

GOVERNMENT POLYTECHNIC, DEBAGADA

Discipline: MINING	Semester: 5TH	Name of the Teaching faculty: Rajiv Lochan Bal, Sr. Lect. Mining
SUBJECT: LEADERSHIP AND MANAGEMENT SKILLS	No of Days/Week class alloted: 3	Semester from Date: 01/07/26 To Date: 15/11/26 No of weeks: 15
Week	Class Day	Topics
1st	1st	i) Lesson plan, Syllabus ii) Introduction to the course.
	2nd	Definition of leadership, management.
	3rd	Leadership theories.
2nd	1st	Leadership characteristics.
	2nd	Principles of management.
	3rd	Managerial functions.
3rd	1st	Leader v/s Manager, Leader/Manager traits and character.
	2nd	Leadership Styles.
	3rd	Human Resource Management: Meaning, Nature, Objectives, Scope.
4th	1st	Job & Job analysis.
	2nd	Staff Development: Need and Objectives of Staff Development, Approaches.
	3rd	CLASS TEST
5th	1st	Training & development
	2nd	Organizational Development: Components of OD process.
	3rd	Learning organization.
6th	1st	Self-awareness.
	2nd	Leadership characteristics, traits.
	3rd	Leadership skills & abilities.
7th	1st	Emotional intelligence & its components.
	2nd	Emotional intelligence importance in leadership.
	3rd	Communication skills for effective leadership.
8th	1st	Class Test-01 Test results & Discussion.
	2nd	barriers to effective communication.
	3rd	Active Listening, Mindful listening.
9th	1st	Leading & Mentorship – Influencing & mentoring.
	2nd	Goal setting & leadership.
	3rd	INTERNAL EXAMINATION
10th	1st	Transformative Leadership, vision & envisioning.
	2nd	Motivational role of leader in people management.

	3rd	Group & team.
11th	1st	Team dynamics.
	2nd	Conflict management.
	3rd	strategies in managing conflicts.
12th	1st	Models of change.
	2nd	Forces driving change.
	3rd	Change Management – process, goal, importance.
13th	1st	The process of change happening in an organization.
	2nd	Key aspects of leadership in change management
	3rd	responsibilities of a change leader.
14th	1st	CLASS TEST 2
	2nd	Class Test-02 Test results & Discussion.
	3rd	REVISION/DOUBT CLEARING CLASS.
15th	1st	REVISION/DOUBT CLEARING CLASS.
	2nd	REVISION/DOUBT CLEARING CLASS.
	3rd	VST

COURSE OUTCOMES: At the end of the course, the student will be able to:

Explain the principles of management

- Collaborate across cultures for effective team work
- Communicate with people for a positive work culture
- Demonstrate personal dispositions, skills & abilities of a leader
- Undertake the process of change management
- Design training for staff development
- Adapt suitable leadership style for improved work efficiency.

Rajiv Lochan Baul,
Signature of Faculty