

Semester: 5th

Lesson Plan Winter 2023

Subject : Th.2 Financial Management

Name of the Faculty : Smita Subhadarsini Sahoo

Sl No	chapter	week/month	Class Day	Topic to be covered
1	UNIT 1: INTRODUCTION	1st/Aug	1st	Meaning & Definition of Financial Management
2			2nd	Meaning & Definition of Financial Management
3			3rd	Concepts of Financial Management
4			4th	Concepts of Financial Management
5		2nd/Aug	1st	Nature and Scope of Financial Management
6			2nd	Nature and Scope of Financial Management
7			3rd	Nature and Scope of Financial Management
8			4th	Financial goals: Profit Vs Wealth maximisation
9			5th	Financial goals: Profit Vs Wealth maximisation
10		3rd /Aug	1st	Financial goals: Profit Vs Wealth maximisation
11			2nd	Financial Functions
12			3rd	Financial Functions
13			4th	Role of Finance Manager
14		4th/Aug	1st	Role of Finance Manager
15			2nd	Sources of Finance: Equity Capital
16			3rd	Sources of Finance: Equity Capital
17			4th	Source of Finance: Preference Capital
18		5th/Aug	1st	Source of Finance: Preference Capital
19			2nd	Source of Finance: Debentures
20			3rd	Source of Finance: Debentures
21		1st/Sep	1st	Source of Finance: Term Loans
22			2nd	Source of Finance: Term Loans
23	Unit 2 Valuation concept and cost of capital	2nd/ Sep	1st	Time Preference of Money: Introduction
24			2nd	Compound Value
25			3rd	Compound Value
26			4th	Present Value
27			5th	Present Value
28		3rd/Sep	1st	Present Value
29			2nd	Annuity
30		4th/Sep	1st	Annuity
31			2nd	Annuity
32			3rd	Net Present Value
33			4th	Net Present Value
34			5th	Net Present Value
35		5th/Sep	1st	QUIZ
36			2nd	Cost of Capital: Concept
37			3rd	Cost of Capital: Concept
38			4th	Measurement of Cost of Capital
39			5th	Weighted Average Cost of Capital
40		1st/Oct	1st	Weighted Average Cost of Capital
41			2nd	Weighted Average Cost of Capital
42			3rd	Weighted Average Cost of Capital
43			4th	Introduction & Concept of Capital Budgeting
44			5th	Introduction & Concept of Capital Budgeting
45	UNIT 3 CAPITAL BUDGETING &	2nd/Oct	1st	Techniques of Capital Budgeting
46			2nd	Techniques of Capital Budgeting
47			3rd	Techniques of Capital Budgeting
48			4th	Factors affecting Capital Budgeting Decisions
49			5th	Factors affecting Capital Budgeting Decisions
50			1st	Capital Structure: Meaning & Concepts

CAPITAL STRUCTURE	3rd/Oct	2nd	Capital Structure: Meaning & Concepts
		3rd	Designing Capital Structure
		4th	Designing Capital Structure
		5th	Designing Capital Structure
UNIT 4 WORKING CAPITAL MANAGEMENT T-I	5th/Oct	1st	QUIZ
		2nd	Meaning & Concept of Working Capital
	1st /Nov	1st	Meaning & Concept of Working Capital
		2nd	Types of Working Capital
		3rd	Types of Working Capital
	2nd/Nov	1st	Factors Influencing Working Capital Requirements
		2nd	Factors Influencing Working Capital Requirements
		3rd	Working Capital Cycle
		4th	Working Capital Cycle
		5th	Working Capital Cycle
UNIT 5 WORKING CAPITAL MANAGEMENT T-II	3rd /Nov	1st	QUIZ
		2nd	Cash Management- Concept
		3rd	Cash Management- Concept
		4th	Cash Management- Concept
		5th	Receivables Management
	4th/Nov	1st	Receivables Management-Concepts
		2nd	Inventory Management- Concept
		3rd	Inventory Management-Techniques,Needs
		4th	Inventory Management-Techniques,Needs
		5th	Inventory Management-Techniques,Needs
	5th/Nov	1st	Revision unit V

Smriti Subhadarini Sahu

Plan Winter 2023

Semester: 5th			
Subject : Pr.3 Project Work Phase-I			
Name of the Faculty : Smita Subhadarsini Sahoo & Mukunda Sahoo			

Sl No.	Topic of the	week/month	Class day	Topic to be covered
1		AUG/1ST WEEK	1st	GENERAL INFORMATION
2			2nd	GENERAL INFORMATION
3			1st	GENERAL INFORMATION
4		AUG/2ND WEEK	2nd	GENERAL INFORMATION
5			3rd	GENERAL INFORMATION
6			4th	EXECUTIVE SUMMARY
7		AUG/3RD WEEK	1st	EXECUTIVE SUMMARY
8			2nd	EXECUTIVE SUMMARY
9			3rd	EXECUTIVE SUMMARY
10		AUG/4TH WEEK	1st	ORGANISATION SUMMARY
11			2nd	ORGANISATION SUMMARY
12			3rd	ORGANISATION SUMMARY
13		AUG/5TH WEEK	4th	ORGANISATION SUMMARY
14			1st	ORGANISATION SUMMARY
15		SEP/1ST WEEK	2nd	PROJECT DESCRIPTION
16			3rd	PROJECT DESCRIPTION
17			4th	PROJECT DESCRIPTION
18		SEP/2ND WEEK	1st	MARKETING PLAN
19			2nd	MARKETING PLAN
20			3rd	MARKETING PLAN
21		SEP/3RD WEEK	1st	MARKETING PLAN
22			2nd	MARKETING PLAN
23		SEP/4TH WEEK	3rd	CAPITAL STRUCTURE AND OPERATING COST
24			4th	CAPITAL STRUCTURE AND OPERATING COST
25			1st	CAPITAL STRUCTURE AND OPERATING COST
26			2nd	CAPITAL STRUCTURE AND OPERATING COST
27		OCT/1ST WEEK	3rd	CAPITAL STRUCTURE AND OPERATING COST
28			4th	MANAGEMENT PLAN
29			1st	MANAGEMENT PLAN
30		OCT/2ND WEEK	2nd	MANAGEMENT PLAN
31			3rd	FINANCIAL ASPECTS
32			4th	FINANCIAL ASPECTS
33		OCT/3RD WEEK	1st	TECHNICAL ASPECTS

34			2nd	TECHNICAL ASPECTS
35			3rd	TECHNICAL ASPECTS
36		OCT/4TH WEEK	4th	TECHNICAL ASPECTS
37			1st	PROJECT IMPLEMENTATION
38			2nd	PROJECT IMPLEMENTATION
39			3rd	PROJECT IMPLEMENTATION
40		NOV/1ST WEEK	4th	SOCIAL RESPONSIBILITY
41			1st	SOCIAL RESPONSIBILITY
42			2nd	FEASIBILITY STUDY REPORT
43		NOV/2ND WEEK	3rd	FEASIBILITY STUDY REPORT
44			4th	FEASIBILITY STUDY REPORT
45			1st	DETAILED STUDY REPORT
46		NOV/3RD WEEK	2nd	DETAILED STUDY REPORT
47			3rd	DETAILED STUDY REPORT
48			4th	DETAILED STUDY REPORT
49			1st	DETAILED STUDY REPORT
50		NOV/4TH WEEK	2nd	DETAILED STUDY REPORT
51			3rd	DETAILED STUDY REPORT
52			1st	DETAILED STUDY REPORT
53			2nd	DETAILED STUDY REPORT
54		DEC/1ST WEEK	3rd	DETAILED STUDY REPORT

Amra Subhakar Sahu

Lesson Plan Winter 2023

Semester: 3rd				
Subject : TH1 Fundamentals of Office Management				
Name of the Faculty : Smita Subhadarsini Sahoo				
Sl No	Title of the chapter	week/month	Class Day	Topic to be covered
1	Introduction to Office	1st /Aug	1st	1.1 Meaning of Definition of Office
2			2nd	1.1 Meaning of Definition of Office
3			3rd	1.2 Nature of Office Work
4			4th	1.2 Nature of Office Work
5		2nd/ Aug	1st	1.3 Importance and Functions of Office
6			2nd	1.3 Importance and Functions of Office
7			3rd	1.4 Meaning and Definition of Office Management
8			4th	1.4 Meaning and Definition of Office Management
9			5th	1.5 Functions, Duties and Qualities of Office Manager
10		3rd/Aug	1st	1.5 Functions, Duties and Qualities of Office Manager
11			2nd	Quiz
12	3rd		2.1 Record Keeping: Objectives, Principles of Record Keeping	
13	4th		2.1 Record Keeping: Objectives, Principles of Record Keeping	
14	5th		2.1 Record Keeping: Objectives, Principles of Record Keeping	
15	4th/Aug	1st	2.1 Record Keeping: Objectives, Principles of Record Keeping	
16		2nd	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
17		3rd	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
18		4th	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
19		5th	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
20	5th/Aug	1st	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails	
21		2nd	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails	
22		3rd	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails	
23	Record Management		1st	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails
24			2nd	2.4 Meaning and Definition of Organization Structure

25	Office Accommodation and Working Environment	1st /SEP	3rd	2.4 Types of Organization Structure
26			4th	2.4 Types of Organization Structure
27				2.4 Types of Organization Structure
28		2nd/Sep	1st	2.4 Types of Organization Structure
29			2nd	2.4 Types of Organization Structure
30			3rd	2.4 Meaning and Definition of Organization Structure, Types of Organization Structure
31			4th	2.5 Advantages and Disadvantages of Different Types of Structures
32		3rd/ Sep	1st	2.5 Advantages and Disadvantages of Different Types of Structures
33			2nd	2.5 Advantages and Disadvantages of Different Types of Structures
34			3rd	2.5 Advantages and Disadvantages of Different Types of Structures
35			4th	Quiz
36		4th/Sep	1st	3.1 Meaning and Importance of Office Accommodation
37			2nd	3.1 Meaning and Importance of Office Accommodation
38			3rd	3.2 Factors Influencing Choice of Office Accommodation
39		5th/Sep	1st	3.2 Factors Influencing Choice of Office Accommodation
40			2nd	3.3 Meaning and Definition of Working Environment
41			3rd	3.3 Meaning and Definition of Working Environment
42			4th	3.3 Meaning and Definition of Working Environment
43			5th	3.3 Meaning and Definition of Working Environment
44		1st /Oct	1st	3.4 Factors Affecting Working Environment
45			2nd	3.4 Factors Affecting Working Environment
46			3rd	Quiz
47			4th	4.1 Supervisory Skill: Meaning, Skills of Supervisor
48		2nd/Oct	1st	4.1 Supervisory Skill: Meaning, Skills of Supervisor
49			2nd	4.1 Supervisory Skill: Meaning, Skills of Supervisor
50			3rd	4.2 Function of Supervisor

51	Supervisory Skills & Communication	3rd/Oct	4th	4.2 Function of Supervisor
52			5th	4.2 Function of Supervisor
53			1st	4.3 Communication: Meaning, Process, Tools and Types
54			2nd	4.3 Communication: Meaning, Process, Tools and Types
55			3rd	4.3 Communication: Meaning, Process, Tools and Types
56			4th	4.3 Communication: Meaning, Process, Tools and Types
57			5th	4.4 Barriers in Communication
58		5th/Oct	1st	4.4 Barriers in Communication
59			2nd	REVISION
60		Leadership and Motivation	1st /Nov	1st
61	2nd			5.1 Leadership: Meaning and concept, Importance
62	2nd/Nov		1st	5.1 Leadership: Meaning and concept, Importance
63			2nd	5.2 Qualities of a leader, Relationship and difference
64			4th	5.2 Qualities of a leader, Relationship and difference
65	3rd/Nov		1st	5.3 Leadership and Motivation, Organizational Leadership
66			2nd	5.4 Leadership Ethics: Trait of an ethical leader
67			3rd	5.4 Leadership Ethics: Trait of an ethical leader
68			5th	Leadership Ethics
69	4th/Nov		1st	Qualities of a Leader
70		2nd	REVISION	
71		3rd	REVISION	
72		5th	REVISION	
73	5th/Nov	1st	REVISION	
74		2nd	REVISION	
75		3rd	REVISION	

Inspector Subhadarshan Lal...

Lesson Plan Winter 2023

Semester: 3rd

Subject : TH 2- HUMAN RESOURCE MANAGEMENT

Name of the Faculty : Smita Subhadarsini Sahoo

Sl No	Title of the chapter	week/month	Class Day	Topic to be covered
1	Unit I: Human Resource Management	1st/Aug	1st	1.1 Concept, Functions and role
2			2nd	1.1 Concept, Functions and role
3			3rd	1.2 Status and competencies of HR Manager
4			4th	1.2 Status and competencies of HR Manager
5		2nd/Aug	1st	1.3 HR Policies, Evolution of HRM
6			2nd	1.3 HR Policies, Evolution of HRM
7			3rd	1.4 Emerging Challenges of HRM
8			4th	1.4 Emerging Challenges of HRM
9			5th	1.5 Working diversity, empowerment, Downsizing
10		3rd /Aug	1st	1.5 Working diversity, empowerment, Downsizing
11			2nd	1.6 VRS, Human Resource Information System
12			3rd	1.6 VRS, Human Resource Information System
13	Unit II: Acquisition of Human Resource	4th/Aug	4th	2.1 Human Resource Planning- Quantitative and Qualitative dimensions
14			1st	2.1 Human Resource Planning- Quantitative and Qualitative dimensions
15			2nd	2.1 Human Resource Planning- Quantitative dimensions
16			3rd	2.1 Human Resource Planning- Quantitative dimensions
17			4th	2.1 Human Resource Planning- Qualitative dimensions
18		5th/Aug	1st	2.1 Human Resource Planning- Qualitative dimensions
19			2nd	2.2 Job analysis – job description
20			3rd	2.2 Job analysis – job description
21		1st/Sep	1st	2.2 Job analysis – job specification
22			2nd	2.2 Job analysis – job specification
23		2nd/ Sep	1st	2.3 Recruitment – Concept
24			2nd	2.3 Recruitment – Concept
25			3rd	2.3 Recruitment – sources
26			4th	2.4 Selection – process

27	Unit III: Training and Development	3rd/Sep	5th	2.4 Selection – test and interview
28			1st	2.4 Selection – placement induction
29			2nd	3.1 Concept and Importance
30		4th/Sep	1st	3.2 Identifying Training and Development needs
31			2nd	3.3 Designing Training Programmes
32			3rd	Types of Trainings
33			4th	3.4 Role Specific and Competency Based Training
34			5th	3.4 Role Specific and Competency Based Training
35		5th/Sep	1st	3.5 Evaluating Training Effectiveness
36			2nd	3.5 Evaluating Training Effectiveness
37			3rd	3.5 Evaluating Training Effectiveness
38			4th	3.6 Training Process Outsourcing
39			5th	3.6 Training Process Outsourcing
40		1st/Oct	1st	3.7 Management Development
41			2nd	3.7 Management Development
42			3rd	3.7 Career Development
43			4th	3.7 Career Development
44			5th	Revision of unit III
45	Unit IV: Performance Appraisal	2nd/Oct	1st	4.1 Nature and Objectives
46			2nd	4.1 Nature and Objectives
47			3rd	4.2 Modern Techniques of Performance Appraisal
48			4th	4.2 Modern Techniques of Performance Appraisal
49			5th	4.3 Potential Appraisal
50		3rd/Oct	1st	4.3 Employee counselling
51			2nd	4.4 Job Changes – Transfer
52			3rd	4.4 Promotions
53			4th	4.5 Compensation: Concept
54			5th	4.5 Compensation: Policies
55		5th/Oct	1st	4.5 Job Evaluation
56			2nd	4.6 Methods of Wage Payments , piece rate system,time rate system
57		1st /Nov	1st	4.6 Incentive plan
58			2nd	Advantages and disadvantages of the wage methods
59			3rd	4.7 Fringe Benefits
60		7th/Nov	1st	Performance Linked Compensation.
61			2nd	Revision of Unit IV

Semester
Subjer
Nan

62	Unit V: Maintenance	3rd /Nov	3rd	5.1 Employee Health and Safety
63			4th	Employee Welfare
64			5th	Employee Welfare
65			1st	Social Security
66			2nd	5.2 Employer Employee Relations - An Overview
67		4th/Nov	3rd	5.2 Employer Employee Relations - An Overview
68			4th	5.3 Grievance Handling
69			5th	5.3 Grievance Handling
70			1st	5.3 Redressal Industrial Disputes
71			2nd	5.3 Redressal Industrial Disputes
72			3rd	Redressal Industrial Disputes Causes,Settlement Machinery
73			4th	Redressal Industrial Disputes Causes,Settlement Machinery
74			5th	Redressal Industrial Disputes Causes,Settlement Machinery
75		5th/Nov	1st	Revision of Unit V
			2nd	Revision of Unit I,II,III,IV

Amrita Subhadavari Lab.

Lesson Plan Winter 2023

Semester: 1st

Subject : PR2 STENOGRAPHY & DEO

Name of the Faculty :

Sl No	Title of the chapter	Month/Week	Class Day	Topic to be covered
1	UNIT-1 Shortha	3rd /Aug	1st	1.1 Importance of shorthand, related subjects
2			2nd	1.1 Importance of shorthand, related subjects
3			3rd	1.1 Importance of shorthand, related subjects
4			4th	1.1 Importance of shorthand, related subjects
5		4th/Aug	1st	1. 1 Importance of shorthand, related subjects
6			2nd	1.2 Emphasis on phonetic System, Various tools required
7			3rd	1.2 Emphasis on phonetic System, Various tools required
8			4th	1.2 Emphasis on phonetic System, Various tools required
9		5th/Aug	1st	1.2 Emphasis on phonetic System, Various tools required
10			2nd	1.2 Emphasis on phonetic System, Various tools required
11			3rd	1.3 Holding of pen and notebooks and their quality
12			4th	1.3 Holding of pen and notebooks and their quality
13		1st/Sep	1st	1.23 Holding of pen and notebooks and their quality
14			2nd	1.3 Holding of pen and notebooks and their quality
15			1st	1.3 Holding of pen and notebooks and their quality

16	UNIT-II VOWELS	2nd/Sep	2nd	1.4 Explanation of consonants
17			3rd	1.4 Explanation of consonants
18			4th	1.4 Explanation of consonants
19		3rd Sep	1st	1.4 Explanation of consonants
20			2nd	1.4 Explanation of consonants
21			3rd	2.1 Vowel sounds
22			4th	2.1 Vowel sounds
23			5th	2.2 Intervening vowels and positions
24		4th/Sep	1st	2.2 Intervening vowels and positions
25			2nd	2.2 Intervening vowels and positions
26			3rd	2.3 Grammalogues, Phreseography and punctuation marks
27		5th/Sep	1st	2.3 Grammalogues, Phreseography and punctuation marks
28			2nd	2.3 Grammalogues, Phreseography and punctuation marks
29			3rd	2.3 Grammalogues, Phreseography and punctuation marks
30			4th	2.3 Grammalogues, Phreseography and punctuation marks
31			5th	2.4 CIRCLES, HOOKS, LOOPS, Vowels indications, joining of outlines,
32		1st /Oct	1st	2.4 CIRCLES, HOOKS, LOOPS, Vowels indications, joining of outlines,
33			2nd	2.4 CIRCLES, HOOKS, LOOPS, Vowels indications, joining of outlines,
34			3rd	2.4 Initial and final hooks, Halving and doubling principles
35			4th	2.4 Initial and final hooks, Halving and doubling principles
36		2nd/Oct	5th	3.1 Diphthongs, Medials, Semi- Circles
37			1st	3.1 Diphthongs, Medials, Semi- Circles
38			2nd	3.1 Diphthongs, Medials, Semi- Circles
39			3rd	3.1 Diphthongs, Medials, Semi- Circles

40	UNIT-III DYPT HONGS, MEDIALS, SEMI- CIRCLES	3rd/Oct	4th	3.1 Diphthongs, Medials, Semi- Circles
41			5th	3.2 Compounds, Prefixes and Suffixes
42			1st	3.2 Compounds, Prefixes and Suffixes
43			2nd	3.2 Compounds, Prefixes and Suffixes
44			3rd	3.2 Compounds, Prefixes and Suffixes
45			4th	3.2 Compounds, Prefixes and Suffixes
46			5th	3.5 General constructions and figures
47			5th/Oct	1st
48		2nd		3.3 General constructions and figures
49		1st/Nov	1st	3.3 General constructions and figures
50	2nd		3.3 General constructions and figures	
51	3rd		4.1 Introduction to Computers, its history and fundamentals	
52	4th		4.1 Introduction to Computers, its history and fundamentals	
53	2nd/Nov	1st	4.1 Introduction to Computers, its history and fundamentals	
54		2nd	4.1 Introduction to Computers, its history and fundamentals	
55		3rd	4.1 Introduction to Computers, its history and fundamentals	
56		4th	4.2 Components of Hardware peripheries, concepts of Operating system, Window's XP	
57		5th	4.2 Components of Hardware peripheries, concepts of Operating system, Window's XP	
58		1st	4.2 Components of Hardware peripheries, concepts of Operating system, Window's XP	
59		2nd	4.2 Components of Hardware peripheries, concepts of Operating system, Window's XP	

60
61
62
63
64
65
66
67
68
69
70
71
72
73

**UNIT-IV
Data Entry:**

3rd/Nov	3rd	4.2 Components of Hardware peripherals, concepts of Operating system, Window's XP
	4th	4.3 Exploring and configuring the Windows XP
	5th	4.3 Exploring and configuring the Windows XP
4th/Nov	1st	4.3 Exploring and configuring the Windows XP
	2nd	4.3 Exploring and configuring the Windows XP
	3rd	4.4 Desktop environment – customise the desktop, start menu and taskbar etc.
	4th	4.4 Desktop environment – customise the desktop, start menu and taskbar etc.
5th/Nov	1st	4.4 Desktop environment – customise the desktop, start menu and taskbar etc.
	2nd	4.4 Desktop environment – customise the desktop, start menu and taskbar etc.
	3rd	4.4 Desktop environment – customise the desktop, start menu and taskbar etc.
1st/Dec	1st	4.5 Configuring and migrating files and folders, setting – folder views, accessibility settings
	2nd	4.5 Configuring and migrating files and folders, setting – folder views, accessibility settings
2nd/ Dec	1st	4.5 Configuring and migrating files and folders, setting – folder views, accessibility settings
	2nd	4.5 Configuring and migrating files and folders, setting – folder views, accessibility settings

74		3rd	4.5 understanding concepts of word processing using MS Word
75	3rd/Dec	4th	4.5 understanding concepts of word processing using MS Word
Amrita Subhadarini Ramesh			