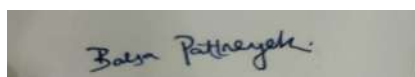


LESSON PLAN
ACADEMIC SESSION: WINTER-2024

Discipline : MODERN OFFICE MANAGEMENT		Semester : 1 st	Name of the Teaching Faculty : Barsha Pattnayak		
			THEORY		
Subject : Environmental Science			From date: 23/07/2024 to 26/12/2024 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		
	4TH		Effects		
3 RD	1ST		UNIT-II	process	
	2ND			process	
	3RD			Green House Effect	
	4TH			Ozone depletion	
4 TH	1ST	AIR AND, NOISE POLLUTION		Definition of pollution and pollutant	
	2ND			Natural and manmade sources of air pollution	
	3RD			Air Pollutants: Types	
	4TH			Particulate Pollutants: Effects and control	
5 TH	1ST		UNIT-III	Cyclone separator	
	2ND			Gaseous Pollution Control: Absorber, Catalyti 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	WATER AND SOIL POLLUTION		Effects of Noise pollution	
	2ND			Effects of Noise pollution	
	3RD			Noise pollution (Regulation and Control) Rules, 2000	
	4TH			Noise pollution (Regulation and Control) Rules, 2000	
7 TH	1ST		UNIT-IV	Sources of water pollution	
	2ND			Types of water pollutants	
	3RD			Characteristics of water pollutants	
	4TH			Turbidity, pH, total suspended solids	
8 TH	1ST	RENEWABLE SOURCES OF ENERGY		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		UNIT-V	Trickling filter, Bioreactor	
	2ND			Tertiary Method: Membrane separation technology RO	
	3RD			Causes, Effects and Preventive measures of soil Pollution	
	4TH			Causes-Excessive use of Fertilizers	
10 TH	1ST	UNIT-VI		Solar Energy: Basics of Solar energy	
	2ND			Flat plate collector (Liquid & Air)	
	3RD			Theory of flat plate col-lector	
	4TH			Importance of coating	
11 TH	1ST		UNIT-VII	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	

12 TH	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 source Concept
	3RD		Applications of (Hydrogen energy, Ocean energy resources, Tidal energy conversion.)
	4TH		Concept, origin and power plants of geothermal energy
13 TH	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.
14 TH	1ST		Structure and role of Central and state pollution control board.
	2ND		Concept of Carbon Credit
	3RD		Carbon Footprint
	4TH		Carbon Footprint
15 TH	1ST		Environmental management in fabrication industry
	2ND		Implementation in industries, Benefits
	3RD		Revision
	4TH		Revision



Signature of faculty

LESSON PLAN
ACADEMIC SESSION: WINTER-2024

Discipline : MODERN OFFICE MANAGEMENT	Semester : 1 st	Name of the Teaching Faculty : Barsha Pattnayak	
Subject : Fundamentals of economics		THEORY	
		From date: 23/07/2024 to 26/12/2024	
		No. of weeks:-15(excluding holidays)	
WEEK	No. of classes/week-4	CHAPTER/UNIT	THEORY
1 ST	1ST	UNIT-I INTRODUCTION TO ECONOMICS	Definitions of Economics
	2ND		Nature of Economics
	3RD		Scope of Economics
	4TH		Types of Economics
2 ND	1ST		Functions of Economics
	2ND		Basic terms & concepts of Goods
	3RD		Problems
	4TH		Wealth, Welfare
3 RD	1ST		Utility, Value, Price, Income
	2ND		National Income
	3RD		Consumption, Employment
	4TH		Demand & Supply
4 TH	1ST	UNIT-II CONSUMPTION	Introduction
	2ND		Meaning
	3RD		Characteristics of Human Want
	4TH		Characteristics of Human Want
5 TH	1ST		classification of Human Want
	2ND		classification of Human Want
	3RD		Law of Diminishing Marginal Utility
	4TH		Law of Diminishing Marginal Utility
6 TH	1ST		Law of Diminishing Marginal Utility
	2ND		Consumer's surplus
	3RD		Consumer's surplus
	4TH		Consumer's surplus
7 TH	1ST	UNIT-III PRODUCTION	Introduction
	2ND		Meaning
	3RD		Definition
	4TH		Factors of Production
8 TH	1ST		Labour & its Characteristics
	2ND		Labour & its Characteristics
	3RD		Efficiency of Labour
	4TH		Efficiency of Labour
9 TH	1ST		Law of Demand
	2ND		Law of Demand
	3RD		Law of Supply
	4TH		Law of Supply
10 TH	1ST	UNIT-IV MARKET	Introduction
	2ND		Meaning
	3RD		Definition
	4TH		Classification of Market
11 TH	1ST		Classification of Market

	2ND		Perfect competition
	3RD		Perfect competition
	4TH		Monopoly
12 TH	1ST		Monopoly
	2ND		Oligopoly
	3RD		Monopolistic Competition.
	4TH		Monopolistic Competition.
13 TH	1ST	UNIT-V RENT AND PROFIT	Introduction
	2ND		Meaning
	3RD		Definition
	4TH		Economic Rent
14 TH	1ST		contract rent
	2ND		Ricardian theory of rent
	3RD		Basic idea of profit-Gross
	4TH		Net profit
15 TH	1ST		Revision
	2ND		Revision
	3RD		Revision
	4TH		Revision

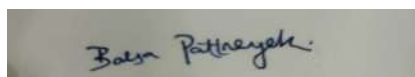


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LESSON PLAN
ACADEMIC SESSION: WINTER-2024

Discipline : MODERN OFFICE MANAGEMENT	Semester : 1 st	Name of the Teaching Faculty : Barsha Pattnayak	
Subject : Financial Accounting		THEORY From date: 23/07/2024 to 26/12/2024 No. of weeks:-15(excluding holidays)	
WEEK	No. of classes/week-4	CHAPTER/UNIT	THEORY
1 ST	1ST	UNIT-I BASICS OF ACCOUNTING	Accounting as the language of business
	2ND		Accounting as an information system
	3RD		Financial accounting information and their needs
	4TH		Qualitative characteristics of accounting information
2 ND	1ST		Functions of accounting
	2ND		Advantages of accounting
	3RD		Limitation of accounting
	4TH		Branches of accounting
3 RD	1ST		Basics of accounting
	2ND		Nature of financial accounting principles
	3RD		Money measurement, periodicity, consistency
	4TH		Accounting equations
4 TH	1ST	UNIT-II ACCOUNTING PROCESS	Introduction
	2ND		Recording of business transactions
	3RD		Preparation of trial balance
	4TH		Preparation of trial balance
5 TH	1ST		Adjustment, Journal
	2ND		Adjustment, Journal
	3RD		Sub division of journal
	4TH		Ledger account
6 TH	1ST		Ledger account
	2ND		Trial balance
	3RD		Trial balance
	4TH		Class test
7 TH	1ST	UNIT-III DEPRECIATION ACCOUNTING	Introduction
	2ND		Definition
	3RD		Concept of depreciation
	4TH		Factors in the measurement of depreciation
8 TH	1ST		Factors in the measurement of depreciation
	2ND		Methods of computing depreciation
	3RD		Methods of computing depreciation
	4TH		Straight line method
9 TH	1ST		Straight line method
	2ND		Diminishing balance method
	3RD		Diminishing balance method
	4TH		Class test
10 TH	1ST	UNIT-IV	Introduction
	2ND		Capital
	3RD		Revenue expenditure
	4TH		Receipts

11 TH	1ST	FINAL ACCOUNT	Sole trade
	2ND		Preparation of financial statements of sole trade
	3RD		Preparation of financial statements of sole trade
	4TH		Preparation of financial statements of sole trade
12 TH	1ST		Partnership business with adjustments
	2ND		Partnership business with adjustments
	3RD		Partnership business with adjustments
	4TH		Quiz
13 TH	1ST	UNIT-V	Introduction
	2ND		Accounting of admission of partner
	3RD		Retirement of partner
	4TH		Retirement of partner
14 TH	1ST	ACCOUNTING FOR PARTNERSHIP FIRM	Death of partner and dissolution of the partnership
	2ND		Death of partner and dissolution of the partnership
	3RD		Insolvency of partner
	4TH		Insolvency of partner
15 TH	1ST		Revision
	2ND		Revision
	3RD		Revision
	4TH		Revision



Signature of faculty