> <p>This process involves the transfer for an employee from one department to the other on the same part.</p> <p>This procedure is usually followed when some employees are surplus to one department.</p>		


Content	Pupil Teacher Activity	Pupil Activity	Chalk Board
How many type of source are available for recruitment	Former employee who left the organisation due to personal reason.	There are 3 type of source recruitment	
With a view to establish good employee relation sometimes managers recruitment ppl on the recommendation of their employees.		Students listen carefully	

Evaluation:

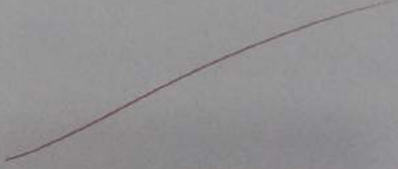
- What is meaning of recruitment
- What are the two sources of recruitment
- What are external sources of recruitment
- What are internal sources of recruitment

Home work :-

Write the source of Recruitment in your home work notebook.



Discussion Lesson



Lesson No. - _____
Date - _____
Duration of the Period _____
Pupil Teacher's Roll No. _____
Pupil Teacher's Roll No. _____
Class - XIIth Average Age of the Pupils _____
Subject - Commerce Topic - Communication Process

Instructional objectives -

- Students will be able to define Communication process.
- Students will be able to list out the elements of communication.
- Students will be able to classify the different type of communication models.
- Students will be able to describe the role of main in communication process.

Instructional Aids :-

General Aids :- Chalk, Black Board, Duster, Pointer etc.

Specific Aids :- Chart transparency (showing diagram relating communication process)

Previous Knowledge assumed
Pupil assumes that - students have knowledge about communication

Previous Knowledge Testing

P.T's Activity	Pupil Activity
What is Communication	Communication is an exchange of facts, ideas, opinions or emotions two or more
Communication is divided into how many categories Name them	1. Oral Communication 2. Written
What are different means of communication	Face to face, Voice mail, Fax, e-mail
What is need of communication in organization	Communication plays an very important role of business organisation

	Pupil teacher Activities	Pupil Activities
Ques.	Explain Communication as process	Unsatisfactory

Announcement of Topic:-

The answers of last question given by the students is unsatisfactory then. The pupil teacher announced the topic that today we will discuss about the communication process.

Presentation of Topic:-

P.T's presents the lesson "Communication process" with active participation of students.

Content	Pupil Teacher Activity	Pupil Activity	chalk Board
meaning	Communication is a process it has no beginning and		

Teaching Point	P.T's Activities	Pupil Activity	Chalk Board
	<p>It acts as both a source & a receiver</p> <p>Communication process is concerned with sharing & understanding by information.</p>		
<p>"</p>	<p>Sender :-</p> <p>The Communication process starts with the sender.</p> <p>The person who wants to transmit the message to an other person. He is not interested in the words, date or symbols them. But uses for conveying meaning to others.</p>		

Content	Pupil + teacher Activity	Pupil Activity	Chalk Board
message	The physical form of idea or information conveyed which can be understood by receiver's message are not indicate the meaning.		
Ques.	Communication process starts with	Sender	
	<p>Encoding:-</p> <p>Encoding is putting the meaning of message into the app words, symbols, gestures or other form of expression for purpose of sending</p>	<p>elements of Communication of process</p> <ol style="list-style-type: none"> 1. Sender 2. message 3. Encoding 4. Channel 5. Receiver 	

Teaching Point	P.T's Activities	Student Activities	Chalk Board
Ques.	Give some examples of channel	Telephones, e-mail, fax, memos, News	
5.	<p>Receiver :- The person or group who receive the message & attaches some meaning to message.</p>		
6.	<p>Decoding :- Decoding means attaching meaning to the mind, receiver, no is them msg. The msg. Communication with the receiver understanding the more effective.</p>		

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
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Feedback is the reversal of communication process in which the receiver express the response to the sender's msg.

Ques. what are difficult elements of the communication process

Sender,
message,
encoding.
Channel
Receiver

In one way communication there is no feedback from the receiver to the sender.

Communication model
One-way
Communication model
Two-way
Communication model

Evaluation :-

- Define Communication Process
- What do you mean by Credibility
- Explain the various modes of the Communication
- What is the role of noise in Communication process.

Homework :-

Write Communication process in your homework notebook & learn it.

Real Teaching Lesson

Lesson No:- 1

51

Date - _____

Duration of the Period _____

Pupil Teacher's Name _____

Pupil Teacher's Roll No. _____

Class XIIth

Average age of the Pupils _____

Subject - Commerce

Topic - Training

Instructional Objectives

- Students will be able to define training.
- Students will be able to list out the different characteristics of training.
- Students will be able to explain the characteristics of training with example.

Instructional Aids :-

General Aids :- chalk, Blackboard, Duster, Pointer etc.

Specific Aids :- chart (showing nature of training)

Previous Knowledge Assumed :-

Pupil teacher's assumed that the students have knowledge about staffing & directing.

	Previous P.T's Activity	Knowledge Testing students Activity	Chalk Board
Defination	According to flipppo " Training is the act of increasing the knowledge for doing a particular job.	Students listen Carefully.	
Character-istics	It relates to a special job. It is a Continuous process. There is difference b/w training & development. It is essential for both the new and old employeer.		

It relates to a special job

Training is necessary for the all managerial levels.

Content

Pupil teacher Activity

Pupil activity

Chalk Board

Training is Continuous process

Whenever there is any change in business there is needed for training and business change do occur continuously. Training is for a Continuous process.

Students listen Carefully.

Training & development

Training aims at making employees skillful in a specific job while development aims at important knowledge in respect of all fields.

mgt. level

Training is equally important at every level of mgt.

Evaluation →

- give the meaning of Training
- Explain any three characteristics of training
- make a list of characteristics of training
- Explain the difference b/w training & development.

Home work →

Write a short note on the topic training in your homework, Note book & learn it.

Lesson No: - 2.

Date _____

Duration of the Period _____

Pupil Teacher's name _____

Pupil teacher's Roll No. _____

Class - XIIth

Average Age of the Pupils _____

Subject - Commerce

Topic - Directing

Instructional Objectives

- Students will be able to explain the meaning of directing.
- Students will be able to give definition of directing.
- Students will be able to classify the features or nature of directing.

Instructional Aids

General Aids :- Chalk, Blackboard, Duster, Pointer.

Specific Aids :- Chart (showing nature of directing)

Previous Knowledge Assumed :-
Pupil teacher assumed to have knowledge about selection & Training.

Previous Knowledge assumed

P.T's Activities	Students Activities
What do you mean by Recruitment	It is the process attracting the employees & Company.
What is Selection?	selection means choosing from among the candidates.
Define Planning	Training is the act of increasing the knowledge & skills of employees.
Under mgt. which comes after the planning.	Directing
what is directing?	Unsat's factory

Announcement of topic

The answer of the last question given by the students is unsatisfactory then the pupil teacher announces the topic we will discuss about the directing.

Presentation of topic

Pupil teacher presents the lesson "Directing" with the active participation of the students.

Content	Pupil Teacher Activity	Pupil Activity	Chalk Board
	Directing means giving guidance to all the people appointed at various posts in the organisation so that they can successfully perform their work.	students listen carefully.	
	According to Koont & O'Donnell.		

Teaching Point	P.T's Activities	Students Activity	Chalk Board
Nature	<p>Directing a human faculty</p> <p>Directing means mainly consists of issuing instruction to sub-routine and guiding them both these activities are directly related to the human factors</p>	<p>Students listen carefully & write them in note-book.</p>	
	<p>Directing is a group of various functions</p>		
	<p>Directing is not a single function but consists of no. of fun which includes supervision leadership communication & motivation.</p>		

Content

Pupil Teacher
Activity

Pupil
Activity

Chalk
Board

establishing Concurrence
between the organi-
-sation goals the
personal goals
of members.

Students
listen
Carefully

It is duty of the
managers to harm-
-onized the objecti-
-ves through dir-
-ecting to ensure
that success of
the ~~organi~~ sation.

4. Directing is neces-
-ary for a mana-
-ger at every
levels -

Directing is required
at every level of
management it is
top level mgt
middle level or
lower level mgt.

Nature of
Directing

1. Directing is
a human factor
2. directing is
group of various
functions

3. How of
Directing.

Evaluation :-

- What is the meaning of directing?
- State its any five characteristics of directing.
- Explain the nature of directing.

Write a short note on directing fun & learn it.

Lesson No: _____

Date: _____

Duration of the Period _____

Pupil Teacher's Name _____

Pupil Teacher's Reg. No. _____

Class: _____

Average Age of the Pupils _____

Subject: _____

Topic: _____

Instructional Objectives -

- Students will be able to explain the meaning of leadership.
- Students will be able to give the definition of leadership.
- Students will be able to classify the qualities of a good teachers.

Instructional Aids -

General Aids :- Blackboard, Duster, Pointer, Chalk etc.

specific Aids - Chart (showing characteristics of leadership)

Previous Knowledge Assumed -

Pupil teacher assumes that the students have knowledge about leadership.

Previous Knowledge Assumed

P.T.'s Activities

What is the meaning of directing?

What is the first element of directing?

Define motivation

What is the second element of directing?

Define leadership

Pupil Activity

Directing is the executive function of guiding job service.

Motivation

Motivation means a process of stimulating ppl to accomplish all goals leadership.

Unsat's factory

Announcement of Topic

The question of the last answer is given by the student - is unSet's factory than the pupil teacher announces the topic today we will discuss about the leadership.

Presentation of Topic

P.T Teacher presents the lesson leadership with active participation of students.

Content	Pupil teacher Activity	Pupil Activity	chalk Board
Meaning of leadership	It is that ability of an individual on the basis of which in special circumstances through by impressing them with his conduct in such a manner that they without any pressure	Students listen Carefully	

Teaching Point	P.T's Activities	Student Activity	Chalk Board
Definition of leadership	<p>According to Knootz O' Donnell "leadership means the ability to pay in exact interpersonal influence by means of communication toward the achievement of a goal</p>	<p>Students listen Carefully</p>	
Qualities of a good leader	<p>Ability to motivate & leadership means motivation the followers to follow the leaders. The leaders should know the different method of motivated.</p>		

Content-	Pupil teacher Activity	Pupil Activity	Chalk Board
Ability to Communi- -cate	<p>The chief function of a leader to have communication with the employees & other individuals regarding various info., orders thoughts etc.</p> <p>The effect its will defined or depend on amount of communication skill of the person concerned.</p>		
Ques:-	Define leadership	<p>The ability of influence ppl to for mutual objectives.</p>	

Evaluation :-

- What do you mean by leadership.
- Explain how a Communication skill is helpful for a leader.
- State any five qualities of a good leader.

Homework :-

Write the definition of leadership in your homework notebook & learn it.

Lesson no:- 4

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Date _____ Duration of the Period _____
Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
Class : XIIth Average Age of the Pupils _____
Subject : Commerce Topic : Controlling Process

Instructional objectives

- Students will be able to explain the meaning of Controlling.
- Students will be able to define Controlling.
- Students will be able to classify elements of Controlling Process.

Instructional Aids :-

General Aids :- Chalk, Duster, Painter, Blackboard
Specific Aids : Chart (showing Controlling Process)

Previous Knowledge Assumed

Pupil teacher assumes that students have knowledge about the functions of management.

What are the different functions of management?

Planning, Organising, staffing, Controlling.

What do you mean by directing?

directing is the execution funcⁿ of guiding & sub ordi-
-nates.

What comes after directing.

Controlling

Define Controlling

Unsat's factory

The answer of last question given by students is unsat's factory the pupil teacher announces the topic that today will discuss about controlling process.

Previous Knowledge Assumed -

The lesson Controlling process with the active participation of Pupil teacher present the active students.

Content	Pupil teacher Activity	Pupil activity	Chalk Board
Meaning of Controlling	The chief fun ^c of Controlling is to ensure actual process with relevance to the objectives	Students listen Carefully	
	<p>Defination of Controlling</p> <p>"Control is process of Being actual results and desired result closer together"</p> <p>- Kotter</p>		

Teaching Point-	P.T's Activities	Students Activity	Chalk Board
	<p>Step of controlling process</p>		
	<p>The first step in the process of control is setting standard. In reality the determining or standard is done under the managerial functions of planning but it is also an important part of control process.</p>	<p>students listen carefully</p>	
	<p>The 2nd step in the control process is the measurement of an actual performance. This measurement of the actual performance tells us whether the work has been done according to the plan or not.</p>		

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
	<p>The last but the most important step is the central process is talking objectives action. By the end of the third step the deviation are their causes become known now in the turn of removing of hurdles is the actual work progress.</p>		
		<p>Steps of Control Process</p> <ol style="list-style-type: none">1. Setting standards2. measurement of actual performance3. taking corrective action.	

Evaluation →

- What do you mean by Controlling ?
- Explain Controlling process briefly ?
- Give any example of Controlling Process.

Homework →

Write a short note on Controlling Process & learn it.

Lesson No. - 5

Date _____
Pupil Teacher's Name _____
Class - XIIth
Subject - Commerce
Duration of the Period _____
Pupil Teacher's Roll No. _____
Average Age of the Pupils _____
Topic Trade & its types

Instructional objectives

- Students will be able to define the meaning of Trade.
- Students will be able to classify the different types of trade.
- Students will be able to describe the different types of trade with example.

Instructional Aids :-

General Aids - chalk, Duster, Pointer, Blackboard etc.

Specific Aids - chart (showing different types of trade)

Previous Knowledge Assumed. -

Pupil teacher assumes that students have knowledge about business & industry.

Previous Knowledge assumed

P.T's activities	Students Activity
What do you mean by business?	It may be define of as economic active activity involves in production of goods, services for sale transfer of exchange profit.
What is Industry?	Industry refer to group of firm producing similar or related goods.
What is meaning by commerce?	It includes 2 types of activities Ist - Trade IInd - Aids the trade

Announcement of topic

25

The answer of last question given by the student is unsatisfactory. Then the pupil teacher announced the topic that today we will discuss about "Trade & its types".

Presentation of Topic

Pupil teacher present the lesson "Trade & its types" with the active participation of students.

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
	Trade refers to sale & purchase of goods & services.	Students listen Carefully	
	Trade may be classified on the basis of various volume of business and geographical area.		

Teaching Point	P.T's Activity	Student Activity	Chalk Board
Internal Trade	<p>Internal Trade is also known as domestic trade of some trade. It consists of sale transfer or exchange of goods with a country.</p>	<p>students listen Carefully.</p>	
	<ol style="list-style-type: none"> 1. Whole Sale Trade 2. Resale Trade 		
Whole Sale Trade	<p>The trade involve in buying goods in bulk producer and selling them in small amounts to retailers is called a whole sale trade.</p>		

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
Retail Trade	This trade refers to sale of goods in small quantities directly to consumers.		
Ques:-	Internal trade is also known as	Domestic Trade	
External Trade	It is also known as foreign trade consists of trade among different components.		
	It is further divided in 2 points.		
	1. Import Trade		
	2. Export Trade		

Types of Trade
 1. Internal Trade
 2. External Trade

Evaluation →

- Define Trade
- What are different types of trade?
- What is retail Trade?
- What do you understand by Export?

Homework →

Write the meaning of the Trade & its types in your notebook & learn it.

Lesson No:- 8

Date _____

Pupil teacher's Name _____

Class XIth

Subject- Commerce

Duration of the Period _____

Pupil teacher's Roll No. _____

Average age of the Pupil _____

Topic Nature & Types of financial services.

79

Instructional Objectives

- Students will be able to define the meaning of financial services.
- Students will be able to classify the different types of financial.
- Students will be able to describe the different types of financial services.

Instructional Aids :-

General Aids :- Chalk, Blackboard, Duster, Pointer etc.

Specific Aids :- Chart (showing different types of financial services).

Previous Knowledge Assumed -
Pupil teacher assumes that students have knowledge about trade & types of trade.

Prior Knowledge testing

P.T's Activities

Pupil Activity

What is Trade?

Trade refers to sale transfer or exchange of goods.

What do you understand by aids to trade?

Various services that facilitated trade is known as Aids to trade.

Give some example of aids of trade.

Transport, Banking, insurance, marketing etc.

Banking, finance & insurance. what types of services they are

Unsatisfactory

Announcement of Topic :-

81

The answer of best question given by the student is unsatisfactory then the pupil teacher announces the topic today we will discuss about "The Nature and types of the financial services".

Presentation of Topic

Pupil teacher presents the lesson "The Nature and types of the financial services" with active participation of students.

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
Nature?	All types of activities which are the financial nature could be brought under the term called financial services functions.	Students listen carefully.	

Teaching Point-	P-T's Activity	Student activity	Chalk Board
Types :-	Leasing mutual funds merchant banking Venture capital factoring	Students listen Carefully	
<u>1</u>	<u>Merchant Banking:</u> It refers to the services of an intermediary in the market who provide services for issue mgt, under write corporate, are also called as investment Bank.		
Ques:	Merchant Bank are also called as	Investment Bank	

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
2.	<p>Leasing :- It is a legal agreements that obligates the user of an assets to make payment by the way of a leasement to the owner of assets in exchange of using it.</p>	<p>Students listen Carefully</p>	
	<p>The assets is called the lessor & the user is called Lessor.</p>	<p>Types of Financial services</p> <ol style="list-style-type: none"> 1. merchant Banking 2. leasing 3. mutual funds 4. Factoring 5. Venture Capital 	
Ques:-	What is lesser?	The User of the assets are called as lesser.	

Evaluation

- Define Financial Services!
- What are the various functions of financial services?
- Define Venture Capital
- Explain different types of financial services

Homework →

Write the meaning of financial services & with its types of into your notebook & learn it.

Lesson no. - 9

Date

Pupil Teacher's Name

Class - XIIth

Subject - Commerce

Duration of the Period

Pupil Teacher's Roll No.

Average Age of the Pupils

Topic - Types of Insurance

Instructional objectives

- Students will be able to define the different types of insurance.
- Students will be able to categorize the different types of insurance.
- Students will be able to explain the types of insurance with examples.

Instructional Aids :-

General Aids :- Chalk, Duster, Blackboard, Pointer etc.

Specific Aids :- Chart (different types of insurance).

Pupil teacher assumed

Pupil teacher assumes that students have knowledge about Insurance.

Previous Knowledge Testing

P.T's Activity	Students Activity
----------------	-------------------

What's Insurance?

An agreement under which one party agree in return for a consideration to another party to make good a loss, damage or injury to something.

What is the meaning of Policies?

The agreement of Contract is put in writing it.

Content	Pupil teacher Activity	Pupil Activity
	Who is called as Assumed ?	The Person or the firm which insures the sicker loss is known as Insurance.
	What are different types of insurance.	Orsat's factory.

Announcement of topic

The answer of the question given by the student is Satisfactory then the Pupil teacher announces the topic that today we will discuss about the types of insurance.

Presentation of topic
 Pupil teacher. we present the "Types of Insurance" with the active participation of students.

Teaching Point	P.T's Activity	Students Activity	Chart Board
Types of Insurance	<p>Insurance Contracts have been classified in varied out-ways at different authors. The most-widely practised insurance business is divided into following branches.</p>	<p>Students listen carefully</p>	
Life Insurance	<p>Life Insurance is a Contract under which one person is consideration of Premium, paid either in lump or by monthly quarters or yearly payments for whose benefits the insurance.</p>		

Content

Pupil teacher
Activity

Pupil
Activity

89.
Chalk
Board

The person who agrees to identify is called as insurance. The consideration paid to insurers is called as premium.

Types of
life insurance
= whole life
insurance
= Endorsement
life
insurance

Types:-

1. whole life insurance
2. Endorsement life insurance

Define Premium

The Consideration paid to the insurance is called as premium.

Evaluation

- What is Insurance
- state different types of insurances
- Define fire Insurance.

Home work:-

Write the different types of Insurance in your work notebook & learn them.

Lesson No. 10

Date:

Pupil Teacher's Name

Duration of the period

Class - XIth

Pupil Teacher's Roll No.

Subject - Commerce

Average Age of the Pupils

Topic - Partnership

Instructional Objectives

- Students will be able to define Partnership.
- Students will be able to explain the characteristics of Partnership.
- Students will be able to explain & identify the different types of Partnership.
- Students will be able to list out the different types of Partners.
- Students will be able to examine the scope of Partnership.

Instructional Aids

General Aids - Chalk, Blackboard, Duster, Pointer etc.

Specific Aids - Chart (showing different types of Partnership)

Previous Knowledge assumed

Pupil teacher assumes that students have knowledge about Business organisations, Sole proprietorship and LLP.

Previous Knowledge Testing.

P.T's Activity
What is Business organisation?

Pupil Activity
Query Business entity adopts some form of Business org. to conduct Business Activity.

What is Sole proprietorship?

A Business owned, managed & controlled by a single individual is known as "Sole Proprietorship".

What is Partnership?

Unsatisfactory

teaching

Point

P.Ts Activity

Student Activity

94
Chalk Board

(i) Agreement - There must be an agreement b/w the partners to form a partnership.

student listen carefully & write in their NB.

(ii) Business - A partnership may undertake any lawful business.

(iii) No. of members - There must be min. of 2 & max. of 20 members.

(iv) Liability - The liability of partners is unlimited.

Student listen carefully & write in their NB.

(v) NON - Transferability of shares.

Content

Pupil teacher
Activity

Pupil
Activity

chalk
Board

96

Types of Partnership

- 1. Particular Partnership
- 2. Partnership at will
- 3. Partnership for a fixed duration

Partnership can be divided into — types:

Three Types

1. Partnership at will
such partnership exists at the will of the partners.

Student listen
Carefully

2. Particular Partnership
a particular partnership is formed for under taking a particular venture.

& write in their note book.

3. Partnership for a fixed duration:-
Such a partnership is for a fixed period of time

Types of Partners

- 1. Active Partners
- 2. sleeping of document
- 3. others
- 4. National Partners

Pupils teacher assumes the student have
Knowledge about organisation & partnership

What is Partnership

A Business owned
managed & controlled
by single individual
is called sole proprie-
-torship.

What do you mean
by joint Hindu
family Business

Hindu family business
refers to a business
which is owned by the
members of a joint
Hindu family".

What is Partnership.

Partnership is an
association of 2 or
more who agree to
jointly pursue a
business activity.

Pupil teacher Activities

Name the other forms of organisation

What is Co-operative Organisation.

Pupil Activities

Co-operative org.
& Company

Unsat's factory

~~Announcement of Topic -
The answer of the last question given by the students of Unsat's factory then the pupil teacher announces to the topic that today we will discuss about - "Co-operative organisation".~~

~~Presentation of Topic -
Pupil teacher present the lesson Co-operative org. will be active participation of students.~~

meaning

It is a voluntary association of persons for a mutual benefit & its aims are accomplished through self help & collective effort.

Type of Co-operative Societies

Co-operative Societies may be classified into diff. categories according to the nature of activities performed by them.

Student listen carefully & write their N.B.

1.

Consumer Co-operative Societies :-

These societies are formed to be

consumers to ensure a steady supply of goods & services of high quality at reasonable prices.

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
2.	<p>Producers' Co-operative Societies :- Such societies are formed to help the members in procuring inputs for production of goods and services.</p>		
3.	<p>Co-operative marketing Societies :- Such societies are voluntary association of small producer who find it diff. to individually sell their products at profit.</p>		
4.	<p>Co-operative credit Societies - Such societies are formed help in the form of loan.</p>		

102
What is the meaning of co-operative organisation.

What is Co-operative Housing Society.

Make a list of characteristics Co-operative Organisation.

Explain Co-operative Organisation with its types & characteristics in your HW Note book & learn it.

Lesson no-12 103

Date	_____	Duration of the Period	_____
Pupil Teacher's Name	_____	Pupil Teacher's Roll No.	_____
Class	XIth	Average Age of the Pupils	_____
Subject	Commerce	Topic	Organisation.

Instructional objectives :-

- Students will be able to define the meaning of organisation.
- Students will be able to give definitions of organisations.
- Students will be able to classify characteristics or Nature of organisation.
- Students will be able to explain the concept of org. with examples.

Instructional Aids -

General Aids - Chart, Black Board, duster, Pointer etc

Specific Aids - chart (showing characteristics of organisation)

Teaching Point	B.T's Activities	Student Activity	Class Board
	<p>about - the various departments and the posts in these departments and the relationship between them.</p>		
	<p>" Organisation is harmonious adjustment of specialised parts for the accomplishment of some common purpose and purposes.</p>		
	<p>Honey</p>		
<p>Ques -</p>	<p>The word organisation is derived from which word</p>	<p>The word derived from organism</p>	

Presentation of Topic

105

Pupil teacher assumes that students know-ledge about managements and its first function planning.

Pupil teacher Activity	Pupil Activity
What is management	management is an process of planning organi-sation staffing & controlling.
state the first func-tion of mgt.	Planning is the 1st function of mgt.
Define Planning	Planning is decided in advance what do, how to do, when to do it, who is to do it.
What is the 2nd func-tion of management?	Organisation is its 2nd function.

Pupil	Teacher	Pupil
Activity		Activity
Define Organisation		Unsat's factory

Announcement of Topic

The answer of 1st question given by the student is Unsat's factory then the pupil teacher announces the topic that today we will discuss about the organisation.

Teaching Point	P.T's Activities	Student Activity	Chalk Board
Meaning	The word Organisation is derived from the word "Organism" which means that a unit with many parts and each part of it & though working independently has a definite relationship with the main unit. Organisation means deciding about the various departments.	Student listen carefully & write in their NB.	

Content	Pupil teacher Activities	Pupil Activities	Class Board
Nature of org.	Nature of organisation are as follows :-		
1.	<p><u>1.</u> Division of work :-</p> <p>Division of work on the basis of an org. with out these can be org. without division of work the entire work of business is divided into many departments.</p>	<p>Student - listen Carefully ✓ write in their NB.</p>	
2.	<p><u>2.</u> Co-ordinations under organisation different persons but all the aim of all these persons happens to be same the attainment of the objective of the enterprises it is the nature of an organisation.</p>	<p>Nature of organisation</p> <p><u>1.</u> Division of work</p> <p><u>2.</u> Coordination.</p>	

Evaluation

- What is the meaning of organisation?
- Define the concept of organisation?
- make a list of different characteristics of organisation.

Home Work :-

Write the meaning of organisation with its characteristics and concept in your HW & learn it.

Lesson No. 13

109

Date:

Pupil teacher's Name

Duration of the period

Class

XIIth

Pupil teacher's Roll No.

Subject

Commerce

Average Age of the Pupils

Topic Delegation of Authority

Instructional Objectives

→ Students will be able to explain the meaning of delegation of authority with definition.

→ Students will be able to define the meaning of authority of responsibility.

→ Students will be able to classify the imp. of delegation.

Instructional Aids:-

General Aids → Chalk, Black Board, duster, Pointer.

Specific Aids → showing (chart) process of delegation.

Previous Knowledge Assumed → Pupil teacher assumes that the students have knowledge about the functions of mgt.

Previous Knowledge Testing

P.T's Activities

What are the diff functions of mgt.

What do you mean by organisation

What types of steps are taken when the work of mgt. is over loaded

Defination of authority

Students Activity

Planning, organisation, staffing, controlling are the major function of mgt.

Organisation means deciding about the parts in their departments & the relationship b/w them.

Work is distributed among the workers by the management to reduce its work load.

Unjatt's factory

Announcement of Topic

The Answer of the question given by the students in Urati's factory then the pupil teacher announce the topic that today we will discuss about the delegation of Authority.

Presentation of topic

Pupil teacher present the lesson "delegation of authority" with active participation of students.

Content	P.T's Activity	Pupil Activity	Chalk Board
Meaning of Delegation	<p>Delegation is an important part of organisational process. It is needed when a manager is not in a position to perform his functions himself because of the workload. In such a situation he delegates his work.</p> <p>Dividing of work and giving the necessary authority for work performance is known as delegation of authority.</p>	<p>Student listens carefully & write in their NB.</p>	
Def. of delegation	<p>" Delegation means assigning work to others & giving them authority to do it.</p>		
	F.G. Moore		

Content

Pupil Teacher
Activity

It is imp. to clearly understand the meaning of responsibility.

Authority - The power of taking decision in order to guide the activities of others.

Authority has the following inherent elements.

To use one's wisdom & take decisions.

To get the decision implemented.

To influence the conduct of the subordinates.

Pupil
Activity

students
listen
Carefully
& write
in their NB.

Chalk
Board

Process of
elements of
Delegation
1. Assignment
of duties
2. Quantity
of Authority
3. Fixing of
Accountability.

Evaluation →

What do you mean by delegation of authority?

What is the meaning of authority?

State any 4 importance of delegation.

Homework :-

Write a NB on delegation of authority in your HW and team it.

Date: _____
 Pupil teacher's Name: _____
 Class: XIIth
 Subject: Commerce Topic: Sources of Recruitment.

Duration of the Lesson

Pupil teacher's Roll No.

Average Age of the Pupils

Sources of Recruitment.

Instructional Objectives

- Students will be able to define the meaning of recruitment.
- Students will be able to explain meaning of recruitment.
- Students will be able to analyze the source of recruitment.

Instructional Aids

General Aids → Chalk, Black Board, Duster, Pointer etc.

Specific Aids → Chart (showing sources of recruitment).

Previous Knowledge assumed

Pupil teacher assumes that students have knowledge staffing.

Previous Knowledge testing :-

P.T's Activities	Students Activity
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What is the 3rd function of management

Staffing is its 3rd main function

What do you mean by staffing?

The staffing function pertains to the recruitment selection, dep. of sub ordinates managers.

Define Recruitment?

Recruitment refers to the process by which diff. sources of prospective hire employees to apply for job in organisation.

What are the sources of recruitment?

Unsat's factory.

Announcement of topic

The answer of last ques. given by the student is unsatisfactory. The pupil teacher announces the topic that today we will discuss about the sources of recruitment.

Presentation of topic :-

Pupil teacher present the lesson sources of recruitment with the active participation of students.

Content	P.T's Activity	Pupil Activity	Chalk Board
Def. of recruitment	Recruitment is the process of searching for prospective employee & stimulating them to apply for jobs in organisation.	Students listen carefully & write in their N.B.	
Sources of recruitment	To attract employees two kinds of sources are usually tapped.		

1/ Internal Source

2/ External Source

Internal Source

1/ Promotion :-
Promotion is process by which an employee working in the lower rank in app. in the upper rank his responsibility increases. His status & salary are also changed.

Transfer :- This process involves the transfer of an employee from one department or branch to the same post. This procedure is usually followed when some employees are surplus in an depart

student -
listen
Carefully
& write
in their NB.

-ment and there is shortage of similar type of employees in other departments.

Q. How many type of sources are available for Recruitment?

There are mainly 2 types

Evaluation →

What is the meaning of Recruitment?

State two internal sources of recruitment?

State 2 External sources of recruitment?

Homework :-

Write the sources of recruitment in your homework notebook and learn it.

Lesson No. 15

Date _____ Duration of the Period _____
Pupil teacher's Name _____ Pupil teacher's Roll No. _____
Class XIIth Average Age of the Pupils _____
Subject Commerce Topic Training

Instructional Objectives

- Student will be able to define training.
- Student will be able to list out the diff. characteristics of Nature of Training.
- Student will be able to classify the importance and advantages of Training.

Instructional Aids :-

General Aids :- chalk, Blackboard, duster, pointer etc.

Specific Aids :- chart, (Showing Nature of Training).

Previous Knowledge Assumed

121

Pupil teacher assumed that the student have knowledge about staffing & selection.

Previous Knowledge Testing

P.T's Activity	Student Activity
What do you mean by staffing?	The staffing function pertains to the recruitment - selection - develop & training of subordinate managers.
Define Recruitment	It is the process of attracting potential employee to the company.
What is the meaning of selection?	Selection managers choosing from among the candidates this one who best meets the position requirement.

Pupil teacher
Activity

Pupil Activity 122

What is training

Unjali's factory

Announcement of Topic :-

The answer of last question is given by the student is unjali's factory thus the pupil teacher announced the topic that today we will discuss about training.

Presentation of topic :-

Pupil teacher presents the lesson "Training" with active participation of students.

Teaching Point-	P.'s Activity	Student Activity	Chalk Board
Meaning of training	<p>Development is necessary for employees at all levels & it is possible by training therefore plays major role at all levels teaching this fact in view training is explained in this chapter & the term development has been associated with managerial class.</p>	<p>Students listen carefully in their NB.</p>	
Def of training	<p>"Training is the act of increasing the knowledge & skill of an employee for doing a particular job."</p>		

Content	Pupil Teacher Activity	Pupil Activity	chalk Board
Nature of Training	<p>Training doesn't mean increase in the general knowledge of the employees rather it is meant to increase the skill of the employees to perform specific job.</p>	<p>student listen carefully & write in their NB.</p>	

When ever there is any change in Business. There is need for training & in business change do occur continuously. Training is therefore a continuous process.

Nature of Training

1. It relates to a specific job
2. There is a diff. bit training and devel
3. Training is a continuous process
4. It is essential for both the new & the old employees.

Evaluation :-

- Give the meaning of training.
- State the characteristics of training.
- How training helpful to the employees, give some (six points).

Homework :-

Write the short note on the topic training in your homework notebook and learn it.

Lesson No! - 16

Date -

Duration of the Period

Pupil teacher's Name

Pupil teacher's Roll No.

Class VIIth

Average Age of the Pupils

Subject - Commerce

Topic

Directing

Instructional Objectives :-

- Students will be able to explain the meaning of directing.
- Students will be able to classify the features or nature of training.
- Students will be able to make a list of importance of directing.

Instructional Aids :-

General Aids - chalk, blackboard, duster, pointer etc.

specific Aids - chart (showing state of directing.)

Prerequisite Knowledge Assumed
Pupil teacher assumes that students have knowledge about selection & training.

Learning
of
directing

Directing means giving
guidance to all the people.

Previous Knowledge Testing →

P.T's Activities

What do you mean
by Recruitment?

Student's Activity

It is a process of
attracting potential
employees to the company.

What is Selection?

Selection means choosing
from among the candi-
-date the one who best
meets the position
requirements.

Under management-
what comes after
staffing?

Directing

Pupil Teacher
Activity

Pupil
Activity

What is directing?

Unsatisfactory

Announcement of Topic

The answer of last question given by students unsatisfactory then the pupil teacher announces the topic that today we will discuss about the directing.

Presentation of Topic

Pupil teacher presents the lesson "Directing" with the active participation of students.

Content	Pupil Teacher Activity	Pupil Activity	Chalk Board
	Directing means giving guidance to all the people appointed at various parts in the organisation.	Students listen Carefully	

Teaching Point	P.T's Activities	Student Activities	Chalk Board
Definition of Directing	<p>According to the Knootz & Donnel</p> <p>Directing is the executive function of guiding & observing the sub routines.</p>		
Nature of Directing	<p>Directing is related to the human factors</p> <p>Directing mainly consists of issuing the instruction to subordinates & guiding them both these activities are directly related to the various human factors.</p>	<p>Nature of directing</p> <ol style="list-style-type: none"> 1. Directing is related to human factor 2. Directing is a group of various functions. 3. Harmonizing objective is the essential of Directing. 	

Content	Pupil-teacher Activities	Pupil Activities	Chalk Board
2.	Directing is a group of various functions. Directing is not a single function but consists of a no. of functions which included supervision, leadership, communication & motivation.	Students listen carefully.	
3.	Harmonizing objectives in the essence of directing. Harmonizing of objectives means establishing concurrence b/w the personal goals of the members.		

Evaluation :-

What is the meaning of directing .

state any five features of the directing

make a list of importance of directing.

Homework :-

Write a short note on the directing functions
H learn H

Lesson -17.

Date: _____ Duration of the Period _____
Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
Class: XIIth Ave. Age of the Pupils _____
Subject Commerce Topic Leadership

Instructional Objectives

- Students will be able to explain the meaning of leadership.
- Students will be able to give the definition of leadership.
- Students will be able to make a list of characteristics of leadership.
- Students will be able to classify the qualities of a good leader.

Instructional Aids -

General Aids - Chalk, Blackboard, Chuster, Pointer etc.

Specific Aids - Chart (showing characteristics of leadership).

Previous Knowledge Testing

122

Pupil teacher assumes that the students have knowledges about the leadership.

Previous Knowledge Testing

P-T's Activities

What is the mean of directing.

What is the first element of directing.

Define motivation

Pupil teacher Activity
Define leadership

Pupil Activity

Directing is the execution funcⁿ of guiding & observing subordinates

motivation

It means of process of stimulating people to action to accomplish desirable goals.

Pupil Activity
Unsatisfactory

Teaching Point	P.T's Activities	Student-Activity	Chalk Board
	<p>Communication guides the employee by impressing them with this conduct in such a manner that they without any pressure automatically starts walking at their full capacity to for attainment of the objective of the enterprise.</p>	<p>Students listen Carefully.</p>	<p>135'</p> <p>Chalk Board</p>
<p>Definition of leadership</p>	<p>It may be define as the ability to exert interpersonal influences by means of communication.</p>	<p>Characteristics of leadership</p> <ol style="list-style-type: none"> 1. Followers 2. Personal Ability 3. Influencing Process 4. effect of situations 5. Non Cauter- -lity of limitation. 	

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
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Characteristics of leadership

1.

Followers

2.

Personal equality

Students

3.

Influencing process

listen

4.

effects of situations

Carefully

5.

Non-use of coercion

6.

full capability of the utilisation

Ability to motivate

leadership means motivating the followers to follow the leader.

Evaluation -

137.

- What do you mean by leadership.
- Make a list of characteristics of leadership.
- State any five qualities of a good leader.

Homework →

Write the definition characteristics of leadership & qualities of good leader in your notebook & learn it.

Announcement of Topic

The answer of the last question is given by the student is uncorrected, then the pupil teacher announces the topic that today we will discuss about the Communication.

Presentation of Topic

Pupil teacher presents the lesson "Communication" with active participation of students.

Teaching Point	P.T's Activity	Student Activity	Chalk Board
Meaning of Communication.	The word Communication has been derived from Latin word "Communis" which means common among 2 or more the 2 people in equal measure. In this word Communication means sharing thoughts among two or more than two people.	Students listen carefully & write in your note-book.	

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
Nature of	<p>The first important characteristics of communication is that there must be minimum no. of two persons because no single individual can have an exchange any ideas with himself.</p>	<p>Students listen carefully</p>	
Communi- -cation	<p>2. Communication can't be thought of an in the absence of exchange of ideas in order of complete process of communication</p>	<p>Nature of Communication</p> <ol style="list-style-type: none"> 1. Two or more persons 2. Exchange of ideas. 3. mutual understanding 4. Continous process. 5. Circular Process. 	

Evaluation -

- What do you mean by Communication.
- make a list of Communication Characteristics
- Explain that Communication is a Continuous process.

Homework -

Explain Communication in your Homework Notebook & learn it.

Lesson no - 19.

193.

Date

Pupil Teacher Name

Duration of the Period

Pupil Teacher Roll No.

Class XIIth

Average Age of the Pupils

Subject Commerce

Topic Controlling Process

Instructional Objectives

- Students will be able to explain the meaning of controlling.
- Students will be able to define Controlling.
- Students will be able to analyse the controlling process.
- Students will be able to describe Controlling process with example.

Instructional Aids -

General Aids - Chalk, Duster, Pointer etc.

Specific Aids - Chart (showing controlling process)

Previous Knowledge assumed
Pupil teacher assumed that the students have knowledge about the funⁿ of mgt.

Previous Knowledge Testing
P-T's Activities | Student Activity

What are the different functions of mgt. | Planning, organisation, staffing, directing, controlling.

Define organising | Organisation is the adjustment of specified part for accomplishment of some common purpose.

Pupil Teacher Activity | Pupil Activity
What comes after directing | Controlling

Define controlling | Unsatisfactory

Announcement of Topic

The answer of the last question given by the student is unsatisfactory then the pupil teacher announced the topic that today we will discuss about the controlling process.

Presentation of Topic

Pupil Teacher present the lesson controlling process with the active participation of students.

Teaching Point	P.T's Activity	Student Activity	Chalk Board
Meaning of Controlling	The chief func of Controlling is to ensure actual progress with rel- -rance to the objectives		
Defination of Controlling	"Controlling is the processing bring actual results & desired results closer together" - Phillip Kotler		<div data-bbox="925 1142 1228 1904" style="background-color: black; color: white; padding: 5px;"> <p>Control Proccesur</p> <ol style="list-style-type: none"> 1. setting stand- -ard. 2. measurement of actual Per- -formance 3. Comparison of actual performance 4. taking Co-operative action. </div>

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The first step of the process of control is setting standards.

Content	Pupil teacher Activity	Pupil Activity	Chalk Board
	Standards: those expectations a superior has from his subordinates		
	What do you mean by Controlling?	Controlling is the functions which bring the actual results closer desired results.	
Q2	Measurement of actual performance.		

Evaluation:-

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- What do you mean by Controlling ?
- Explain Controlling process .
- Give some examples of Controlling

Homework →

Write a short note on Controlling process. Klearn it .

Lesson No-20

148

Date

Pupil Teacher's Name

Duration of the period

pupil teacher's Roll No.

Class

XIIth

Average Age of the Pupils

Subject

Commerce

Topic

Financial mgt.

Instructional objectives

- Students will be able to describe meaning of financial mgt.
- Students will be able to classify the finance funⁿ.
- Students will be able to explain the aspect of financial mgt. with e.g.

Instructional Aids —

General Aids — chalk, Black Board, Duster etc.

Specific Aids — chart, (showing function).

Previous Knowledge Assumed.

Pupil teacher assumes that students have knowledge about financial mgt.

Previous Knowledge Testing	Pupil Activity
P.T's Activities Define mgt.	mgt. is an art of getting work done through others.

What is the main objective of mgt.	to make profit.
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What are the main resources of functions.	Finance, Plans, Labour etc.
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Pupil Teacher Activity	Pupil Activity
What is the financial mgt.?	Unsatisfactory

Announcement of topic

The answer of the last question given by the students unsatisfactory the pupil announces the topic that today we will discuss about the

financial mgt.

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Presentation of Topic →
Pupil teacher present the lesson
" financial mgt." with the active
participation of students.

teaching Point	P.T's Activity	Pupil Activity	chalk Board
	<p>The major activities of any business concern is to make profit for owners or goods or services.</p> <p>To search this finance mgt. refer to that part of mgt. activity which is concerned with efficient planning.</p>	<p>student listen carefully</p>	
Defination →	<p>" Financial mgt. is the operational activity of a business.</p>		

Content	Pupil teacher Activity	Pupil Activity	chalk Board
	<p>that is responsible for obtaining & effectively utilizing the funds needs for efficient operations.</p> <p>- J.L. Massie</p>	<p>Students listen Carefully & write it.</p>	
Functions	<p>1. Traditional Approach</p> <p>2. Modern Approach</p> <p>Acc. to traditional app. procurement of necessary finance.</p>	<p>Financial mgmt has 2 approach.</p> <p>1. Traditional Approach</p> <p>2. modern Approach.</p>	

Evaluation 1

- What do you understand by financial mgt.
- Give an definition of finance management.
- Explain the fun^c of finance management.

Homework 1

Write a note on finance of management in your homework & note down in it.

Lesson No. - 1

155

Pupil Teacher's Name _____ Duration of the Period _____
Class XIIIth Pupil Teacher's Roll No. _____
Subject Commerce - topic motivation Average Age of the Pupils _____

Instructional objectives

- Students will be able to define the meaning of motivation with definition.
- Students will be able to classify the characteristics of motivation.
- Students will be able to list out the importance of motivation.
- Students will be able to explain the process of motivation with examples.

Instructional Aids:-

General Aids - chalk, Duster, Black Board, pointer etc.

Specific Aids - chart a transparency,

Pupil Knowledge Assumed
Pupil teacher assumes that students have
Knowledge about mgt. & function of mgt.

Pre-entry Knowledge Testing
P.T's Activities Pupil Activities

Define management

management is an
art of getting thing
done through others.

state different funcⁿ of
management

Planning, organising,
directing, controlling

What are two main
factor of production?

Production and
human factors

Pupil teacher
Activity
How can we improve
the efficiency of
human factor?

Pupil Activity
We can improve
the efficiency
of human factor
of providing them
proper training &
motivation.
Maslow's factory

Define motivation

Announcement of Topic

The answer of last question given by students are unsatisfactory then the pupil teacher announces the topic that today we will discuss about motivation.

Presentation of Topic -

Pupil teacher presents the lesson "motivation" with active participation of students.

Teaching Point	P.T's Activities	Pupil Activity	Chalk Board
Learning:-	Motivation means inspiring the employee to work with greater enthusiasm and more efficiently and for the accomplishment of objectives of the enterprise.	Students listen Carefully.	Board
	The progress of work depends on the quality of motivation.		
	motivation is derived from word "motive" which means that	According to Koontz & Dowell:- The motive is to induce people to act in a desired manner.	

Po	Power in a person which implies him to do work.		
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Content	Pupil Teacher Activities	Pupil Activity	Chalk Board
Characteristics	On the Basis of the ideas presented by different scholars following are the characteristics of motivation.	Students listen Carefully	
1.	Motivation is a continuous process :- The job of a manager does not end by motivating or individual once.		
2.	Motivation is an external feelings which lies in words.		

Teaching Point-	P-T's Activities	Pupil Activity	159 Chalk Board
31	Each person has different motivational factor.	Students listen carefully & write in them.	
	Everybody has different aspirations & it is also clear that they motivate him. motivational factor happens to be different because of different needs & different pressures.		
4.	motivation may be given in many ways - it has many methods to perform its job keeping in the view need of PPI method of motivation.		

Chalk Board

Content

Pupil Teacher Activity

Pupil Activity

5) Motivation Creates morals —
 motivation happens to be different morals is created among the people by motivating them which converts their ability to do work into willingness. It is thus clear that motivates creates morals.

Characteristics of motivation:-
 ✓ It is a continuous process
 ✓ It is an internal feeling
 ✓ Each person has diff. motivation factor
 ✓ It may be given in many ways.

6) Motivation is the only solution to the problem. — The manager is faced with the problem of getting work out of the subordinates by making them willing to work.

Evaluation →

- Define the Term motivation.
- State importance of motivation.
- Explain the process of motivation.
- Explain four characteristics of motivation.

Homework 1

Explain motivation in your notebook & learn it.

Date

observation lesson No: 1

165

Pupil teacher's Name

Duration of the period

class XIIth

Pupil teacher's Roll No.

Subject S.S.T

Average Age of the pupils

Topic

1. P.K. Testing was done.
2. B.B. Summary was good.
3. Students were involved.
4. Examples were given to students.
5. Recap was done.
6. Home work was given.

Sign. of Pupil Teacher

Sign. of Supervisor

observation lesson No: 2

Date

Duration of the period

Pupil teacher's Name

Pupil Teacher's Roll No.

class VII

Average Age of the pupils

Subject English

Topic Voice

1. P.K. Testing was good.
2. P.T.'s voice was OK.
3. B.B. Summary was good.
4. Examples were given.
5. Home work was given.

Sign. of Pupil Teacher

Sign. of Supervisor

Observation lesson No. 3

Date _____ Duration of the Period _____
 Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
 Class VIIIth Average Age of the Pupils _____
 Subject S.S.T Topic दिल्ली का अधिपति

1. P.K. Testing was good.
2. P.T's voice was good.
3. Students were involved.
4. Announcement of topic was good.
5. Explanation of lesson was given.
6. Homework was given.

Sign. of Pupil Teacher _____ Sign. of Supervisor _____

Observation lesson :- 4

Date _____ Duration of the Period _____
 Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
 Class VIIth Average Age of the Pupils _____
 Subject Hindi Topic रवि

1. P.K. Testing was good.
2. Chart was used to explain the topic.
3. Introduction lesson was given.
4. Homework was given.

Sign. of Pupil Teacher _____ Sign. of Supervisor _____

Observation lesson no: 5

Date _____ Duration of the Period _____
 Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
 Class VIIIth Average Age of the Pupils _____
 Subject Hindi Topic सिद्धि

1. P.K. Testing was good.
2. B.B. Summary was OK.
3. Voice was available.
4. Recap was done.
5. Homework was given properly.

Sign of Pupil Teacher

Sign of Supervisor

Observation lesson no: 6

Date _____ Duration of the Period _____
 Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
 Class VIIth Average Age of the Pupils _____
 Subject संज्ञा Topic शक्ति व अज्ञान 43, 44

1. P.K. Testing was done properly.
2. Voice was available.
3. B.B. Summary was good.
4. Homework was given.
5. Recap was OK.

Sign of Pupil Teacher

Sign of Supervisor

Observation Lesson No. 7

Date _____ Duration of the Period _____
Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
Class _____ Average Age of the Pupils _____
Subject _____ Topic _____

1. P.K. Testing was good.
2. Students were involved.
3. Handwriting was good.
4. Recap was OK.

Sign of Pupil Teacher

Sign of Supervisor

Observation Lesson No. 8

Date _____ Duration of the Period _____
Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
Class _____ Average age of the pupils _____
Subject _____ Topic _____

1. P.K. Testing was good.
2. Chart was used.
3. Voice was clear.
4. Home work was given.
5. Recap was good.

Sign of Pupil Teacher

Sign of Supervisor

Observation lesson No- 9

Date _____

Pupil Teacher's Name _____

Duration of the Period _____

Class _____

Pupil teacher's Room No _____

Subject _____

Average Age of the Pupils _____
Topic _____

- 1. P.K. Testing was good.
- 2. Chart was used.
- 3. B.B. Summary was good.
- 4. Voice was clear.
- 5. Recap was good.

Sign of Pupil
Teacher

Sign of Supervisor

Observation lesson No- 10

Date _____

Pupil teacher's Name _____

Duration of the Period _____

Class _____

Pupil teacher's Room No _____

Subject _____

Average Age of the Pupils _____
Topic _____

- 1. P.K. Testing was good.
- 2. Students were involved.
- 3. Examples were given.
- 4. Homework was given.
- 5. Black Board was used.

Sign of Pupil
Teacher

Sign of Supervisor

observation lesson No-11

Date _____ Duration of the Period _____
Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
Class - VIIIth Average Age of the Pupils _____
Subject - S.S.T Topic _____

1. Question was asked.
2. Active Participation of students.
3. Teaching Aids was used.
4. class was well disciplined.
5. Homework was given.

Sign of Pupil Teacher

Sign of Supervisor

observation lesson No-12

Date _____ Duration of the Period _____
Pupil Teacher's Name _____ Pupil Teacher's Roll No. _____
Class VIIIth Average Age of the Pupils _____
Subject English Topic Parts of Noun

1. Class was fully disciplined.
2. P.K. Testing was good.
3. Recap was good.
4. Voice was clear.

Sign of Pupil Teacher

Sign of Supervisor