

Lesson Plan Winter 2023-2024

Semester: 1st

Subject : TH4 BUSINESS STUDIES

Name of the Faculty : Barsa Pattnayak

Sl No	Title of the chapter	Month/Week	Class Day	Topic to be covered
1	UNIT-I Nature and Scope of Business	3rd /AUG	1st	1.1 Nature and Scope of Business
2			2nd	1.1 Nature and Scope of Business
3			3rd	1.1 Nature and Scope of Business
4		4TH/AUG	1st	1.2 Classification of Business activities
5			2nd	1.2 Classification of Business activities
6			3rd	1.2 Classification of Business activities
7			4th	1.3 Forms of Business Organization: Sole Proprietorship, Partnership, Joint Stock Company, Co-operative Society, Public Enterprise, MNCs
8			5th	1.3 Forms of Business Organization: Sole Proprietorship, Partnership, Joint Stock Company, Co-operative Society, Public Enterprise, MNCs
9		5TH/AUG	1st	1.3 Forms of Business Organization: Sole Proprietorship, Partnership, Joint Stock Company, Co-operative Society, Public Enterprise, MNCs
10			2nd	1.4 Features of the forms of the organizations
11		1ST/SEP	1st	1.4 Features of the forms of the organizations
12		2ND/SEP	1st	1.4 Features of the forms of the organizations
13			2nd	1.5 Merits and demerits of the forms of organizations
14			3rd	1.5 Merits and demerits of the forms of organizations
15		3rd/Sep	2nd	1.5 Merits and demerits of the forms of organizations
16			3rd	Quiz
17			4th	2.1 Concepts of Promotion, Stages in Promotion

18	UNIT-2 Company Formatio n and Promotio n as per Compani es Act 2013	5th	2.1	Concepts of Promotion, Stages in Promotion
19		4th/SEP	1st	2.1 Concepts of Promotion, Stages in Promotion
20			2nd	2.1 Concepts of Promotion, Stages in Promotion
21		5th/SEP	1st	2.2 Types of Joint Stock Companies
22			2nd	2.2 Types of Joint Stock Companies
23			3rd	2.2 Types of Joint Stock Companies
24			4th	2.2 Types of Joint Stock Companies
25			5th	2.3 Memorandum of Association, Clauses of MOA
26		1st/Oct	1st	2.3 Memorandum of Association, Clauses of MOA
27			2nd	2.3 Memorandum of Association, Clauses of MOA
28			3rd	2.3 Memorandum of Association, Clauses of MOA
29			4th	2.4 Articles of Association, Memorandum Of Association Vs Articles Of Association
30		2nd/Oct	1st	2.4 Articles of Association, Memorandum Of Association Vs Articles Of Association
31			2nd	2.4 Articles of Association, Memorandum Of Association Vs Articles Of Association
32			3rd	2.4 Articles of Association, Memorandum Of Association Vs Articles Of Association
33			4th	2.5 Prospectus, its contents, Statement in lieu of prospectus
34		3rd/Oct	1st	2.5 Prospectus, its contents, Statement in lieu of prospectus
35			2nd	2.5 Prospectus, its contents, Statement in lieu of prospectus
36			3rd	2.5 Prospectus, its contents, Statement in lieu of prospectus
37			4th	Quiz
38		5th/Oct	5th	3.1 Concept, Types of Foreign Trade
39			1st	3.1 Concept, Types of Foreign Trade
40		1st/Nov	2nd	3.1 Concept, Types of Foreign Trade
41			1st	3.1 Concept, Types of Foreign Trade
42		2nd/Nov	2nd	3.2 Need and importance of Foreign Trade
43			3rd	3.2 Need and importance of Foreign Trade
44			1st	3.2 Need and importance of Foreign Trade
45			2nd	3.2 Need and importance of Foreign Trade
46			3rd	3.3 Procedures of Import and Export Trade
47	UNIT-3 Foreign Trade	3rd/Nov	4th	3.3 Procedures of Import and Export Trade
48			5th	3.3 Procedures of Import and Export Trade
49		3rd/Nov	1st	3.3 Procedures of Import and Export Trade
50			2nd	3.4 Various documents used in Foreign Trade
51			3rd	3.4 Various documents used in Foreign Trade
52			4th	3.4 Various documents used in Foreign Trade
53			5th	quiz

54	UNIT-4 Stock Exchange	4th/Nov	1st	4.1	Stock Exchange: Meaning, features
55			2nd	4.1	Stock Exchange: Meaning, features
56			3rd	4.1	Stock Exchange: Meaning, features
57			4th	4.1	Stock Exchange: Meaning, features
58			5th	4.2	Role, functions, objectives
59		5th/Nov	1st	4.2	Role, functions, objectives
60			2nd	4.2	Role, functions, objectives
61			3rd	4.2	Role, functions, objectives
62			4th	4.3	Participants in Stock Exchange
63			5th	4.3	Participants in Stock Exchange
64		1st/Dec	1st	4.3	Participants in Stock Exchange
65			2nd	4.4	Major Stock Exchange in India: NSE, BSE
66			3rd	4.4	Major Stock Exchange in India: NSE, BSE
67			4th	Quiz	
68			5th	5.1	Financial Institution: Concept, its role
69	UNIT-5 Financial Institutions	2nd/DEC	5th	5.1	Financial Institution: Concept, its role
70			5th	5.2	Functions of Financial Institutions 5.3 Types of FIs: RBI, Commercial Banks, NABARD,
71		3rd/DEC	3rd	5.4	SIDBI, IDBI, IFCI, ICICI, SFC, LIC, UTI, GIC, Mutual Fund

Barra Pattnayak

Lesson Plan Winter 2023-2024

Semester: 3rd

Subject : TH 3- COMPANY LAW AND SECRETARIAL PRACTICE

Name of the Faculty : Barsa PattnayakS

Sl No	Title of the chapter	week/month	Class Day	Topic to be covered
1	Unit-I: INTRODUCTION	1ST/AUG	1st	1.0 Meaning, Definition and importance of secretarial Practice
2			2nd	1.0 Meaning, Definition and importance of secretarial Practice
3			3rd	1.0 Meaning, Definition and importance of secretarial Practice
4			4th	1.1 Type of Secretaries and their function functions
5		2nd Aug	1st	1.1 Type of Secretaries and their function functions
6			2nd	1.1 Type of Secretaries and their function functions
7			3rd	1.1 Type of Secretaries and their function functions
8			4th	1.2 Appointment of company Secretary
9			5th	1.2 Appointment of company Secretary
10		3rd/Aug	1st	1.2 Appointment of company Secretary
11			2nd	1.3 Rights Duties and Power of Company Secretary.
12			3rd	1.3 Rights Duties and Power of Company Secretary.
13			4th	1.4 Liabilities of Company Secretary
14		4th/Aug	1st	1.4 Liabilities of Company Secretary
15			2nd	1.4 Liabilities of Company Secretary
16			3rd	1.4 Liabilities of Company Secretary
17			4th	Revision of unit 1
18	Unit-II: COMPANY FORMATION & ISSUE OF AND DEBENTURE	5th/Aug	5th	2.0 Role of a secretary in the formation of a company
19			1st	2.0 Role of a secretary in the formation of a company
20		5th/Aug	2nd	2.0 Role of a secretary in the formation of a company
21			3rd	2.0 Role of a secretary in the formation of a company
22		1st/Sep	1st	2.1 Issue of Share and Debentures
23		2nd/Sep	1st	2.1 Issue of Share and Debentures
24			2nd	2.1 Issue of Share and Debentures
25			3rd	2.2 Procedures for application and allotment of shares
26			4th	2.2 Procedures for application and allotment of shares
27			1st	2.2 Procedures for application and allotment of shares
28			2nd	2.2 Procedures for application and allotment of shares

29	Unit-III: COMPANY MANAGEMENT	3rd/Sep	3rd	2.3 Forfeiture and Re-issue of Shares and debentures.
30			4th	2.3 Forfeiture and Re-issue of Shares and debentures.
31			5th	2.3 Forfeiture and Re-issue of Shares and debentures.
32		4th/Sep	1st	2.4 Share Certificates and Share Warrants
33			2nd	2.4 Share Certificates and Share Warrants
34			3rd	2.4 Share Certificates and Share Warrants
35			1st	2.4 Share Certificates and Share Warrants
36			2nd	Revision of unit 2
37		5th/Sep	3rd	3.0 Appointment, duties and powers of a Director
38			4th	3.0 Appointment, duties and powers of a Director
39	1st/OCT	1st	3.0 Appointment, duties and powers of a Director	
40		2nd	3.0 Appointment, duties and powers of a Director	
41		3rd	3.1 Appointment, Duties and powers of a Meaning Directors	
42		4th	3.1 Appointment, Duties and powers of a Meaning Directors	
43	2nd/Oct	1st	3.1 Appointment, Duties and powers of a Meaning Directors	
44		2nd	3.2 Company Meeting – Types of Meeting	
45		3rd	3.2 Company Meeting – Types of Meeting	
46		4th	3.2 Company Meeting – Types of Meeting	
47		5th	3.2 Company Meeting – Types of Meeting	
48	3rd/Oct	1st	3.3 Secretarial Work regarding conduct of a meeting	
49		2nd	3.3 Secretarial Work regarding conduct of a meeting	
50		3rd	3.3 Secretarial Work regarding conduct of a meeting	
51		4th	Revision of unit 3	
52	Unit-IV: COMPANY MEETINGS	5th/Oct	5th	4.0 Preparing of an Agenda
53			1st	4.0 Preparing of an Agenda
54			2nd	4.1 Quorum
55			1st	4.1 Quorum
56		1st/Nov	2nd	4.2 Voting
57			3rd	4.2 Voting
58		2nd/Nov	1st	4.3 Poll
59			2nd	4.4 Proxies
60	3rd		Revision of unit 4	
61	Unit – V: RESOLUTIONS	4th	5.1 Types of Minutes	
62		5th	5.2 Recording of Minutes	
63	3rd/Nov	1st	5.2 Recording of Minutes	
64		2nd	5.2 Recording of Minutes	
65		3rd	5.3 Secretarial Work regarding Resolutions	
66		4th	5.3 Secretarial Work regarding Resolutions	
67		5th	5.3 Secretarial Work regarding Resolutions	
68			1st	5.3 Secretarial Work regarding Resolutions
69			2nd	5.3 Secretarial Work regarding Resolutions

70		4th/Nov	3rd	Revision of unit 5
71			4th	Revision of unit 5
72			5th	Revision of unit 5
73		5th/Nov	1st	Revision of unit 5
74			2nd	Revision of unit 5

Bansa Pathnayak

Lesson Plan Winter 2023-2024

Semester: 5th
Subject : Th.4 Management Principles & Applications
Name of the Faculty : Barsa Pattnayak

Sl No	Title of the chapter	week/month	Class day	Topic to be covered
1	UNIT 1 INTRODUCTION TO PRINCIPLES OF MANAGEMENT	1st/Aug	1st	Management- Definition
2			2nd	Management Importance
3			3rd	Management Functions
4			4th	Nature- as profession
5		2nd/Aug	1st	Nature- Science and Art
6			2nd	Universality of Management
7			3rd	Levels of Management
8			4th	Managerial Tasks and Skills
9			5th	Different Schools of Thoughts
10		3rd/Aug	1st	Classical School-Contributions of Taylor
11			2nd	Classical School-Contribution of Henri Fayol
12			3rd	Neo-classical school-Human Relations Approach
13			4th	Behavioral Science Approach
14			1st	Modern School System Approach
15			2nd	Modern School System Approach
16		4th/Aug	3rd	Contingency Approach
17			4th	Contingency Approach
18			5th	Quiz
19	UNIT 2 PLANNING	5th/Aug	1st	Planning-Concept
20			2nd	Planning-Importance
21		1st/Sep	1st	Planning-Steps
22			2nd	Planning-Types
23		2nd/Sep	1st	Barriers To Effective Planning
24			2nd	Remedial Measures
25			3rd	Strategic Planning-Concept
26			4th	Forecasting –Concept
27			5th	Forecasting- Techniques
28		3rd/Sep	1st	Revision of unit 2
29			2nd	Quiz
30			3rd	Organising-Concept
31		4th/Sep	4th	Organising-Importance
32			5th	Organising-Principles
33	1st		Different Organization Models-Line & Staff	
34	2nd		Different Organization Modles-Functional	
35	UNIT 3 ORGANISING	3rd	Departmentation-Need & Basis	
36		4th	Departmentation-Principles	
37		5th/Sep	1st	Delegation of Authority-Elements
38			2nd	Delegation-Steps Barriers
39			3rd	Centralization of Authority
40			4th	Decentralization Of Authority

41			5th	Span Of Management-Concept
42			1st	Span of Management-Determining Factors
43		1st/Oct	2nd	Revision of unit 3
44			3rd	Quiz
45			4th	Directing: Concepts
46		2nd/Oct	1st	Importance of Directing
47			2nd	Leadership: Concept
48			3rd	Leadership-Importance
49			4th	Leadership-Types
50	UNIT 4		1st	Leadership Traits
51	DIRECTING	3rd/Oct	2nd	Tannenbaum & Schmidt's Model
52	AND		3rd	Blake & Mouton's Model
53	STAFFING		4th	Staffing: Concepts
54		5th/Oct	1st	Staffing: Importance
55			2nd	Staffing: Importance
56			1st	Quiz
57		1st/Nov	2nd	Motivation: Concept,Importance
58	UNIT 5		3rd	Importances Of Need Theory
59	MOTIVATIO		1st	Contributions Of Mcgregor,Maslow
60	N, CO-	2nd/Nov	2nd	Contribution of Herzberg
61	ORDINATION		3rd	Coordination: Concepts,Importance
62	AND		4th	Coordination: Concepts,Importance
63	CONTROL		5th	Coordination: Concepts,Importance
64			1st	Coordination: Concepts,Importance
65		3rd/Nov	2nd	revision
66			3rd	revision
67			4th	revision
68			5th	revision
69			1st	quiz
70		4th/Nov	2nd	quiz
71			3rd	Class test
72			4th	Class test
73			5th	Class test
74		5th/Nov	1st	Class test

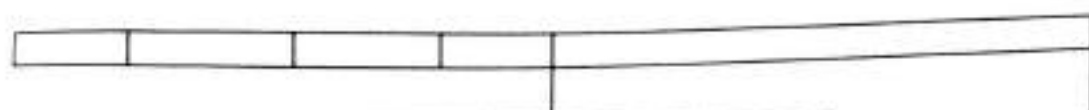
Bansa Pattnayak

Subject : Th5. ENVIRONMENTAL STUDIES

Name of the Faculty : Barsa Pattnayak

Sl No	Title of the chapter	week/month	Class Day	Topic to be covered
1	The Multidisciplinary nature of environmental studies	1st/Aug	1st	1.1 Definition, scope and importance
2			2nd	1.2 Need for public awareness.
3			1st	1.2 Need for public awareness.
4		2nd/Aug	1st	a) Natural resources and associated problems. 2.1.1. Forest resources: Use and over-exploitation, deforestation, case studies, Timber extraction mining, dams and their effects on forests and tribal people
5			2nd	surface and ground water, floods, drought, conflicts over water, dam's benefits and problems
6			3rd	environmental effects of extracting and using mineral resources.
7		3rd/Aug	4th	changes caused by agriculture and over grazing, effects of modern agriculture, fertilizers- pesticides
8			1st	2.1.5. Energy Resources: Growing energy need, renewable and non-renewable energy sources, use of alternate energy sources, case studies
9			2nd	2.1.6. Land Resources: Land as a resource, land degradation, man induces landslides, soil erosion, and desertification.
10		4th/Aug	3rd	b) Role of individual in conservation of natural resources.
11			1st	c) Equitable use of resources for sustainable life styles
12			2nd	3.1. Concept of an eco system. 3.2. Structure and function of an eco system
13		5th/Aug	3rd	3.3. Producers, consumers, decomposers
14			4th	3.4. Energy flow in the eco systems
15			1st	3.5. Ecological succession
16	Systems	2nd/Sep	2nd	3.6. Food chains, food webs and ecological pyramids
17			3rd	3.7. Introduction, types, characteristic features, structure and function of the following eco system
18			1st	3.8. Forest ecosystem
19		3rd/Sep	2nd	3.9. Aquatic eco systems (ponds, streams, lakes, rivers, oceans, estuaries).
20			3rd	ecosystem diversity
21			1st	4.2. Biogeographically classification of India
22	Biodiversity and it's Conservation	3rd/Sep	2nd	4.3. Value of biodiversity: consumptive use, productive use, social ethical, aesthetic and optin values
23			3rd	4.4. Biodiversity at global, national and local level
24			4th	4.5. Threats to biodiversity: Habitats loss, poaching of wild life, man wildlife conflicts

25	Environmental Pollution	4th/Sep	4th	5.1. Definition Causes, effects and control measures of: a) Air pollution
26			1st	b) Water pollution
27			2nd	c) Soil pollution
28		5th/Sep	3rd	d) Marine pollution
29			4th	e) Noise pollution
30			5th	f) Thermal pollution
31		1st/Oct	1st	g) Nuclear hazards
32			2nd	5.2. Solid waste Management: Causes, effects and control measures of urban and industrial wastes
33			3rd	5.3. Role of an individual in prevention of pollution
34		2nd/Oct	1st	5.4. Disaster management: Floods, earth quake, cyclone and landslides
35			2nd	5.4. Disaster management: Floods, earth quake, cyclone and landslides
36			3rd	5.4. Disaster management: Floods, earth quake, cyclone and landslides
37	4th		6.1. Form unsustainable to sustainable development	
38	social issue and the environment	3rd/Oct	1st	6.2. Urban problems related to energy
39			2nd	6.3. Water conservation, rain water harvesting, water shed management
40			3rd	6.4. Resettlement and rehabilitation of people; its problems and concern
41			4th	6.5. Environmental ethics: issue and possible solutions
42		5th/oct	1st	6.6. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, case studies
43			2nd	6.7. Air (prevention and control of pollution) Act
44		1st/Nov	1st	6.8. Water (prevention and control of pollution) Act
45			2nd	6.8. Water (prevention and control of pollution) Act
46	Human population and the environment	2nd/Nov	1st	6.9. Public awareness
47			2nd	7.1. Population growth and variation among nations
48			3rd	7.2. Population explosion- family welfare program
49		3rd/nov	4th	7.3. Environment and human health
50			1st	7.4. Human rights
51			2nd	7.5. Value education
52			3rd	7.6. Role of information technology in environment and human health
53			4th	7.6. Role of information technology in environment and human health
54	4th/Nov	1st	revision unit 1	
55		2nd	revision unit 2	
56		3rd	revision unit 3	
57		4th	revision unit 4	
58	5th/Nov		revision unit 5	
59			revision unit 6	
60			revision unit 7	



Bansa Pattanayak

Lesson Plan Winter 2023-2024

Semester: 5th

Subject : Pr.1 Seminar & GD

Name of the Faculty : Barsa Patttnayak

Sl No	Title of the chapter	week/month	Class day	Topic to be covered
1	Seminar and GD	1st/Aug	1st	What is Seminar.
2			2nd	What is Group Discussion.
3			3rd	Features of GD.
4		2nd/Aug	1st	Features of GD.
5			2nd	Features of GD.
6			3rd	Topic Presentation (Economics)
7		3rd/Aug	1st	Topic Presentation (Economics)
8			2nd	Topic Presentation (Economics)
9			3rd	Topic Presentation (Economics)
10		4th/Aug	1st	Topic Presentation (Economics)
11			2nd	Group Discussion
12			3rd	Group Discussion
13		1st/Sep	1st	Group Discussion
14		2nd/Sep	1st	Group Discussion
15			2nd	Topic Presentation (Politics)
16		3rd/Sep	1st	Topic Presentation (Politics)
17			2nd	Topic Presentation (Politics)
18			3rd	Topic Presentation (Politics)
19		4th/Sep	1st	Group Discussion
20			2nd	Group Discussion
21		5th/Sep	1st	Group Discussion
22			2nd	Group Discussion
23		1st/Oct	1st	Topic Presentation (Finance)
24			2nd	Topic Presentation (Finance)
25			3rd	Topic Presentation (Finance)
26		2nd/Oct	1st	Topic Presentation (Finance)
27			2nd	Topic Presentation (Finance)
28			3rd	Group Discussion
29		3rd/Oct	1st	Group Discussion
30			2nd	Group Discussion
31			3rd	
32		1st/Nov	1st	Topic Presentation (General Issues)
33			2nd	Topic Presentation (General Issues)
34			3rd	Topic Presentation (General Issues)
35		2nd/Nov	1st	Topic Presentation (General Issues)
36			2nd	Group Discussion
37			3rd	Group Discussion
38		3rd/Nov	1st	Group Discussion
39			2nd	Group Discussion

40			3rd	Group Discussion
41			1st	Topic Presentation
42			2nd	Topic Presentation
43		4th/Nov	3rd	Topic Presentation
44			1st	Group Discussion
45		5th/Nov	2nd	Group Discussion

Baria Pathnagela

Lesson Plan Winter 2023-2024

Semester: 1st

Subject : PR4 SEMINAR

Name of Faculty : Barsa Pattanayak

Sl No	Title of the chapter	Month/Week	Class Day	Topic to be covered
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48			1st	Topic presentation	(General issues)
49			2nd	Topic presentation	(General issues)
50			3rd	Topic presentation	(General issues)
51			4th	Topic presentation	(General issues)
52			1st	Topic presentation	(General issues)
53			2nd	Topic presentation	(General issues)
54			3rd	Topic presentation	(General issues)
55			4th	Topic presentation	(General issues)
56			1st	Group Discussion	
57			2nd	Group Discussion	
58			3rd	Group Discussion	
59			4th	Group Discussion	
60			1st	Group Discussion	
61			2nd	Group Discussion	
62			1st	Topic presentation	
63			2nd	Topic presentation	
64			1st	Topic presentation	
65			1st	Group Discussion	
66			2nd	Group Discussion	
67			3rd	Group Discussion	
68			4th	Group Discussion	
69			1st	Group Discussion	

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