

LESSON PLAN

ACADEMIC SESSION: SUMMER-2025

Discipline : MODERN OFFICE MANAGEMENT		Semester : 2 ND	Name of the Teaching Faculty :Smita Subhadarsini Sahoo and Guest faculty		
			THEORY		
Subject : Fundamentals Of Insurance			From Date: 04/02/2025 to 17/05/2025 No. Of Weeks:-15(excluding holidays)		
WEEK	No. Of Classes/Week-4	CHAPTER/UNIT	THEORY		
1 ST	1ST	UNIT-I INTRODUCTION TO INSURANCE	Introduction		
	2ND		Definition of insurance		
	3RD		Nature		
	4TH		Nature		
2 ND	1ST		Concept		
	2ND		Origin		
	3RD		Development of insurance		
	4TH		History of insurance in India		
3 RD	1ST		Kinds of insurance		
	2ND		Kinds of insurance		
	3RD		Principles of insurance		
	4TH		Principles of insurance		
4 TH	1ST		Importance of insurance		
	2ND		Importance of insurance		
	3RD		UNIT-II LIFE INSURANCE	Introduction	
	4TH			Definition of life insurance	
5 TH	1ST	Features			
	2ND	Features			
	3RD	Benefits of life insurance			
	4TH	Benefits of life insurance			
6 TH	1ST	Procedure for taking life insurance policy			
	2ND	Procedure for taking life insurance policy			

	3RD		Kinds of life insurance policy
	4TH		Kinds of life insurance policy
7 TH	1ST		Nomination
	2ND		Assignment and surrender value
	3RD		Settlement of claims at death
	4TH		Settlement of claims at maturity
8 TH	1ST		Class test
	2ND		Quiz
	3RD		Class test
	4TH		Quiz
9 TH	1ST	UNIT-III GENERAL INSURANCE	Introduction
	2ND		Definition
	3RD		Development of general insurance in India
	4TH		Fire Insurance: Definition
10 th	1ST		Need
	2ND		Procedure of taking fire insurance policy
	3RD		Procedure of taking fire insurance policy
	4TH		Double Insurance
11 TH	1ST		Re-insurance
	2ND		Marine Insurance
	3RD		Definition
	4TH		Types of marine insurance
12 TH	1ST		Types of marine insurance
	2ND		Class test
	3RD	UNIT-IV	LIC: Introduction
	4TH		Objectives
13 TH	1ST		Achievements, GIC Mission, Organization
	2ND		Functions
	3RD		Functions

	4TH		Private sector insurance organization
14 TH	1ST		Insurance agent: meaning
	2ND		Procedure for becoming an insurance agent
	3RD		Functions of an insurance agent
	4TH		Functions of an insurance agent
15 TH	1ST		Rights of an insurance agent
	2ND		Rights of an insurance agent
	3RD		Termination of an insurance agent
	4TH		Termination of an insurance agent

Signature of the faculty

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ACADEMIC SESSION: SUMMER-2025

Discipline : MODERN OFFICE MANAGEMENT		Semester : 2 ND	Name of the Teaching Faculty :Smita Subhadarsini Sahoo	
			THEORY	
Subject : Fundamentals Of Management			From Date: 04/02/2025 to 17/05/2025 No. Of Weeks:-15(excluding holidays)	
WEEK	No. Of Classes/Week-4	CHAPTER/UNIT		THEORY
1 ST	1ST	UNIT-I		Introduction
	2ND			Meaning
	3RD			Definition
	4TH			Historical background of management

2ND	1ST	INTRODUCTION TO MANAGEMENT	Historical background of management
	2ND		Different approach to management
	3RD		Different approach to management
	4TH		Different approach to management
3RD	1ST		Management objectives
	2ND		Management objectives
	3RD		Significance of management
	4TH		Significance of management
4TH	1ST		Class Test
	2ND		Quiz
	3RD	UNIT-II FUNCTIONS OF MANAGEMENT	Functions of management
	4TH		Functions of management
5TH	1ST		Functions of management
	2ND		Planning
	3RD		Planning
	4TH		Organizing
6TH	1ST		Staffing
	2ND		Directing
	3RD		Decision making
	4TH		Delegation of authority
7TH	1ST		Monitoring
	2ND		Controlling
	3RD		Quiz
	4TH		Class Test
8TH	1ST	UNIT-III	Introduction
	2ND		Meaning
	3RD		Definition
	4TH		Elements of scientific management
9TH	1ST		Elements of scientific management
	2ND		Definition of MBO
	3RD		Advantages of MBO

	4TH	SCIENTIFIC MANAGEMENT AND MBO	Advantages of MBO
10 th	1ST		Advantages of MBO
	2ND		Limitations of MBO
	3RD		Limitations of MBO
	4TH		Limitations of MBO
11 TH	1ST	UNIT-IV HUMAN RESOURCE MANAGEMENT	Class Test
	2ND		Quiz
	3RD		Introduction
	4TH		Meaning
12 TH	1ST		Definition
	2ND		Selection of manager
	3RD		Appraisal of managers
	4TH		Motivation
13 TH	1ST		Leadership
	2ND		Personality
	3RD		Maslow's theory
	4TH		Functions
14 TH	1ST		Functions
	2ND		Qualities
	3RD		Qualities
	4TH		Personality theory
15 TH	1ST		Social responsibility of management
	2ND		Revision
	3RD		Revision
	4TH		Class Test



Signature of the faculty

LESSON PLAN

ACADEMIC SESSION: SUMMER-2025

Discipline : MODERN OFFICE MANAGEMENT		Semester : 4th	Name of the Teaching Faculty : SmitaSubhadarsiniSahoo	
Subject Marketing Management			THEORY	
			From date: 04/02/2025 to 17/05/2025 No. of weeks:-15(excluding holidays)	
WEEK	No. of classes/week-5	CHAPTER/UNIT	THEORY	
1 ST	1ST	UNIT-I INTRODUCTION TO MARKETING	Introduction	
	2ND		Definition	
	3RD		Natures of marketing	
	4TH		Scope of marketing	
	5TH		Importance of marketing	
2 ND	1ST		Evolution of marketing concept	
	2ND		Marketing mix	
	3RD		Marketing environment	
	4TH		Marketing process	
	5TH		Consumer behavior	
3 RD	1ST		Concept	
	2ND		Consumer buying process	
	3RD		Factors influencing consumer buying decision	
	4TH		Factors influencing consumer buying decision	
	5TH		Class test	
4 TH	1ST	UNIT-II MARKET SELECTION	Market segmentation: concept, bases	
	2ND		Importance of market segmentation	
	3RD		Positioning concept, bases	
	4TH		Importance of positioning	
	5TH		Product differentiation	
5 TH	1ST		Product differentiation vs. Market segmentation	
	2ND		Importance of product	
	3RD		Product classification	
	4TH		Concept of product mix	
	5TH		Branding	
6 TH	1ST		Packaging and labeling	
	2ND		Product support	
	3RD		Product life cycle	

	4TH	UNIT-III PRICING AND PROMOTION	New product development
	5TH		Class test
7 TH	1ST		Definition
	2ND		Significance
	3RD		Factors affecting price of a product
	4TH		Factors affecting price of a product
	5TH		Pricing policies and Strategies
			Nature of promotion
8 TH	1ST		Nature of promotion
	2ND		Importance of promotion
	3RD		Importance of promotion
	4TH		Types of promotion
	5TH		Types of promotion
			Advertising
9 TH	1ST		Personal selling
	2ND		Public relation
	3RD		Sales promotion
	4TH		
	5TH		
10 TH	1ST	UNIT-IV DISTRIBUTION AND RETAILING	Channels of distribution: meaning, definition
	2ND		Importance
	3RD		Types of distribution channel
	4TH		Types of distribution channel
	5TH		Whole selling and retailing
			Factors affecting choice of distribution channel
11 TH	1ST		Factors affecting choice of distribution channel
	2ND		Physical distribution
	3RD		Types of retailing
	4TH		Types of retailing
	5TH		Store based and non-store based retailing
			Chain store and specialty store, store market
12 TH	1ST		Retail vending machines
	2ND		Mail order houses
	3RD		Retail co-operative
	4TH		
	5TH		
13 TH	1ST		Definition

	2ND	UNIT-V RURAL MARKETING	Importance of rural marketing
	3RD		Distinguishing characteristics of rural marketing
	4TH		Understanding rural consumers and rural market
	5TH		Marketing mix planning for rural market
14 TH	1ST		Recent development in marketing
	2ND		Social marketing
	3RD		Online marketing
	4TH		Direct marketing
	5TH		Service marketing
	15 TH		1ST
2ND			Revision
3RD			Revision
4TH			Revision
5TH			Revision

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LESSON PLAN

ACADEMIC SESSION: SUMMER-2025

Discipline : MODERN OFFICE MANAGEMENT		Semester : 6th	Name of the Teaching Faculty : Smita Subhadarsini Sahoo	
			THEORY	
Subject: Financial Market And Service			From date: 04/02/2025 to 17/05/2025 No. of weeks:-15(excluding holidays)	
WEEK	No. of classes/week-5	CHAPTER/UNIT	THEORY	
1 ST	1ST	UNIT-I INTRODUCTION TO FINANCIAL SYSTEM	Introduction	
	2ND		Definition	
	3RD		Meaning	
	4TH		Importance	
	5TH		Importance	
2 ND	1ST		Function	
	2ND		Function	
	3RD		Function	
	4TH		Structure	
	5TH		Structure	
3 RD	1ST		Structure	
	2ND		players in financial market	
	3RD		players in financial market	
	4TH		Instruments in the financial system	
	5TH		Instruments in the financial system	
4 TH	1ST	UNIT-II MONEY MARKET AND CAPITAL MARKET	Introduction	
	2ND		Definition	
	3RD		Meaning	
	4TH		Instrument in money market	
	5TH		Instrument in money market	
5 TH	1ST		Capital market instruments	
	2ND		Capital market instruments	
	3RD		Bill market	

6TH	4TH		FOREX market
	5TH		ADR and GDR
	1ST		Government security types
	2ND		Government security types
	3RD		Shares vs. debentures
	4TH		Regulatory authorities in capital market
	5TH		Regulatory authorities in capital market
7TH	1ST	UNIT-III	Introduction
	2ND		Definition
	3RD		Meaning
	4TH		Primary market
	5TH		New issue market
8TH	1ST		Concept
	2ND		Operators in NIM
	3RD		Operators in NIM
	4TH		Methods of new issue
	5TH		Methods of new issue
9TH	1ST		Stock exchange
	2ND		Stock exchange
	3RD		NIM vs. stock exchange
	4TH		Quiz
	5TH		Class test
10TH	1ST	UNIT-IV	Introduction
	2ND		Definition
	3RD		Meaning
	4TH		Secondary market
	5TH		Stock exchange
11TH	1ST		Meaning
	2ND		NSE
	3RD		SHCIL
	4TH		OTCEL
	5TH		Functional members of stock exchange
12TH	1ST		Functions of stock exchange
	2ND		Commission brokers
	3RD		Authorized clerks
	4TH		Security dealers
	5TH		Speculators
13TH	1ST	UNIT-V	Introduction
	2ND		Definition
	3RD		Meaning
	4TH		Types
	5TH		Fund based, fee based

14TH	1ST	FINANCIAL SERVICE	Merchant banking: meaning
	2ND		Role in capital market
	3RD		Mutual fund: meaning
	4TH		Types of mutual fund
	5TH		Credit rating: meaning
15TH	1ST		Objectives
	2ND		Benefits
	3RD		Credit rating agencies
	4TH		CRISIL, CARE Ltd. , IICRA
	5TH		Rating symbols