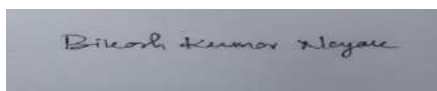


LESSON PLAN OF BUSINESS STATISTICS
ACADEMIC SESSION: WINTER-2025

Discipline : Modern Office Management		Semester : 3RD	Name of the Teaching Faculty : Bikash Kumar Nayak	
Subject : BUSINESS STATISTICS			From date: 14/07/2025 to 15/11/2025 No.of weeks:-15(excluding holidays)	
WEEK	No.of classes/week-3	CHAPTER/UNIT	THEORY	
1 ST	1ST	UNIT-I Introduction	Statistics as a subject,definition, Importance	
	2ND		Statistics as a subject,definition, Importance	
	3RD		limitation of Statistics Types of Data	
2 ND	1ST		limitation of Statistics Types of Data	
	2ND		Collection of Data, Graphical presentations of Data,	
	3RD		Collection of Data, Graphical presentations of Data,	
3 RD	1ST		Different types of Graphs and their uses	
	2ND		Different types of Graphs and their uses	
	3RD		Concept and properties of averages including Arithmetic mean, Median and Mode	
4 TH	1ST	UNIT-II Descriptive Statistics	Concept and properties of averages including Arithmetic mean, Median and Mode	
	2ND		Concept and properties of averages including Arithmetic mean, Median and Mode	
	3RD		Measures of Dispersion: An overview of Range	
5 TH	1ST		Measures of Dispersion: An overview of Range	
	2ND		Quartile Deviation and Mean Deviation; Standard deviation; Variance and Coefficient of variation.	
	3RD		Quartile Deviation and Mean Deviation; Standard deviation; Variance and Coefficient of variation.	
6 TH	1ST		Quartile Deviation and Mean Deviation; Standard deviation; Variance and Coefficient of variation.	
	2ND		Computation and significance; Skewness Kurtosis.	
	3RD		Computation and significance; Skewness; Kurtosis.	
7 TH	1ST		Computation and significance; Skewness; Kurtosis.	
8 TH	1ST	UNIT-III Simple Correlation And Regression	Meaning and types of Correlation;	
	2ND		Correlation Vs Causation; Pearson's coefficient of correlation (computation and properties);	
	3RD		Correlation Vs Causation; Pearson's coefficient of correlation (computation and properties);	
9 TH	1ST		Probable and standard errors; Rank correlation.	
	2ND		Regression Analysis: Principle of least squares and regression lines;	
	3RD		Regression Analysis: Principle of least squares and regression lines;	
10 TH	1ST		Regression equations and estimation; Properties of regression coefficients;	
	2ND			
	3RD			

11TH	1ST	UNIT-IV Time series Analysis And Index Number	Regression equations and estimation; Properties of regression coefficients;
	2ND		Relationship between Correlation and Regression coefficients
	3RD		standard Error of Estimate.
12TH	1ST		Time Series Data
	2ND		Components of time series
	3RD		Additive and Multiplicative models. Trend analysis
13TH	1ST		Fitting of trend using principle of least squares -linear and second-degree parabola.
	2ND		Fitting of trend using principle of least squares -linear and second-degree parabola.
	3RD		Shifting of Origin and Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa.
14TH	1ST		Shifting of Origin and Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa.
	2ND		Meaning and uses of index numbers
	3RD		Construction of Index numbers: Methods of Laspeyres
15TH	1ST		Construction of Index numbers: Methods of Laspeyres
	2ND		Paasche and Fisher's Ideal index.
	3RD		Paasche and Fisher's Ideal index.



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LESSON PLAN OF BUSINESS STUDIES
ACADEMIC SESSION: WINTER-2025

Discipline : MODERN OFFICE MANAGEMENT		Semester : 1ST	Name of the Teaching Faculty : Sri Bikash Kumar Nayak	
			THEORY	
Subject : Business Studies			From Date: 14/07/2025 to 15/11/2025	
			No. Of Weeks:-15(excluding holidays)	
WEEK	No. Of Classes/Week-4	CHAPTER/UNIT	TOPIC	
1ST	1ST	UNIT-I NATURE AND SCOPE OF BUSINESS	Nature and scope of business	
	2ND		Classification of business activities	
	3RD		Forms of business organization , its features	
	4TH		Sole proprietorship, partnership	
2ND	1ST		Sole proprietorship, partnership	
	2ND		Joint stock company, co-operative society	
	3RD		Public enterprise, MNCs	
	4TH		Public enterprise, MNCs	
3RD	1ST	UNIT-II COMPANY FORMATION AND PROMOTION AS PER COMPANIES ACT 2013	Concepts of promotion, stages	
	2ND		Types of joint stock companies	
	3RD		Memorandum of association and clauses	
	4TH		Memorandum of association and clauses	
4TH	1ST		Articles of association	
	2ND		Prospectus, its contents	
	3RD		Statement in lieu of prospectus	
	4TH		Statement in lieu of prospectus	
5TH	1ST	UNIT-III FOREIGN TRADE	Concept, types of foreign trade	
	2ND		types of foreign trade	
	3RD		Need and importance of foreign trade	
	4TH		Need and importance of foreign trade	
6TH	1ST		Procedures of import and export trade	
	2ND		Procedures of import and export trade	
	3RD		Documents used in foreign trade	
	4TH		Documents used in foreign trade	
7TH	1ST	UNIT-IV STOCK EXCHANGE	Meaning, features	
	2ND		Roles	
	3RD		Roles	
	4TH		Functions	
8TH	1ST		Functions	
	2ND		Objectives	
	3RD		Major stock exchange in India: NSE, BSE	
	4TH		Major stock exchange in India: NSE, BSE	
9TH	1ST	UNIT-V	Concept	
	2ND		Role	
	3RD		Role	
	4TH		Functions of financial institution	
10TH	1ST		Functions of financial institution	
	2ND		Types of FIS: RBI	
	3RD		Types of FIS: RBI	
	4TH		Commercial bank	

11TH	1ST	FINANCIAL INSTITUTIONS	Commercial bank
	1ST		Commercial bank
	2ND		NABARD, SIDBI
	3RD		IDBI, IFCI
	4TH		ICICI, SFC
12TH	1ST		LIC
	2ND		LIC
	3RD		LIC
	4TH		UTI
13TH	1ST		UTI
	2ND		GIC
	3RD		GIC
	4TH		GIC
14TH	1ST		Mutual fund
	2ND		Mutual fund
	3RD		Mutual fund
	4TH		Revision
15TH	1ST		Revision
	2ND		Revision
	3RD		Revision
	4TH		Revision

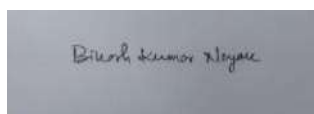
Bikash Kumar Nayak

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LESSON PLAN OF EVS
ACADEMIC SESSION: WINTER-2025

Discipline : Modern Office Management		Semester : 1 st	Name of the Teaching Faculty : Sri Bikash Kumar Nayak		
			THEORY		
Subject : EVS			From Date: 14/07/2025 to 15/11/2025 No. Of Weeks:-15(excluding holidays)		
WEEK	No. of classes/week- 4	CHAPTER/UNIT	THEORY		
1 ST	1ST	UNIT-I	Structure of ecosystem, Biotic & Abiotic components		
	2ND		Food chain and food web		
	3RD		Aquatic (Lentic and Lotic) ecosystem, terrestrial ecosystem		
	4TH		Carbon, Nitrogen		
2 ND	1ST	ECOSYSTEM	Sulphur cycle, Phosphorus cycle		
	2ND		Global warming-Causes		
	3RD		Effects, process		
	4TH		Green House Effect		
3 RD	1ST		AIR AND, NOISE POLLUTION	Ozone depletion	
	2ND			Class Test	
	3RD			Class Test	
	4TH			Class Test	
4 TH	1ST	UNIT-II		Definition of pollution and pollutant	
	2ND			Natural and manmade sources of air pollution (Refrigerants, I.C., Boiler)	
	3RD			Air Pollutants: Types	
	4TH			Particulate Pollutants: Effects and control (Bag filter	
5 TH	1ST		WATER AND SOIL POLLUTION	Cyclone separator	
	2ND			Gaseous Pollution Control: Absorber, Catalytic Converter	
	3RD			Effects of air pollution due to Refrigerants, I.C., Boiler	
	4TH			Noise pollution: sources of pollution, measurement of pollution level, Regulation and Control Rules	
6 TH	1ST	UNIT-III		Effects of Noise pollution	
	2ND			Noise pollution (Regulation and Control) Rules, 2000	
	3RD			Class Test	
	4TH			Class Test	
7 TH	1ST		WATER AND SOIL POLLUTION	Sources of water pollution	
	2ND			Types of water pollutants	
	3RD			Characteristics of water pollutants	
	4TH			Turbidity, pH, total suspended solids	
8 TH	1ST	WATER AND SOIL POLLUTION		Total solids BOD and COD: Definition calculation	
	2ND			Waste Water Treatment: Primary methods	
	3RD			sedimentation, froth floatation	
	4TH			Secondary methods: Activated sludge treatment	
9 TH	1ST		WATER AND SOIL POLLUTION	Trickling filter, Bioreactor	
	2ND			Tertiary Method: Membrane separation technology RO (reverse osmosis)	
	3RD			Causes, Effects and Preventive measures of Soil Pollution, Causes-Excessive use of Fertilizers	
	4TH			Pesticides and Insecticides, Irrigation, E-Waste	

10TH	1ST	UNIT-IV RENEWABLE SOURCES OF ENERGY	Solar Energy: Basics of Solar energy
	2ND		Flat plate collector (Liquid & Air)
	3RD		Theory of flat plate collector
	4TH		
11TH	1ST		Importance of coating, Advanced collector
	2ND		Solar pond, Solar water heater
	3RD		Solar dryer, Solar stills, Biomass: Overview of biomass as energy source.
	4TH		Thermal characteristics of biomass as fuel. Anaerobic digestion
12TH	1ST		Wind energy: Current status and future prospects of wind energy. Environmental benefits and problem of wind energy.
	2ND		Need of new sources. Different types new energy sources Concept
	3RD		Applications of (Hydrogen energy, Ocean energy resources, Tidal energy conversion.)
	4TH		Concept, origin and power plants of geothermal energy
13TH	1ST	UNIT-V SOLID WASTE MANAGEMENT	Solid waste generation- Sources and characteristics of: Municipal solid waste, E- waste, bio-medical waste.
	2ND		Metallic wastes and Non-Metallic wastes (lubricants, plastics, rubber) from industries.
	3RD		Collection and disposal: MSW (3R, principles, energy recovery, sanitary landfill), Hazardous waste.
	4TH		Air quality act 2004, air pollution control act 1981 and water pollution and control act 1996.
14TH	1ST		Structure and role of Central and state pollution control board.
	2ND		Concept of Carbon Credit
	3RD		Carbon Footprint
	4TH		Carbon Footprint
15TH	1ST		Environmental management in fabrication industry
	2ND		Implementation in industries, Benefits
	3RD		Class Test
	4TH		Class Test



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LESSON PLAN
ACADEMIC SESSION: WINTER 2025

Discipline: Modern Office Management		Semester : 5 th	Name of the Teaching Faculty: Sri Bikash Kumar Nayak	
			THEORY	
Subject: Auditing			From date: 14/07/2025 to 15/11/2025 No. of weeks:-15(excluding holidays)	
WEEK	No. of classes/week- 5	CHAPTER/UNIT	THEORY	
1 ST	1ST	UNIT-I INTRODUCTION	Introduction	
	2ND		Definition	
	3RD		Meaning	
	4TH		Objectives	
	5TH		Types of audit	
2 ND	1ST		Internal audit	
	2ND		Audit process	
	3RD		Audit programme	
	4TH		Audit and book	
	5TH		Working papers	
3 RD	1ST		Evidence	
	2ND		Consideration for commencing audit	
	3RD		Routine checking	
	4TH		Test checking	
	5TH		Class test	
4 TH	1ST	UNIT-II INTERNAL CHECK SYSTEM	Introduction	
	2ND		Meaning	
	3RD		Definition	
	4TH		Internal control	
	5TH		Internal control	
5 TH	1ST		Audit procedure	
	2ND		Audit procedure	
	3RD		Audit procedure	
	4TH		Audit of vouching	
	5TH		Audit of vouching	
6 TH	1ST		Audit verification of assets	
	2ND		Audit verification of assets	
	3RD		Audit verification of liabilities	
	4TH		Audit verification of liabilities	
	5TH		Class test	
7 TH	1ST	UNIT-III AUDIT OF LIMITED COMPANY	Introduction	
	2ND		Appointment	
	3RD		Power	
	4TH		Duties and liabilities	
	5TH		Duties and liabilities	
8 TH	1ST		Divisible profits and dividends	
	2ND		Divisible profits and dividends	

	3RD		Auditors report introduction
	4TH		Auditors standard report
	5TH		Auditors qualified report
9 TH	1ST		Special Audit of banking companies
	2ND		Special Audit of banking companies
	3RD		Audit of educational institution
	4TH		Audit of educational institution
	5TH		Audit of Insurance
10 TH	1ST	UNIT-IV INVESTIGATION	Introduction
	2ND		Meaning
	3RD		Definition
	4TH		Audit of Investigation
	5TH		Audit of Investigation
11 TH	1ST		Audit of non-profit Companies
	2ND		Audit of non-profit Companies
	3RD		Where fraud is suspected
	4TH		Where fraud is suspected
	5TH		Where fraud is suspected
12 TH	1ST		When a running business is proposed
	2ND		When a running business is proposed
	3RD		When a running business is proposed
	4TH		Quiz
	5TH		Class test
13 TH	1ST	UNIT-V RECENT TREND IN AUDITING	introduction
	2ND		Nature of cost audit
	3RD		Nature of cost audit
	4TH		Scope of cost audit
	5TH		Scope of cost audit
14 TH	1ST		Tax audit
	2ND		Tax audit
	3RD		Management audit
	4TH		Management audit
	5TH		Cost audit rules 1996
15 TH	1ST		Cost audit rules 1996
	2ND		Ceiling on cost audit
	3RD		Ceiling on cost audit
	4TH		Quiz
	5TH		Class test

Bikash Kumar Nayak

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