

LESSON PLAN
ACADEMIC SESSION: WINTER-2024

Discipline : MODERN OFFICE MANAGEMENT		Semester : 3rd	Name of the Teaching Faculty : Smita Subhadersini Sahoo THEORY	
Subject : Fundamentals Of Management			From Date: 27/07/2024 to 26/12/2024 No. Of Weeks:-15(excluding holidays)	
WEEK	No. of Classes/Week-5	CHAPTER/UNIT	TOPIC	
1ST	1ST	UNIT-I INTRODUCTION	Introduction	
	2ND		Meaning of office	
	3RD		Definition of office	
	4TH		Nature of office work	
	5TH		Importance of office	
2ND	1ST		Importance of office	
	2ND		Functions of office	
	3RD		Functions of office	
	4TH		Meaning and definition of office management	
	5TH		Functions of office manager	
3RD	1ST		Functions of office manager	
	2ND		Duties of office manager	
	3RD		Duties of office manager	
	4TH		Qualities of office manager	
	5TH		Qualities of office manager	
4TH	1ST	UNIT-II RECORD MANAGEMENT	Record keeping	
	2ND		Objectives of record keeping	
	3RD		Objectives of record keeping	
	4TH		principles of record keeping	
	5TH		principles of record keeping	
5TH	1ST		Filling and types of filling	
	2ND		Types of filling	
	3RD		Steps of filling	
	4TH		Selecting the appropriate filling system	
	5TH		Indexing and types of indexing	
6TH	1ST		Handling incoming and outgoing mails	
	2ND		Meaning and definition of organization structure	
	3RD		Types of organization structure	
	4TH		Advantages of organization structure	
	5TH		Disadvantages of organization structure	
7TH	1ST	UNIT-III OFFICE ACCOMMODATION AND WORKING ENVIRONMENT	Introduction of office accommodation	
	2ND		Meaning of office accommodation	
	3RD		Definition of office accommodation	
	4TH		Importance of office accommodation	
	5TH		Importance of office accommodation	
8TH	1ST		Importance of office accommodation	
	2ND		Factors influencing choice of office accommodation	
	3RD		Factors influencing choice of office accommodation	
	4TH		Factors influencing choice of office accommodation	
	5TH		Meaning and definition of working environment	
9TH	1ST		Factors affecting working environment	
	2ND		Factors affecting working environment	
	3RD		Factors affecting working environment	
	4TH		Quiz	
	5TH		Class test	
10TH	1ST	UNIT-IV	Introduction	
	2ND		Meaning of supervisory skill	
	3RD		Skills of supervisor	
	4TH		Functions of supervisor	

	5TH	SUPERVISORY SKILL AND COMMUNICATION	Functions of supervisor
11TH	1ST		Meaning of communication
	2ND		Process
	3RD		Process
	4TH		Tools
	5TH		Tools
12TH	1ST		Tools
	2ND		Types
	3RD		Types
	4TH		Barriers in communication
	5TH		Barriers in communication
13 TH	1ST	UNIT-V LEADERSHIP AND MOTIVATION	Meaning
	2ND		Concept
	3RD		Importance
	4TH		Importance
	5TH		Qualities
14TH	1ST		Qualities
	2ND		Leadership and motivation
	3RD		Organizational leadership
	4TH		Leadership ethics
	5TH		Trait of an ethical leader
15 th	1ST		Leadership style
	2ND		Types of leadership
	3RD		Types of leadership
	4TH		Situational leadership
	5TH		Emotional intelligence of leader



Signature of the faculty

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ACADEMIC SESSION: WINTER-2024

Discipline : Modern Office Management	Semester : 3 rd	Name of the Teaching Faculty : Smita Subhadarsini Sahoo	
Subject : Human resource management		THEORY	
		From Date: 23/07/2024 to 26/12/2024 No. Of Weeks:-15(excluding holidays)	
WEEK	No. of classes/week-5	CHAPTER/UNIT	THEORY
1 ST	1ST	UNIT-I	Introduction
	2ND		Concept
	3RD		Functions
	4TH		Roles
	5TH		Roles
2 ND	1ST	HUMAN RESOURCES MANAGEMENT	Competencies of HR manager
	2ND		HR policy
	3RD		HR policy
	4TH		Evaluation of HRM
	5TH		Emerging challenges of HRM
3 RD	1ST		Working diversity
	2ND		Empowerment
	3RD		Downsizing
	4TH		VRS
	5TH		HRMS
4 TH	1ST	UNIT-II ACQUISITION OF HUMAN RESOURCE	HR planning
	2ND		Qualitative dimension
	3RD		Quantitative dimension
	4TH		Job analysis
	5TH		Job analysis
5 TH	1ST		Job description
	2ND		Job specification
	3RD		Job specification
	4TH		Requirement Concept
	5TH		Sources of requirement
6 TH	1ST		Concept of selection
	2ND		Selection process
	3RD		Test and interview
	4TH		Placement
	5TH		Induction
7 TH	1ST	UNIT-III TRAINING AND DEVELOPMENT	Concept
	2ND		Importance
	3RD		Importance
	4TH		Identifying training
	5TH		Identifying training
8 TH	1ST		Development needs
	2ND		Designing training programmes
	3RD		Role specific based training
	4TH		Competency based training
	5TH		Training effectiveness
9 TH	1ST		Training process outsourcing
	1ST		Training process outsourcing
	2ND		Management development
	3RD		Management development
	4TH		Career development
10 TH	5TH		Career development
	1ST		Concept
	2ND		Nature

	3RD	UNIT-IV PERFORMANCE APPRAISAL	Nature
	4TH		Objectives
	5TH		Modern techniques
11 TH	1ST		Potential appraisal
	2ND		Employee counseling
	3RD		Job transfer
	4TH		Job promotion
	5TH		Compensation
12 TH	1ST		Job evaluation
	2ND		Methods of wage payment
	3RD		Incentive plan
	4TH		Fringe benefits
	5TH		Performance linked compensation
13 TH	1ST	UNIT-V MAINTENANCE	Introduction
	2ND		Meaning
	3RD		Definition
	4TH		Employee health
	5TH		Employee safety
14 TH	1ST		Employee welfare
	2ND		Social security
	3RD		Employer employee relations
	4TH		Grievance handling
	5TH		Redressal
15 TH	1ST		industrial disputes
	2ND		Causes
	3RD		Settlement machinery
	4TH		Revision
	5TH		Revision



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Discipline : MODERN OFFICE MANAGEMENT		Semester :5 TH	Name of the Teaching Faculty : Smita Subhadersini Sahoo THEORY	
Subject : Financial Management			From Date: 23/07/2024 to 26/12/2024 No. Of Weeks:-15(excluding holidays)	
WEEK	No. Of Classes/Week-5	CHAPTER/UNIT	TOPIC	
1ST	1ST	UNIT-I INTRODUCTION	Introduction	
	2ND		Meaning, Definition	
	3RD		Concept of financial management	
	4TH		Nature of financial management	
	5TH		Scope of financial Management	
2ND	1ST		Financial goals	
	2ND		Profit vs wealth maximization	
	3RD		Financial functions	
	4TH		Role of finance manager	
	5TH		Source of finance	
3RD	1ST		Equity capital	
	2ND		Preference capital	
	3RD		Debentures and term loans	
	4TH		Features	
	5TH		Merits and demerits	
4TH	1ST	UNIT-II VALUATION CONCEPT AND COST OF CAPITAL	Time preference of money: Introduction	
	2ND		Compound value	
	3RD		Compound value	
	4TH		Present value	
	5TH		Annuity	
5TH	1ST		Net present value	
	2ND		Net present value	
	3RD		Cost of capital	
	4TH		Concept	
	5TH		Measurement of cost of capital	
6TH	1ST		Measurement of cost of capital	
	2ND		Weighted average cost of capital	
	3RD		Weighted average cost of capital	
	4TH		Quiz	
	5TH		Class Test	
7TH	1ST	UNIT-III CAPITAL BUDGETING AND CAPITAL STRUCTURE	Introduction	
	2ND		Concept	
	3RD		Techniques of capital budgeting	
	4TH		Techniques of capital budgeting	
	5TH		Techniques of capital budgeting	
8TH	1ST		Factors affecting capital budgeting decision	
	2ND		Factors affecting capital budgeting decision	
	3RD		Factors affecting capital budgeting decision	
	4TH		Quiz	
	5TH		Class Test	
9TH	1ST		Capital Structure: Meaning, Concept	
	2ND		Designing Capital Structure	
	3RD		Designing Capital Structure	
	4TH		Quiz	
	5TH		Class Test	

10TH	1ST	UNIT-IV WORKING CAPITAL MANAGEMENT-I	Introduction
	2ND		Meaning
	3RD		Concept
	4TH		Concept
	5TH		Types of working capital
11TH	1ST		Types of working capital
	2ND		Types of working capital
	3RD		Factors affecting working capital
	4TH		Factors affecting working capital
	5TH		Factors affecting working capital
12TH	1ST		Working capital cycle
	2ND		Working capital cycle
	3RD		Working capital cycle
	4TH		Class Test
	5TH		Quiz
13TH	1ST	UNIT-V WORKING CAPITAL MANAGEMENT- II	Introduction
	2ND		Meaning of cash management
	3RD		Concept
	4TH		Concept
	5TH		Motives
14TH	1ST		Motives
	2ND		Receivables Management
	3RD		Introduction
	4TH		Concept
	5TH		Inventory management
15th	1ST		Concept
	2ND		Techniques
	3RD		Techniques
	4TH		Needs
	5TH		Class Test



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