

LESSON PLAN

ACADEMIC SESSION: WINTER-2025

Discipline : MODERN OFFICE MANAGEMENT		Semester : 3 rd	Name of the Teaching Faculty : Smita Subhadarsini Sahoo	
			THEORY	
Subject : Business Regulatory Frame work			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 INDIAN CONTRACT ACT,1872		Nature of contract and its essentials
	2ND			Void, valid and voidable contracts
	3RD			Consent, consideration and its’ impact on contract
2 ND	1ST			Agreements in restraint of trade
	2ND			Performance, breach, revocation
	3RD			Termination of contract
3 RD	1ST			Agency and Bailment contracts
	2ND			Contract of Indemnity
	3RD			Contract of Guarantee and Pledge.
4 TH	1ST	UNIT-II SALE OF GOODS ACT,1930		Meaning, Definition
	2ND			Nature of sale
	3RD			Conditions and warranties
5 TH	1ST			Performance of contract of sale
	2ND			Right of unpaid seller
	3RD			Class Test
6 TH	1ST			Quiz
	2ND			Class Test
	3RD			Quiz
7 TH	1ST	UNIT-III CONSUMER PROTECTION ACT, 2019		Consumer Protection Act, 2019
	2ND			Important definitions
	3RD			Consumer Disputes Redressal Commission
8 TH	1ST			Unfair Trade Practices
	2ND			Measures to Prevent Unfair Trade Practices
	3RD			Measures to Prevent Unfair Trade Practices
9 TH	1ST			Offences and Penalties
	2ND			Offences and Penalties
	3RD			Class Test
10 th	1ST			Limited liability partnership: Introduction

	2ND	UNIT-4 THE LIMITED LIABILITY PARTNERSHIP ACT 2008	Need, scope and advantages
	3RD		Need, scope and advantages
11 TH	1ST		Incorporation of LLP
	2ND		Partners and their relations
	3RD		Financial disclosures
12 TH	1ST		Conversions, winding up and dissolution
	2ND		Conversions, winding up and dissolution
	3RD		Limited Liability Partnership vs Other forms of organization.
13 TH	1ST	UNIT-5 INTELLECTUAL PROPERTY RIGHTS	IPR ecosystem
	2ND		Institutional Support System
	3RD		Institutional Support System
14 TH	1ST		Regulatory aspects of innovation
	2ND		Regulatory aspects of innovation
	3RD		IPR and Start-ups
15 TH	1ST		The concept of Intellectual Property Law
	2ND		Patent, Copyright, Trademarks
	3RD		Class Test



Signature of the faculty

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ACADEMIC SESSION: WINTER-2025

Discipline : MODERN OFFICE MANAGEMENT		Semester : 3RD	Name of the Teaching Faculty : Smita Subhadarsini Sahoo	
Subject : Financial Market And Institution			THEORY	
			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 FINANCIAL SYSTEM	Introduction to Financial System	
	2ND		Components Financial System	
	3RD		Components Financial System	
2 ND	1ST		Financial markets and institutions	
	2ND		Financial intermediation	
	3RD		Functions of Financial System	
3 RD	1ST		Components of Financial System	
	2ND		Indian financial system.	
	3RD		Class Test	
4 TH	1ST	UNIT-II FINANCIAL MARKET	Definition of financial market	
	2ND		Money market-functions	
	3RD		Organization and instruments	
5 TH	1ST		Role of Central Bank	
	2ND		Role of Central Bank	
	3RD		Indian money market	
6 TH	1ST		Indian money market	
	2ND		Class Test	
	3RD		Quiz	
7 TH	1ST	UNIT-III	Definition of capital market	
	2ND		Functions of capital market	
	3RD		Organization and instruments	

8TH	1ST	CAPITAL MARKETS	Indian equity market
	2ND		primary and secondary markets
	3RD		Stock exchanges in India
9TH	1ST		Role of stock exchanges in India
	2ND		Role of stock exchanges in India
	3RD		Quiz
10TH	1ST	UNIT-IV FINANCIAL INSTITUTION	Definition of Financial Institution
	2ND		Commercial banking- introduction
	3RD		Role in project finance
11TH	1ST		Role in project finance
	2ND		Working capital finance
	3RD		Development Financial Institutions
12TH	1ST		Problems of NPA. Financial Inclusion
	2ND		Life and non-life insurance companies
	3RD		Non-banking financial companies (NBFCs).
13TH	1ST	UNIT-V FINANCIAL SERVICES	Introduction to financial service
	2ND		Mutual Funds
	3RD		Role in Capital Market
14TH	1ST		Regulation of Mutual Funds
	2ND		Factoring services
	3RD		Bank Guarantees
15TH	1ST		Bank Undertakings
	2ND		Letter of Credit
	3RD		Credit Rating Agencies



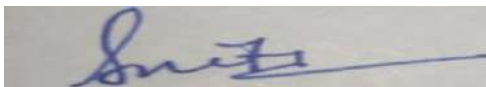
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LESSON PLAN
ACADEMIC SESSION: WINTER-2025

Discipline : MODERN OFFICE MANAGEMENT		Semester : 5th	Name of the Teaching Faculty : Smita Subhadarsini Sahoo	
Subject Financial Management			THEORY	
			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		Meaning, Definition	
	3RD		Concept of financial management	
	4TH		Nature of financial management	
	5TH		Scope of financial management	
2 ND	1ST		Financial goals	
	2ND		Profit vs wealth maximization	
	3RD		Financial functions	
	4TH		Role of finance manager	
	5TH		Source of finance	
3 RD	1ST		Equity capital	
	2ND		Preference capital	

	3RD		Debentures and term loans
	4TH		Features
	5TH		Merits and demerits
4 TH	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
5 TH	1ST		Net present value
	2ND		Net present value
	3RD		Cost of capital
	4TH		Concept
	5TH		Measurement of cost of capital
6 TH	1ST		Measurement of cost of capital
	2ND		Weighted average cost of capital
	3RD		Weighted average cost of capital
	4TH		Quiz
	5TH		Class Test
7 TH	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
8 TH	1ST		Factors affecting capital budgeting decision
	2ND		Factors affecting capital budgeting decision
	3RD		Factors affecting capital budgeting decision
	4TH		Quiz
	5TH		Class Test
9 TH	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



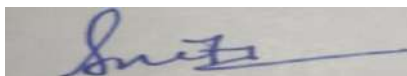
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LESSON PLAN
ACADEMIC SESSION: WINTER-2025

Discipline : MODERN OFFICE MANAGEMENT		Semester : 5TH	Name of the Teaching Faculty : Smita Subhadarsini Sahoo	
Subject : Management Principles And Application			THEORY	
From date: 14/07/2025 to 15/11/2025			No. of weeks: -15(excluding holidays)	
WEEK	No. of classes/week-5	CHAPTER/UNIT	THEORY	
1ST	1ST	UNIT-I INTRODUCTION TO PRINCIPLES OF MANAGEMENT	Management: Definition	
	2ND		Importance	
	3RD		Functions	
	4TH		Nature as profession	
	5TH		Science and art	
2ND	1ST		Universality of management	
	2ND		Levels of management	
	3RD		Managerial tasks and skills	
	4TH		Different schools of thoughts	
	5TH		Classical school contributions of T aylor & Henri Fayol	
3RD	1ST		Neo- classical school	
	2ND		Human relation approach, behavioral science	
	3RD		Modern school approach	
	4TH		System approach	
	5TH		Contingency approach	
4TH	1ST	UNIT-II PLANNING	Introduction	
	2ND		Concept	
	3RD		Importance	
	4TH		Importance	
	5TH		Steps of planning	
5TH	1ST		Steps of planning	
	2ND		Types of planning	
	3RD		Types of planning	
	4TH		Premises	
	5TH		Barriers to effective planning	
6TH	1ST		Remedial measures	
	2ND		Strategic planning : Concept	
	3RD		Forecasting: Concept	
	4TH		Techniques	
	5TH		Techniques	
7TH	1ST	UNIT-III	Introduction	
	2ND		Concept	

	3RD	ORGANIZING	Importance
	4TH		Principles
	5TH		Principles
8 TH	1ST		Different organization models- line & staff
	2ND		Functions
	3RD		Functions
	4TH		Departmentation: Basis, principles
	5TH		Delegation of authority- Elements
9 TH	1ST		Steps barriers
	2ND		Decentralization of authority
	3RD		Centralization of authority
	4TH		Span of management
	5TH		Determining factors
10 TH	1ST	UNIT-IV DIRECTING AND STAFFING	Class Test
	2ND		Introduction
	3RD		Concept
	4TH		Importance of directing
	5TH		Leadership: concept
11 TH	1ST		Importance
	2ND		Types of leadership
	3RD		Types of leadership
	4TH		Leadership traits
	5TH		Tannenbaum Model
12 TH	1ST		Schmidt's Model
	2ND		Blake Model
	3RD		Mouton's Model
	4TH		Staffing: Concept
	5TH		Importance
13 TH	1ST	UNIT-V MOTIVATION, CO-ORDINATION AND CONTROL	Motivation: concept
	2ND		Importance
	3RD		Contributions of M c gregor
	4TH		Contributions of Maslow
	5TH		Contributions of Herzberg
14 TH	1ST		Coordination: concept
	2ND		Importance
	3RD		Principles
	4TH		Principles
	5TH		Implementation techniques
15 TH	1ST		Implementation techniques
	2ND		Control: concept, Importance
	3RD		Tools of control

	4TH		Tools of control
	5TH		Class Test



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